



GENERAL NOTICE

The documents attached to the following agenda have a legal binding only if they have been confirmed by the Municipal Council.

Please check with the administration to find out if any modification and/or withdrawals of subjects have been made.

COVID-19 NOTICE

Registration required to attend the meeting in person:

In order to support ongoing efforts to stop the spread of Covid-19, we highly recommend that all members of the public remain in the comfort and safety of their homes and watch the Council deliberations live streamed on The Nation's YouTube channel. Due to the current EOHU social distancing guidelines, we have space for only seven members of the public in our council chambers.

Registration is mandatory to attend a meeting due to the limited space. If you have questions or wish to reserve a seat, please contact the Deputy Clerk at 613-764-5444 extension 228 or by email at aroy@nationmun.ca.

You can visit [The Nation Municipality's YouTube channel](#) to view the meetings.



The Corporation of The Nation Municipality Agenda

Meeting Information

Meeting Number: 2021-31

Type: Regular

Date: December 6, 2021

Time: 4 p.m.

Location: 958 Route 500 West, Casselman

Chair: François St-Amour, Mayor

Prepared by: Aimée Roy, Deputy Clerk

Video: Council meetings are streamed live on [The Nation's YouTube channel](#).

Scheduled Agenda Items:

4:00 p.m.: Delegation, Municipal Candidate Program

4:30 p.m.: Delegation, speed in Route 500 West's School Zone

Agenda Items

1. Call to order

2. Changes and Additions to Agenda

3. Adoption of Agenda

4. Disclosure of Conflict of Interest

5. Adoption of Minutes of Previous Meetings

5.1 Minutes of the following regular and special meetings:

- November 8, 2021
- November 22, 2021

6. Adoption of Recommendations of the Municipal Council Committees

7. Receiving of Monthly Reports from the Appointed Municipal Officials

7.1 Marc Legault, Director of Public Works

7.1.1 Report TP-35-2021

2021 Bridge and Large Culvert Biennial Inspections

7.2 Nadia Knebel, Director of Finance

7.2.1 Report F-19-2021

Proposed user fees for water and sewer services

7.2.2 Report F-20-2021

Budget 2022

7.2.3 Report F-21-2021
Solar panel expense

7.3 Carol Ann Scott, Recreation Coordinator

7.3.1 Report RE-24-2021
Draft Policy for Park Infrastructure

7.4 Guylain Lafèche, Director of Planning

7.4.1 Report ENV-08-2021
Proposed landfill closure during the holidays

7.4.2 Report ENV-09-2021
Proposed purchase of equipment

7.4.3 Report BLD-02-2021
Refund, Covid-19

7.5 Mario Hautcoeur, Manager of Municipal Law Enforcement

7.5.1 Report BL-06-2021
Request for by-law exemption for barbed wire fence
Distribution centre

7.5.2 Report BL-07-2021
Dog Tag Program

7.6 Todd Bayly, Chief Building Officer

7.6.1 October's Building Permit Statistics

7.7 Leroux Consulting, Drainage Superintendent

7.7.1 Report 2021-1104
Drainage Superintendent Duties, November 2021

7.7.2 Report DRAINAGE-05-2021
Request for a maintenance on Mainville Municipal Drain

7.7.3 Report DRAINAGE-07-2021
Request for a maintenance on Leonide Bourgeois Municipal Drain

8. Notice of Proposed Motions

9. Unfinished Business from Previous Meetings

10. Delegations

10.1 Municipal Candidate Program, **4 pm**
Caroline Arcand, Employment Services Centre

10.2 Stephany Drisdoll and Millissa Ryan, **4:30 pm**
Speed limit in school zone, Route 500 West

11. Applications for Prescott-Russell Land Division Committee

12. Municipal By-laws

12.1 By-Law 131-2021
To amend By-laws 4-2015 and 138-2015
Tipping Fees

12.2 By-law 136-2021
Richard Lafrance Municipal Drain

12.3 By-law 137-2021
Rolland Martel Municipal Drain

13. Approval of the Variance Report and Accounts Payable

13.1 Accounts payables

14. Other Business

14.1 Donation Requests

14.1.1 Fire hall 200 Firefighters (St-Bernardin)

14.1.2 St-Albert Knights of Columbus

14.1.3 Project Life Saver

15. Various Monthly Reports

15.1 Eastern Ontario Health Unit, Outbreak Advisory

16. Correspondence

16.1 AMO, newsletters and Indigenous Municipal Relationship Agreement

16.2 *Comité consultatif St-Bernardin*, thank you letter

16.3 Ministry of Infrastructure, Building Broadband Faster Act, Guidelines and Regulations

16.4 Town of Georgina, Plastic Wrap

16.5 Township of Adelaide Metcalfe, Bridge and Culvert Replacements

16.6 Township of Amaranth, MPAC Assessment

16.7 Township of Champlain, New Environment Compliance Assessment - Colacem

17. Coming Events

17.1 Regular Council Meeting, December 13, 2021

18. Closed Sessions

18.1 Nadia Knebel, Director of Finance

Report F-18-2021, Request to cancel late fees

Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees;

19. Confirming By-law

20. Adjournment



AVIS GÉNÉRAL

Les documents faisant partie de l'ordre du jour ci-joint, ont force de la loi, que s'ils ont été entérinés par le Conseil municipal.

Prière de vérifier auprès de l'administration si des modifications et/ou des retraits de sujets ont été effectués.

AVIS COVID-19

Inscription obligatoire pour assister aux réunions en personnes :

Afin de soutenir les efforts en cours pour arrêter la propagation de la Covid-19, nous recommandons fortement à tous les membres du public de rester dans le confort et la sécurité de leur maison et de regarder les délibérations du conseil en direct sur la chaîne YouTube de La Nation. En raison des directives de distanciation sociale du BSEO, nous ne pouvons accueillir qu'un maximum de sept membres du public dans la salle du conseil.

Une inscription est obligatoire afin d'assister à une réunion puisque l'espace est limité. Si vous voulez réserver un siège, ou si vous avez des questions, veuillez communiquer avec la Greffière adjointe au 613-764-5444 poste 228 ou par courriel à aroy@nationmun.ca.

Vous pouvez visiter la [chaîne YouTube de La Nation](#) pour visionner les réunions.



Corporation de la municipalité de La Nation Ordre du jour

Information de la réunion

Numéro de réunion : 2021-31

Type : Ordinaire

Date : 6 décembre 2021

Heure : 16h00

Endroit : 958, route 500 ouest, Casselman

Président : François St-Amour, Maire

Préparé par : Aimée Roy, Greffière adjointe

Vidéo : la réunion du Conseil sera diffusée en direct sur [YouTube](#)

Sujets à l'horaire précis

16h00 : délégation, Programme de candidats municipaux

16h30 : délégation, vitesse dans la zone d'école sur la route 500 ouest

Ordre du jour

1. Ouverture de l'assemblée

2. Modifications et additions à l'ordre du jour

3. Adoption de l'ordre du jour

4. Déclaration de conflit d'intérêt

5. Adoption des procès-verbaux des réunions précédentes

5.1 Procès-verbaux des réunions ordinaires and extraordinaires tenues le

- 8 novembre 2021
- 22 novembre 2021

6. Adoption des recommandations des comités du conseil municipal

7. Réception des rapports mensuels des membres de l'administration

7.1 Marc Legault, Directeur des travaux publics

7.1.1 Rapport TP-35-2021

Inspections biennales des ponts et des grands ponceaux 2021

7.2 Nadia Knebel, Directrice des finances

7.2.1 Rapport F-19-2021

Proposition - Frais d'usagers pour le service d'eau et d'égouts

7.2.2 Rapport F-20-2021

Budget 2022

7.2.3 Rapport F-21-2021
Dépense pour les panneaux solaires

7.3 Carol Ann Scott, Coordinatrice de la récréation

7.3.1 Rapport RE-24-2021
Ébauche politique infrastructure des parcs

7.4 Guylain Lafèche, Directeur de l'urbanisme

7.4.1 Rapport ENV-08-2021
Augmentation des frais des sites d'enfouissement

7.4.2 Rapport ENV-09-2021
Proposition d'achat d'équipement

7.4.3 Rapport BLD-02-2021
Remboursement, covid-19

7.5 Mario Hautcoeur, Gérant des ordonnances municipales

7.5.1 Rapport BL-06-2021
Demande de dérogation pour clôture de fil barbelé
Centre de distribution

7.5.2 Rapport BL-07-2021
Programme de médailles de chien

7.6 Todd Bayly, Chef du service du bâtiment

7.6.1 Statistiques des permis de construire d'octobre

7.7 Leroux Consulting, Surintendant de drainage

7.7.1 Rapport 2021-1104
Tâches du Surintendant de drainage, novembre 2021

7.7.2 Rapport DRAINAGE-05-2021
Demande d'entretien de drain municipal, « Mainville »

7.7.3 Rapport DRAINAGE-07-2021
Demande d'entretien de drain municipal, « Leonide Bourgeois »

8. Avis de motions proposées

9. Affaires découlant des réunions précédentes

10. Délégations

10.1 Programme des candidats des municipalités, **16h00**
Caroline Arcand, Centre de services à l'emploi

10.2 Stephany Drisdoll et Millissa Ryan, **16h30**
Vitesse zone d'école, route 500 ouest

11. Demandes au comité de division de terrains de Prescott-Russell

12. Règlements municipaux

12.1 Règlement 131-2021
Pour modifier les règlements 4-2015 et 138-2015
Frais des sites d'enfouissement

12.2 Règlement 136-2021
Drain municipal Richard Lafrance

12.3 Règlement 137-2021
Drain municipal Rolland Martel

13. Approbation du rapport de variance et comptes fournisseurs

13.1 Comptes payables

14. Autres

14.1 Demandes de dons

14.1.1 Pompiers de caserne 200 (St-Bernardin)

14.1.2 Chevaliers de Colomb St-Albert

14.1.3 Projet « life saver »

15. Rapports mensuels divers

15.1 Bureau de santé de l'est de l'Ontario, Avis des flambées

16. Correspondance

16.1 AMO, infolettres et Entente sur les relations municipales autochtones

16.2 Comité consultatif St-Bernardin, lettre de remerciement

16.3 Ministère de l'Infrastructure, Loi sur la réalisation accélérée de projets d'Internet à haut débit, directives et règlements

16.4 Ville de Georgina, Emballage en plastique

16.5 Canton d'Adelaide Metcalfe, Remplacement des ponts et ponceaux

16.6 Canton d'Amaranth, Évaluations de MPAC

16.7 Canton de Champlain, demande de nouvelle Autorisation environnementale' Colacem

17. Événements à venir

17.1 Réunion de conseil ordinaire, 13 décembre 2021

18. Huis clos

18.1 Nadia Knebel, Directrice des finances

Rapport F-18-2021, demande d'annuler des frais d'intérêt

Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée

19. Règlement pour confirmer les procédures du Conseil

20. Ajournement



Corporation de la municipalité de La Nation Procès-verbal

Information de la réunion

Numéro de réunion : 2021-29

Type : Ordinaire

Date : 8 novembre 2021

Heure : 16h00

Endroit : 958, route 500 ouest, Casselman

Président : François St-Amour, Maire

Préparé par : Aimée Roy, Greffière adjointe

Vidéo : [l'enregistrement de la réunion est disponible sur YouTube](#)

Présence des membres du Conseil

Maire François St-Amour, oui
 Conseillère quartier 1 Marie-Noëlle Lanthier, oui
 Conseiller quartier 2 Alain Mainville, oui
 Conseiller quartier 3 Danik Forgues, oui
 Conseiller quartier 4 Francis Brière, oui

Présence du personnel municipal

Josée Brizard, DG-Greffière
 Aimée Roy, Greffière adjointe
 Marc Legault, Directeur des travaux publics
 Guylain Lafèche, Directeur de l'urbanisme
 Nadia Knebel, Directrice des finances
 Daniel R. Desforges, Gérant des infrastructures environnementales

Présence du personnel municipal

Stuart Lawson, résident

Sujets à l'horaire précis

16h00 : session à huis clos

Ordre du jour

1. Ouverture de l'assemblée

Résolution : 595-2021

Proposée par : Danik Forgues

Appuyée par : Francis Brière

Qu'il soit résolu que la présente assemblée soit ouverte.

Adoptée

2. Modifications et additions à l'ordre du jour

Correction

7.5.1 Numéro du rapport est AD-06-2021

18.2.2 Numéro du rapport est AD-05-2021

18.3 Numéro du rapport est FD-12-2021

3. Adoption de l'ordre du jour

Résolution : 596-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Alain Mainville

Qu'il soit résolu que l'ordre du jour soit accepté incluant les modifications apportées séance tenante, le cas échéant.

Adoptée

4. Déclaration de conflit d'intérêt

5. Adoption des procès-verbaux des réunions précédentes

5.1 Procès-verbaux de la réunion ordinaire tenue le 25 octobre 2021

Résolution : 599-2021

Proposée par : Alain Mainville

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que le procès-verbal de l'assemblée suivante soit adopté tel que présenté :

- Réunion ordinaire tenue le 25 octobre 2021.

Adoptée

6. Adoption des recommandations des comités du conseil municipal

7. Réception des rapports mensuels des membres de l'administration

7.1 Guylain Laflèche, Urbaniste

7.1.1 BLD-01-2021 - Remboursement des dépôts de permis de construction

Résolution : 600-2021

Proposée par : Francis Brière

Appuyée par : Alain Mainville

Qu'il soit résolu que les permis de construction énumérés dans la note de service BLD-01-2021 soient exemptés de la section 2 de la cédule B du règlement 85-2005 (règlement de permis de construction).

Adoptée

7.2 Nadia Knebel, Directrice des finances

7.2.1 F-14-2021 – Financement et paiement du camion Hydrovac

Résolution : 601-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée dans le rapport F-14-2021, approuvant ainsi le paiement au complet du camion Hydrovac, acheté le 31 mars 2021, avec les fonds des « fonds de réserve de l'eau et des égouts ».

Adoptée

7.2.2 F-15-2021 – Proposition : frais d'utilisateur pour le service d'eau et d'égouts

Ajournement

Résolution : 602-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Alain Mainville

Qu'il soit résolu que la présente assemblée soit ajournée à **17h22** pour une réunion publique de zonage.

Adoptée

Réouverture de l'assemblée

Résolution : 605-2021

Proposée par : Francis Brière

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que l'assemblée du Conseil soit rouverte à **17h33**.

Adoptée

7.3 Daniel R. Desforges, Gérant des infrastructures environnementales

7.3.1 ENV-07-2021 – Augmentation des taux aux sites d'enfouissement

Résolution : 606-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée dans le rapport EV-07-2021, approuvant ainsi la majoration du tarif pour les sites d'enfouissement à 0,65 \$ le pied cube, l'établissement d'un tarif minimum de 2,00 \$ pour les voyages inférieurs au tarif au pied cube, et l'établissement de frais d'administration de 4,00 \$ pour ceux qui ont besoin qu'une facture leur soit envoyée par la poste.

Adoptée

7.4 Leroux Consultant, Surintendant de drainage

7.4.1 Rapport 2021-1004

Rapport mensuel sur les tâches du surintendant de drainage pour octobre 2021

Résolution : 607-2021

Proposée par : Alain Mainville

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que le Conseil approuve le rapport 2021-1004 tel que présenté par le Surintendant de drainage, Leroux Consultant, pour octobre 2021.

Adoptée

7.5 Josée Brizard, Directrice générale - Greffière

7.5.1 AD-06-2021

Fermeture des bureaux municipaux au public durant le temps des fêtes

Résolution : 608-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée le rapport AD-06-2021, approuvant ainsi la fermeture des

bureaux municipaux au public à midi le 24 décembre 2021 et la réouverture le 5 janvier 2022.

Qu'il soit aussi résolu que les bureaux municipaux ferment au public dorénavant la semaine entre la veille de Noël et le jour suivant le jour de l'an, étant les journées fériés municipaux..

Adoptée

8. Avis de motions proposées

9. Affaires découlant des réunions précédentes

10. Délégations

10.1 Stuart Lawson (17h30)

Inquiétudes concernant la confidentialité - DocuPet

11. Demandes au comité de division de terrains de Prescott-Russell

12. Règlements municipaux

12.1 Règlement 118-2021

Rue Brisson – aménagement local

Résolution : 609-2021

Proposée par : Francis Brière

Appuyée par : Danik Forgues

Qu'il soit résolu que le règlement n° 118-2021, étant un règlement sur le projet d'aménagement local sur la rue Brisson, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

12.2 Règlement 124-2021

Règlementation de partie de lot – rue Livya

Résolution : 610-2021

Proposée par : Francis Brière

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que le règlement n° 124-2021, étant un règlement relatif à la désignation de terrains non assujettis à la réglementation de partie de lot, applicable au lotissement Livya, filière SUB-01-2021, décrit comme étant les partis 1 à 79 du plan 50R11240, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

12.3 Règlement 126-2021

Modification au règlement de zonage

Complexe sportif de La Nation

Résolution : 611-2021

Proposée par : Francis Brière

Appuyée par : Danik Forgues

Qu'il soit résolu que le règlement n° 126-2021, étant un règlement modifiant le règlement de zonage 2-2006 de la municipalité de La Nation pour les parcelles de propriété au 243 chemin Limoges, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

12.4 Règlement 127-2021

Modification au règlement de zonage

1835, Route 900 Ouest (ferme Geranik)

Résolution : 612-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que le règlement n° 127-2021, étant un règlement modifiant le règlement de zonage 2-2006 de la municipalité de La Nation pour la propriété au 1835 route 900 ouest, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

12.5 Règlement 128-2021

Modification au règlement 92-2021, limites des quartiers

Résolution : 613-2021

Proposée par : Francis Brière

Appuyée par : Danik Forgues

Qu'il soit résolu que le règlement n° 128-2021, étant un règlement pour modifier le règlement numéro 92-2020 afin d'établir de nouvelles limites de quartiers, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

13. Approbation du rapport de variance et comptes fournisseurs

13.1 Comptes payables

Résolution : 614-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Alain Mainville

Qu'il soit résolu que le Conseil approuve les comptes payables jusqu'au 15 novembre 2021.

Pièce justificative 21 : 785 439,50 \$

Adoptée

14. Autres

15. Rapports mensuels divers

15.1 Bureau de santé de l'est de l'Ontario, Avis des flambées

16. Correspondance

16.1 AMO, infolettres

16.2 Conrad Lamadeleine, chemin du Théâtre

16.3 Ville de Kitchener, "Renovictions"

16.4 Ville de Kitchener, Vaccine Passport Program

16.5 Conservation de la Nation sud, niveau 1 de bas niveau d'eau

16.6 Corporation de logement de St-Isidore, lettre de remerciement

Résolution : 615-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que la correspondance telle que décrite à l'ordre du jour du 8 novembre 2021 soit reçue.

Adoptée

17. Événements à venir

17.1 Réunion de conseil ordinaire, 22 novembre 2021

18. Huis clos

Session à huis clos

Résolution : 597-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que la présente assemblée soit ajournée à **16h02** pour une session à huis clos conformément aux sections suivantes de la *Loi municipale 2001* :

Section 239 (2)

(b) des renseignements privés concernant une personne qui peut être identifiée;

(d) relation de travail;

(e) litiges éventuels;

(f) les conseils qui sont protégés par le secret professionnel de l'avocat; et

(k) une position, un projet, une ligne de conduite, une norme ou une instruction devant être observé par la municipalité dans le cadre d'une négociation.

Adoptée

Réouverture de l'assemblée

Résolution : 598-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que la présente assemblée soit rouverte à **16h48..**

Adoptée

18.1 Procès-verbal de la session à huis clos tenue le 18 octobre 2021

18.2 Josée Brizard, Directrice générale - Greffière

18.2.1 Dispute de drainage

Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée; et (e) les litiges actuels ou éventuels;

18.2.2 Question de confidentialité avec une entente

Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée; (e) les litiges actuels ou éventuels; et (f) les conseils qui sont protégés par le secret professionnel de l'avocat

Résolution : 616-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée dans le rapport AD-05-2021, soumis en huis clos le 8 novembre 2021.

Adoptée

18.2.3 Entente avec le Conseil scolaire (location)

Section 239 (2) (k) une position, un projet, une ligne de conduite, une norme ou une instruction devant être observé par la municipalité

Résolution : 617-2021

Proposée par : Francis Brière

Appuyée par : Alain Mainville

Attendu que le Conseil de la municipalité de La Nation est satisfait avec l'entente de location avec le Conseil scolaire de district catholique de l'est ontarien suite à les négociations;

Qu'il soit résolu que le Conseil approuve ladite entente en principe et autorise le Maire et la DG-Greffière à signer ladite entente.

Adoptée

18.3 Richard Groulx, Chef pompier

Politique de vaccination et employés

Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée; et (d) relations de travail

19 Confirmation de règlement

Résolution : 618-2021

Proposée par : Alain Mainville

Appuyée par : Danik Forgues

Qu'il soit résolu que le règlement no 129-2021, pour confirmer les procédures du Conseil a sa réunion ordinaire du 8 novembre 2021, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

20. Ajournement

Résolution : 619-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Francis Brière

Qu'il soit résolu que la présente assemblée soit ajournée à **18h21**.

Adoptée



The Corporation of The Nation Municipality Minutes

Meeting Information

Meeting Number: 2021-29

Type: Regular

Date: November 8, 2021

Time: 4:00 p.m.

Location: 958 Route 500 West, Casselman

Chair: François St-Amour, Mayor

Prepared by: Aimée Roy, Deputy Clerk

Video: [the recording of this meeting is available on YouTube](#)

Scheduled Agenda Items

4:00 pm: Closed Session

5:00 pm: Public Meeting for Zoning

5:30pm: Mr. Stuart Lawson, delegation

Presence of Council Members

Mayor François St-Amour, Yes

Councillor ward 1 Marie-Noëlle Lanthier, Yes

Councillor ward 2 Alain Mainville, Yes

Councillor ward 3 Danik Forgues, Yes

Councillor ward 4 Francis Brière, Yes

Presence of Municipal Staff

Josée Brizard, CAO-Clerk

Aimée Roy, Deputy Clerk

Marc Legault, Director of Public Works

Guylain Laflèche, Director of Planning

Cécile Maisonneuve, Treasurer

Nadia Knebel, Director of Finance

Daniel R. Desforges, Environmental Infrastructure Manager

Presence of guests

Stuart Lawson, resident

Agenda Items

1. Call to order

Resolution: 595-2021

Moved by: Danik Forgues

Seconded by: Francis Brière

Be it resolved that the present meeting be opened.

Carried

2. Changes and Additions to Agenda

Corrections

7.5.1 Report number is AD-06-2021

18.2.2 Report number is AD-05-2021

18.3 Report number is FD-12-2021

3. Adoption of Agenda

Resolution: 596-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Alain Mainville

Be it resolved that the agenda be accepted, including the modifications made forthwith, as applicable.

Carried

4. Disclosure of Conflict of Interest

5. Adoption of Minutes of Previous Meetings

5.1 Minutes of the regular meeting held October 25, 2021

Resolution: 599-2021

Moved by: Alain Mainville

Seconded by: Danik Forgues

Be it resolved that the minutes of the following meeting be adopted as presented:

- Regular meeting held October 25, 2021.

Carried

6. Adoption of Recommendations of the Municipal Council Committees

7. Receiving of Monthly Reports from the Appointed Municipal Officials

7.1 Guylain Laflèche, Planner

7.1.1 BLD-01-2021 – Building permit deposit reimbursement

Resolution: 600-2021

Moved by: Francis Brière

Seconded by: Alain Mainville

Be it resolved that the building permits shown under Memo BLD-01-2021 be exempted of section 2 of Schedule B of By-law 85-2005 (Building Permit By-law).

Carried

7.2 Nadia Knebel, Director of Finance

7.2.1 F-14-2021 – Financing and payment of Hydrovac truck

Resolution: 601-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that Council approves the recommendation as presented in report F-14-2021, thereby approving using the funds in the Water and Sewer Reserve Fund to pay the totality of the Hydrovac truck, purchased March 31st, 2021.

Carried

7.2.2 F-15-2021 – Proposed user fees for water and sewer services

Adjournment

Resolution: 602-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Alain Mainville

Be it resolved that the Council meeting be adjourned at **5:22 pm** for a public meeting for zoning.

Carried

Re-opening of the Meeting

Resolution: 605-2021

Moved by: Francis Brière

Seconded by: Marie-Noëlle Lanthier

Be it resolved that the Council meeting be re-convened at **5:33 pm**.

Carried

7.3 Daniel R. Desforges, Environmental Infrastructure Manager

7.3.1 ENV-07-2021 – Increased rates at landfill sites

Resolution: 606-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that Council approves the recommendation as presented in report ENV-07-2021, thereby approving the rate increase for the landfill sites to \$0.65 per cubic foot, the setting of a minimum fee of \$2.00 for trips less than the cubic foot rate, and the setting of an administration fee of \$4.00 for those requiring an invoice be mailed to them.

Carried

7.4 Leroux Consultant, Drainage Superintendent

7.4.1 Report 2021-1004

Drainage Superintendent Duties – October 2021

Resolution: 607-2021

Moved by: Alain Mainville

Seconded by: Marie-Noëlle Lanthier

Be It resolved that Council approves the report 2021-1004 as presented by the Drainage Superintendent, Leroux Consultant, for October 2021.

Carried

7.5 Josée Brizard – Chief Administrative Officer - Clerk

7.5.1 Report AD-06-2021

Closing of the municipal offices to public during the holidays

Resolution: 608-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that Council approves the recommendation as presented in report AD-06-2021, thereby approving the closure of municipal offices to the public at noon on December 24, 2021 and the reopening on January 5, 2022.

Be it resolved that the municipal offices close to the public henceforth the week between Christmas Eve and the day following New Year's Day, being municipal holidays.

Carried

8. Notice of Proposed Motions**9. Unfinished Business from Previous Meetings****10. Delegations****10.1** Stuart Lawson (17h30)

Privacy Concerns - DocuPet

11. Applications for Prescott-Russell Land Division Committee**12. Municipal By-laws****12.1** By-Law 118-2021

Brisson Street local improvement

Resolution: 609-2021

Moved by: Francis Brière

Seconded by: Danik Forgues

Be it resolved that By-law no 118-2021, being a by-law regarding a local improvement project for Brisson Street, be read and adopted in first, second and third reading.

Carried

12.2 By-Law 124-2021

Part lot control – Livya Street

Resolution: 610-2021

Moved by: Francis Brière

Seconded by: Marie-Noëlle Lanthier

Be it resolved that By-law no. 124-2021 being a by-law for the designation of lands not subject to part lot control, for Livya Subdivision, being described as Parts 1 to 79 on Plan 50R11240, be read and adopted in first, second and third reading.

Carried

12.3 By-law 126-2021

Zoning Amendment – Nation Sports Complex

Resolution: 611-2021

Moved by: Francis Brière

Seconded by: Danik Forgues

Be it resolved that By-law 126-2021 being a by-law to amend Zoning By-law 2-2006 of The Nation Municipality for the parcels of property at 243 Limoges Road, be read and adopted in first, second and third reading.

12.4 By-law 127-2021

Zoning Amendment – 1835 Route 900 West (Geranik Farm)

Resolution: 612-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that By-law no. 127-2021, being a by-law to amend Zoning By-law 2-2006 of The Nation Municipality for the property at 1835 Route 900 West, be read and adopted in first, second and third reading.

Carried

12.5 By-law 128-2021

To amend 92-2021, Ward Boundaries

Resolution: 613-2021

Moved by: Francis Brière

Seconded by: Danik Forgues

Be it resolved that By-law no. 128-2021, being a by-law to amend By-law no 92-2020 to establish new ward boundaries, be read and adopted in first, second and third reading.

Carried

13. Approval of the Variance Report and Accounts Payable

13.1 Accounts payables

Resolution: 614-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Alain Mainville

Be it resolved that Council approves the accounts payable up to November 15, 2021.

Voucher 21: \$785,439.50

Carried

14. Other Business

15. Various Monthly Reports

15.1 Eastern Ontario Health Unit, Outbreak Advisory

16. Correspondence

16.1 AMO, newsletters

16.2 Conrad Lamadeleine, chemin du Théâtre Road

16.3 City of Kitchener, “Renovictions”

16.4 City of Kitchener, Vaccine Passport Program

16.5 South Nation Conservation, Level 1 Low Water Advisory

16.6 St-Isidore Housing Corporation, thank you letter

Resolution: 615-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that the correspondence as listed on the November 8, 2021 agenda be received.

Carried

17. Coming Events

17.1 Regular and Budget Council Meeting, November 22, 2021

18. Closed Sessions

Closed session

Resolution: 597-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that the present meeting be adjourned at **4:02 pm** for a closed session under the following sections of the Municipal Act, 2001:

Section 239 (2)

(b) personal matters about an identifiable individual;

(d) labour relation;

(e) litigation or potential litigation;

(f) advice that is subject to solicitor-client privilege; and

(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.

Carried

Closed session

Resolution: 598-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that the present meeting be re-opened at **4:48 pm**.

Carried

18.1 Minutes of the closed session held on October 18 2021

18.2 Josée Brizard, CAO-Clerk

18.2.1 Drainage Dispute

Section 239 (2) (b) personal matters about an identifiable individual; and (e) litigation or potential litigation

18.2.2 Report AD-05-2021, Privacy issue with an agreement

Section 239 (2) (b) personal matters about an identifiable individual; (e) litigation or potential litigation; and (f) advice that is subject to solicitor-client privilege

18.2.3 Schoolboard Agreement (Lease)

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

Resolution: 617-2021

Moved by: Francis Brière

Seconded by: Alain Mainville

Whereas the Council of The Nation Municipality is satisfied with the lease agreement with the *Conseil scolaire de district catholique de l'est ontarien* following negotiations;

Be it resolved that Council approves the said agreement in principle and authorizes the Mayor and CAO-Clerk to sign the said agreement.

Carried

18.3 Richard Groulx, Fire Chief

Report FD-12-2021, Vaccination Policy and employees

Section 239 (2) (b) personal matters about an identifiable individual; and (d) labour relations

19. Confirming By-law

Resolution: 618-2021

Moved by: Alain Mainville

Seconded by: Danik Forgues

Be it resolved that By-law No. 129-2021 to confirm the proceedings of Council at its regular meeting of November 8, 2021 be read and adopted in first, second and third reading.

Carried

20. Adjournment

Resolution: 619-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Francis Brière

Be it resolved that the present meeting be adjourned at **6:21 pm**.

Carried

François St-Amour, Mayor

Josée Brizard, CAO-Clerk



Corporation de la municipalité de La Nation Procès-verbal

Information de la réunion

Type : Ordinaire

Date : 22 novembre 2021

Heure : 9h00

Endroit : 958, route 500 ouest, Casselman

Président : François St-Amour, Maire

Préparé par : Aimée Roy, Greffière adjointe

Vidéo : [l'enregistrement de la réunion est disponible sur YouTube](#)

Présence des membres du Conseil

Maire François St-Amour, oui
 Conseillère quartier 1 Marie-Noëlle Lanthier, oui
 Conseiller quartier 2 Alain Mainville, oui
 Conseiller quartier 3 Danik Forgues, oui
 Conseiller quartier 4 Francis Brière, oui

Présence du personnel municipal

Josée Brizard, DG-Greffière
 Aimée Roy, Greffière adjointe
 Marc Legault, Directeur des travaux publics
 Guylain Laflèche, Directeur de l'urbanisme
 Cécile Maisonneuve, Trésorière
 Nadia Knebel, Directrice des finances
 Richard J. Groulx, Chef pompier
 Doug Renaud, Directeur des eaux et eaux usées
 Carol Ann Scott, Coordinatrice de la récréation
 Yannick Hamel, Gérant du T.I.

Sujets à l'horaire précis

9h00 : session à huis clos

12h00 : pause pour le dîner

Ordre du jour

1. Ouverture de l'assemblée

Résolution : 620-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que la présente assemblée soit ouverte.

Adoptée

2. Modifications et additions à l'ordre du jour

Correction

18.3 Numéro du rapport est TP-34-2021

3. Adoption de l'ordre du jour

Résolution : 621-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Francis Brière

Qu'il soit résolu que l'ordre du jour soit accepté incluant les modifications apportées séance tenante, le cas échéant.

Adoptée

4. Déclaration de conflit d'intérêt

5. Adoption des procès-verbaux des réunions précédentes

6. Adoption des recommandations des comités du conseil municipal

6.1 Procès-verbal de la réunion du Conseil d'administration de la bibliothèque publique de La Nation tenue le 14 octobre 2021

Résolution : 624-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que le procès-verbal du Conseil d'administration de la bibliothèque publique de La Nation pour la réunion tenue le 14 octobre 2021 soit approuvé tel que présenté.

Adoptée

7. Réception des rapports mensuels des membres de l'administration

7.1 Cécile Maisonneuve, Trésorière

7.1.1 Ébauche 2 – budget 2022

7.1.2 Rapport F-17-2021

Impôts à recevoir

Résolution : 625-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Francis Brière

Qu'il soit résolu que le Conseil approuve le rapport sur les taxes à recevoir, numéro F-17-2021, tel que présenté le 22 novembre 2021.

Adoptée

7.2 Guylain Lafèche, Directeur de l'urbanisme

7.2.1 Condition lotissement fiduciaire Lauzon

Résolution : 627-2021

Proposée par : Francis Brière

Appuyée par : Danik Forgues

Qu'il soit résolu que l'ébauche du plan de lotissement soumis par Lauzon Foresterie, filière SUB-02-2021, concernant la propriété décrite comme une partie des lots 28 & 29, concession 2 anciennement Cambridge, municipalité de La Nation, soit approuvé, sujet aux conditions d'approbation, citées à l'annexe « A » ci-jointe.

Adoptée

7.3 Doug Renaud, Directeur des eaux et eaux usées

7.3.1 Rapport WS-19-2021

Ordre de modification #01 pour l'installation de re-chlorination de la nouvelle conduite principale d'eau entre Cheney et Limoges

Résolution : 626-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Francis Brière

Qu'il soit résolu que le Conseil approuve l'ordre de modification numéro 1 telle que proposée par AECOM, et présenté dans le rapport WS-19-2021, pour un montant total de 93 600,00 \$ plus TVH.

Qu'il soit aussi résolu que le Maire et la DG-Greffière soient autorisés à signer ladite ordre de modification #1.

Adoptée

7.4 Aimée Roy, Greffière adjointe**7.4.1 Rapport CL-06-2021**

Dates des réunions de conseils proposées pour 2022

Résolution : 628-2021

Proposée par : Alain Mainville

Appuyée par : Danik Forgues

Qu'il soit résolu que le Conseil approuve les dates de réunions pour l'année 2022 telles que présentées dans le rapport CL-06-2021.

Adoptée

8. Avis de motions proposées**9. Affaires découlant des réunions précédentes****10. Délégations****11. Demandes au comité de division de terrains de Prescott-Russell****12. Règlements municipaux****12.1 Règlement 130-2021**

Règlementation de partie de lot, 53, rue Cambridge

Résolution : 629-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Francis Brière

Qu'il soit résolu que le règlement n° 130-2021, étant un règlement relatif à la désignation de terrains non assujettis à la règlementation de partie de lot, applicable au 53 rue Cambridge, décrit comme étant les parties 1 à 5 du plan 50R11187, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

13. Approbation du rapport de variance et comptes fournisseurs**13.1 Comptes payables**

Résolution : 630-2021

Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que le Conseil approuve les comptes payables jusqu'au 30 novembre 2021.

Pièce justificative 22 : 4 836 780,35 \$

Adoptée

14. Autres

14.1 Demandes de dons

14.1.1 Conseil des parents de l'école à St-Isidore

Résolution : 631-2021

Proposée par : Alain Mainville

Appuyée par : Francis Brière

Qu'il soit résolu que le Conseil approuve de remettre un don de 500 \$ au Conseil des parents de l'école de St-Isidore pour leur activité de Noël, provenant du compte de don des CUPR.

Adoptée

14.1.2 Club optimiste de St-Isidore

Résolution : 632-2021

Proposée par : Alain Mainville

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que le Conseil approuve de remettre un don de 500 \$ au Club optimiste de St-Isidore #2017 pour leur activité de Noël, provenant du compte de don des CUPR.

Adoptée

15. Rapports mensuels divers

15.1 Bureau de santé de l'est de l'Ontario, Avis des flambées

16. Correspondance

16.1 AMO, infolettres

Résolution : 633-2021

Proposée par : Danik Forgues

Appuyée par : Alain Mainville

Qu'il soit résolu que la correspondance telle que décrite à l'ordre du jour du 22 novembre 2021 soit reçue.

Adoptée

17. Événements à venir

17.1 Réunion de conseil ordinaire, 6 décembre 2021

18. Huis clos

Session à huis clos

Résolution : 622-2021

Proposée par : Francis Brière

Appuyée par : Alain Mainville

Qu'il soit résolu que la présente assemblée soit ajournée à **9h04** pour une session à huis clos conformément aux sections suivantes de la *Loi municipale 2001* :

Section 239 (2)

(b) des renseignements privés concernant une personne qui peut être identifiée;

(c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité

- (d) relation de travail; et
 - (f) les conseils qui sont protégés par le secret professionnel de l'avocat.
- Adoptée

Réouverture de l'assemblée

Résolution : 623-2021
Proposée par : Danik Forgues
Appuyée par : Alain Mainville

Qu'il soit résolu que la présente assemblée soit rouverte à **10h30**.

Adoptée

18.1 Guylain Laflèche, Directeur de l'urbanisme

18.1.1 Acquisition de terrain, Limoges
 Section 239 (2) (c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité

18.1.2 Vente de parcelle de terrain, Forest Park
 Section 239 (2) (c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité

18.2 Nadia Knebel, Directrice des finances

Rapport F-16-2021, demande d'annuler des factures
 Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée

Résolution : 634-2021
Proposée par : Marie-Noëlle Lanthier
Appuyée par : Danik Forgues

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée dans le rapport F-16-2021 soumis en huis clos portant sur l'annulation des factures.

Adoptée

18.3 Marc Legault, Directeur des travaux publics

Employés
 Section 239 (2) (d) relations de travail

Résolution : 635-2021
Proposée par : Alain Mainville
Appuyée par : Francis Brière

Qu'il soit résolu que le Conseil approuve la recommandation telle que présentée dans le rapport TP-34-2021 soumis en huis clos portant sur des relations de travail.

Adoptée

18.4 Josée Brizard DG-Greffière et Cécile Maisonneuve, Trésorière

Employés / Équité salariale
 Section 239 (2) (b) des renseignements privés concernant une personne qui peut être identifiée et (d) relations de travail

18.5 Josée Brizard, Directrice générale - Greffière

Rupture d'une entente
 Section 239 (2) (f) les conseils qui sont protégés par le secret professionnel de l'avocat

19 Confirmation de règlement

Résolution : 636-2021
Proposée par : Marie-Noëlle Lanthier

Appuyée par : Danik Forgues

Qu'il soit résolu que le règlement no 132-2021, pour confirmer les procédures du Conseil a sa réunion ordinaire du 22 novembre 2021, soit lu et adopté en première, deuxième et troisième lecture.

Adoptée

20. Ajournement

Résolution : 637-2021

Proposée par : Francis Brière

Appuyée par : Marie-Noëlle Lanthier

Qu'il soit résolu que la présente assemblée soit ajournée à **15h36**.

Adoptée



The Corporation of The Nation Municipality Minutes

Meeting Information

Meeting Number: 2021-30

Type: Regular

Date: November 22, 2021

Time: 9:00 a.m.

Location: 958 Route 500 West, Casselman

Chair: François St-Amour, Mayor

Prepared by: Aimée Roy, Deputy Clerk

Video: [the recording of this meeting is available on YouTube](#)

Presence of Council Members

Mayor François St-Amour, Yes
 Councillor ward 1 Marie-Noëlle Lanthier, Yes
 Councillor ward 2 Alain Mainville, Yes
 Councillor ward 3 Danik Forgues, Yes
 Councillor ward 4 Francis Brière, Yes

Presence of Municipal Staff

Josée Brizard, CAO-Clerk
 Aimée Roy, Deputy Clerk
 Marc Legault, Director of Public Works
 Guylain Laflèche, Director of Planning
 Cécile Maisonneuve, Treasurer
 Nadia Knebel, Director of Finance
 Richard J. Groulx, Fire Chief
 Doug Renaud, Director of Water and Wastewater
 Carol Ann Scott, Recreation Coordinator
 Yannick Hamel, IT Manager

Scheduled Agenda Items

9:00 a.m.: Closed session

12:00 p.m.: Lunch break

Agenda Items

1. Call to order

Resolution: 620-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that the present meeting be opened.

Carried

2. Changes and Additions to Agenda

Corrections

18.3 Report number is TP-34-2021

3. Adoption of Agenda

Resolution: 621-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Francis Brière

Be it resolved that the agenda be accepted, including the modifications made forthwith, as applicable.

Carried

4. Disclosure of Conflict of Interest

5. Adoption of Minutes of Previous Meetings

6. Adoption of Recommendations of the Municipal Council Committees

6.1 Minutes of The Nation Public Library Board's meeting held October 14, 2021

Resolution: 624-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that the minutes of The Nation Public Library Board's meeting held October 14th, 2021 be approved as presented.

Carried

7. Receiving of Monthly Reports from the Appointed Municipal Officials

7.1 Cécile Maisonneuve, Treasurer

7.1.1 Draft 2 – 2022 Budget

7.1.2 Rapport F-17-2021

Tax Receivables

Resolution: 625-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Francis Brière

Be it resolved that Council approves the tax receivables report, number F-17-2021, as presented November 22, 2021.

Carried

7.2 Guylain Laflèche, Director of Planning

7.2.1 Conditions for the Lauzon Subdivision

Resolution: 627-2021

Moved by: Francis Brière

Seconded by: Danik Forgues

Be it resolved that the draft plan of subdivision, submitted by Lauzon Foresterie, file SUB-02-2021, for the property described as Part of Lots 28 & 29, Concession 2, former Cambridge, The Nation Municipality be approved, subject to the following approval conditions, enclosed on Schedule "A."

Carried

7.3 Doug Renaud, Director of Water and Wastewater

7.3.1 Report WS-19-2021

Change Order #01 Design of re-chlorination facility/ new water main between Cheney and Limoges

Resolution: 626-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Francis Brière

Be it resolved that Council approves the change order number 1 as proposed by AECOM, and presented in report WS-19-2021, for a total amount of \$93,600.00, plus HST.

Be it also resolved that Council authorizes the Clerk and Mayor to sign said Change Order #1.

Carried

7.4 Aimée Roy, Deputy Clerk

7.4.1 Report CL-06-2021

2022 Council Meeting Dates

Resolution: 628-2021

Moved by: Alain Mainville

Seconded by: Danik Forgues

Be it resolved that Council approves the 2022 Council Meeting Dates as presented in report CL-06-2021.

Carried

8. Notice of Proposed Motions

9. Unfinished Business from Previous Meetings

10. Delegations

11. Applications for Prescott-Russell Land Division Committee

12. Municipal By-laws

12.1 By-Law 130-2021

Part Lot Control, 53 Cambridge Street

Resolution: 629-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Francis Brière

Be it resolved that By-law no. 130-2021, being a by-law for the designation of lands not subject to part lot control, for Livya Subdivision, being described as Parts 1 to 5 on Plan 50R11187, be read and adopted in first, second and third reading.

Carried

13. Approval of the Variance Report and Accounts Payable

13.1 Accounts payables

Resolution: 630-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that Council approves the accounts payable up to November 30, 2021.

Voucher 22: \$4,836,780.35

Carried

14. Other Business

14.1 Donation Requests

14.1.1 St-Isidore School Parent's Committee

Resolution: 631-2021

Moved by: Alain Mainville

Seconded by: Francis Brière

Be it resolved that Council approves giving a donation to St-Isidore School Parents' Committee of \$500.00 for their Christmas Activity, to be taken from the UCPR donation account.

Carried

14.1.2 St-Isidore Optimist Club

Resolution: 632-2021

Moved by: Alain Mainville

Seconded by: Marie-Noëlle Lanthier

Be it resolved that Council approves giving a donation to St-Isidore Optimist Club #2017 of \$500.00 for their Christmas Activity, to be taken from the UCPR donation account.

Carried

15. Various Monthly Reports

15.1 Eastern Ontario Health Unit, Outbreak Advisory

16. Correspondence

16.1 AMO, newsletters

Resolution: 633-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that the correspondence as listed on the November 22, 2021 agenda be received.

Carried

17. Coming Events

17.1 Regular and Budget Council Meeting, December 6, 2021

18. Closed Sessions

Closed session

Resolution: 622-2021

Moved by: Francis Brière

Seconded by: Alain Mainville

Be it resolved that the present meeting be adjourned at **9:04 am** for a closed session under the following sections of the Municipal Act, 2001:

Section 239 (2)

- (b) personal matters about an identifiable individual;
- (c) proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relation; and
- (f) advice that is subject to solicitor-client privilege.

Carried

Closed session

Resolution: 623-2021

Moved by: Danik Forgues

Seconded by: Alain Mainville

Be it resolved that the present meeting be re-opened at **10:30 am**.

Carried

18.1 Guylain Lafèche, Director of Planning

18.1.1 Land acquisition, Limoges

Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

18.1.2 Sale of parcel of land, Forest Park

Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

18.2 Nadia Knebel, Director of Finance

Report F-16-2021, Request to cancel invoices

Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees;

Resolution: 634-2021

Moved by: Marie-Noëlle Lanthier

Seconded by: Danik Forgues

Be it resolved that Council approves the recommendation as presented in report F-16-2021, submitted in closed session, regarding the cancelling of invoices.

Carried

18.3 Marc Legault, Director of Public Works

Staffing

Section 239 (2) (d) labour relations

Resolution: 635-2021

Moved by: Alain Mainville

Seconded by: Francis Brière

Be it resolved that Council approves the recommendation as presented in report TP-342021, submitted in closed session, regarding labour relations.

Carried

18.4 Josée Brizard, CAO-Clerk & Cécile Maisonneuve, Treasurer

Staffing / Pay Equity

Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; and (d) labour relations or employee negotiations;

18.5 Josée Brizard, CAO-Clerk
Termination of Agreement
Section 239 (2) (f) advice that is subject to solicitor-client privilege

19. Confirming By-law

Resolution: 636-2021
Moved by: Marie-Noëlle Lanthier
Seconded by: Danik Forgues

Be it resolved that By-law No. 132-2021 to confirm the proceedings of Council at its regular meeting of November 22, 2021 be read and adopted in first, second and third reading.

Carried

20. Adjournment

Resolution: 637-2021
Moved by: Francis Brière
Seconded by: Marie-Noëlle Lanthier

Be it resolved that the present meeting be adjourned at **3:36 pm**.

Carried

François St-Amour, Mayor

Josée Brizard, CAO-Clerk



Rapport pour le Conseil

Numéro du rapport: TP-35-2021

Sujet : Inspections biennales des ponts et des grands ponceaux 2021

Préparé par : Joanne Bougie-Normand, assistante du directeur des Travaux publics

Révisé par : Marc Legault, directeur des Travaux publics et DG/greffière

Date de la réunion : Le 6 décembre 2021

Contexte

Nous avons retenu les services de Keystone Bridge Management Corp. pour fournir des évaluations de ponts sur toutes les structures dans la municipalité.

Rapport

La vérification comprenait un examen de 26 ponts et 21 grands ponceaux. Voir en pièce jointe le sommaire exécutif.

Le rapport indique les nécessités en capitaux pour les années 2022 à 2028. Voir en pièce l'année 2022. Cet automne, des travaux d'urgence ont été effectués au pont (SP008) dans la concession 16 en ajoutant des glissières de sécurité pour satisfaire l'inspection. Vous remarquerez au budget de la voirie 2022 tels que le pont sur la route 800 E (C001), les constructions du pont Touchette (C005) sur la route 650 et ponceaux jumelés (C012) sur le chemin Indian Creek ainsi en marche les études le ponceau (SP011) traversant le chemin Lefebvre répondent aux recommandations dans les besoins capitaux 2022 du rapport d'inspection.

Considérations financières

- Copie du rapport remis au département des Finances

Recommandation

Que le Conseil reçoit le rapport TP-35-2021 présenté par le directeur des Travaux publics et le rapport d'inspections biennales des ponts et grands ponceaux 2021 préparé par Keystone Bridge Management Corp. daté 4 novembre 2021.

Pièces jointes

Keystone Bridge Management Corp - Inspections biennales

- Sommaire exécutif
- Besoins en capitaux 2022



Report to Council

Report Number: TP-35-2021

Subject: 2021 Bridge and Large Culvert Biennial Inspections

Prepared by: Joanne Bougie-Normand, Assistant -Public Works

Director Revised by: Marc Legault, Public Works Director and DG/Clerk

Date of the meeting: December 6, 2021

Context

We hired Keystone Bridge Management Corp. to provide bridge assessments for all bridges and large culverts in the municipality.

Report

The evaluation included a review of 26 bridges and 21 large culverts. Attached is the executive summary.

In the report, it is indicated the Capital Needs for the years 2022-2028. This fall, emergency repairs were carried out on bridge (SP008) in Concession 16 adding guardrails in order to comply with the inspection. You can see in 2022 road budget that the bridge Route 800 E (C001) is in process, the constructions of Touchette Bridge and Twin Culverts on Indian Creek Road as well in process with the study of the low crossing (SP011) meet the recommendations in 2022 Capital Needs of the report.

Financial Considerations

- The report has been remitted to the Finance Department

Recommendation

That Council accepts the report TP-35-2021 presented by the Public Works Director and 2021 Bridge and Large Culvert Biennial Inspections prepared by Keystone Bridge Management Corp. dated November 4, 2021.

Attachment

Keystone Bridge Management Corp – Biennial Inspections

- Executive Summary
- 2022 Capital Needs

Executive Summary

Keystone Bridge Management Corp. was retained by the Nation Municipality to provide bridge assessments for all its bridges and large culverts. A total of 47 structures were evaluated of which 26 were considered bridges and 21 were culverts.

The structure inventory ranges in age from nearly new to 102 years old and represents 6,961 square metres of plan surface area. The asset value on a full replacement cost basis is of the order of \$56.6 million.

The average age of Nation structures is 45.5 years.

Approximately \$13.2 million is required in capital investment to continue to maintain the structural inventory in good serviceable condition until 2028. There is a back log of \$6.2M in immediate capital needs.

In the next 20 years there will be a need to replace at least \$25M in road structure assets.

The bridge assets are presently depreciating at a rate of nearly \$300K per year. They retain about 18% of their new value. In the absence of capital investment, the bridges will retain 5% of their new value in 20 years. The bridges have lost \$6.74M or 33.0% in value due to deterioration.

The culvert assets are depreciating at a rate of \$290K per year. They currently retain about 67% of their new value. Without capital investment, the culverts will retain 16% of their new value in 20 years.

A total of 21 or 55.3% of the inspected structures have a Bridge Condition Index greater than 70. The remaining structures have BCI values between 25.5 and 70. The lowest BCI value is for the Indian Creek Culvert, C012. The Ministry of Transportation Ontario's goal is to maintain at least 80% of its structures with a BCI greater than or equal to 70.



Introduction

This is the seventh biennial cycle of bridge and large culvert assessments by Keystone Bridge Management (KBM) on behalf of the Nation Municipality. Since 2006 KBM has continuously improved and developed new features and reports that better characterize the condition of bridge and large culvert inventories. It is now our pleasure to present these improved reports on the present condition and outlook of the Nation Municipality road structure assets.

Biennial inspection of bridges and culverts with a span equal to or exceeding 3.0 metres is mandated by provincial statute in Ontario. Municipalities seeking provincial funding for structure capital improvements are required to demonstrate their bridges receive a biennial inspection. Increasingly, the government is expecting municipalities to have an asset management plan as well.

All the structures were inspected over four full and one partial inspection days in the period between July 12 and August 13, 2021. Unusually wet weather in July resulted in high water levels at many of the culverts and made their inspection challenging. Over-steepened slopes, brush and vegetation, and noxious weeds added to the challenges.

Provided herein are detailed capital needs, maintenance needs, individual bridge depreciations to date, forecast inventory depreciation, and the bridge condition index, for all the inspected structures. The estimated remaining service life and replacement cost is detailed for each structure. The individual inspection reports (320 pages) are bound with this Report.

The following network level reports are appended to this Summary Report and are further described and explained herein:

1. Statistical Report
2. Bridge List
3. Culvert List
4. Capital Needs
5. Two Year Priority Report
6. Maintenance List
7. Structure Replacement Cost & Estimated Remaining Service Life Report
8. Culvert Replacement Cost Report
9. Bridge Parabolic & Straight-Line Depreciation
10. Bridge Depreciation Forecast
11. Bridge Depreciation Forecast with Recommended Capital Investment
12. Bridge Average Depreciation with Investment Scenarios
13. Depreciation Forecast – Culverts
14. Average Culvert Depreciation with Investment Scenarios
15. Recommended Investigations
16. Performance Deficiencies
17. BCI Report
18. Bridge Images Report (On digital medium only)



Structure Summary Statistics

A snap-shot one-page **Structure Summary Statistics Report** immediately follows this Summary Report. The Structure Age Histogram shows that the Nation structures are very well distributed. Twelve structures are new or have been replaced in the past 20 years. The average age of Nation structures is 45.5 years. The oldest structure is estimated to be 102 years old.

The Structure Deck Area Histogram demonstrates that all 47 structures are comparatively small and all have less than 600 square metres of plan area. Thirty-eight of the structures have less than 200 square metres plan area. The largest structure has a plan area of 564 square metres. The average plan area is 148 square metres. The total plan area of structural assets is 6,961 square metres.

The Structure Deck Area per Age Histogram is a hybrid of the previous two histograms. It is a key piece of asset management information because this chart presents the age and size-weighted picture of the structure inventory. The plot shows a reasonably balanced distribution. This is a favourable finding. Forty-three percent of the deck area is greater than 50 years old. This latter cohort will have the greatest influence on capital needs.

Bridge and Culvert Lists

A printout of the client's bridges and culverts is provided. This printout clarifies what are considered as bridges and which structures are deemed culverts. Culverts are defined as an opening through the embankment, and by definition, have soil cover.

Bridges typically have no cover, although certain bridges may have had their riding surface elevated by infilling between the curbs. The Bridge List identifies 26 structures that are considered bridges. The remaining 21 structures on the inventory are culverts. One of the culverts, SP015, has a span of only 2.5 metres and is not subject to Statutory biennial inspection.

The bridge management analysis differentiates between bridges and culverts and this is further explained later in this Summary Report.

Capital Needs Report

The capital needs were estimated with an estimating tool contained in the Keystone Bridge Management System. This utility covers common items that include deck replacement, expansion joint replacement, barrier wall replacement, waterproofing and paving. The utility provides guidance for traffic management costs. All costs are marked up 20% to account for contingencies and engineering. Contract administration costs are not included.

The Capital Needs for the Nation Municipality are summarized in a separate report, included in the Network Reports section of this Report.

The **Capital Needs Report** is organized from the most immediate needs to the less immediate needs by the Recommended Year sub-headings. Two capital needs pictures are graphically presented at the end of the Report. A Grand Total of **\$13,155,000** is the projected capital need from the present to 2028.



There are 20 Capital Projects identified over the seven-year planning period to 2028. The distribution of capital needs is depicted in two different graphs at the end of the Capital Needs Report. The first graph shows the inventory needs and a line of "best fit" that describes the average needs over the next seven years. The Nation Municipality has \$6.2M in immediate capital needs. It is unlikely that these needs can be funded in 2022. It will be up to Nation to further prioritize these needs.

The second graph breaks down the capital expenditures between bridges and culverts.

Four bridges and two culverts are recommended for replacement in the next six years. The Lebevre Road bridge SP011 is recommended for abandonment. Seven bridges require comprehensive rehabilitation.

The capital needs groupings in the Capital Needs Report suggests relative priority, but other considerations such as traffic demand, risk of failure, and combining projects should also be considered to establish actual priorities.

Please note the capital estimates provided are very approximate by nature. Environmental considerations, difficult foundations, dewatering requirements, and traffic management costs can be very significant variables that can only be estimated accurately at the preliminary design stage.

Two Year Priority Report

To help municipalities prioritize their immediate capital needs, Keystone provides a **Two-Year Priority Report**. Each structure on the list has been assigned a relative importance and the need has been assigned a relative urgency. Important structures with the most urgent needs are ranked first, with the recommended year taking precedence.

The importance of a structure is typically related to the volume of traffic it carries. The urgency of the need reflects the risk associated with not acting.

The Remarks column in the report offers additional guidance and rationale.

Keystone's most pressing concerns are the Touchette Bridge and C001 on Route 800 East. The Indian Creek Culvert was added to the inventory in 2021 and is in urgent need of replacement. Other concerns have been separately communicated. Municipalities should make their own assessments of relative priority based on all their competing needs.

Bridge Maintenance

Detailed maintenance needs are captured in the **Bridge Maintenance Report** in the Network Reports section of this Report.

Maintenance needs shown in **red font** are considered the most urgent.

Some of the more common maintenance needs identified are:

- Removing obstructions from stream channels
- Removing brush and debris
- Erosion control



- Bridge cleaning

The Louis Galipeau Bridge, SP009 and the Wilson Bridge, SP010 have the greatest accumulation of maintenance needs.

The maintenance list is provided to guide maintenance work that will help maintain the life and serviceability of the structures, and in some instances, improve safety. These maintenance items are duplicated in the individual structure reports.

Bridge cleaning is widely recognized as an important maintenance activity. Ideally spring maintenance should include a thorough sweeping of the bridges' horizontal surfaces, and power washing of the bridge seats especially where expansion joints are open, or the seal is compromised. Early sweeping removes brine laden winter sand from the bridge decks. This greatly helps forestall the onset of corrosion of the reinforcing steel. Expansion joints should be cleaned of debris caught inside the gaps in the spring and fall of each year.

Removal of obstructions in stream channels is mentioned in the Maintenance Report. Measures to address erosion are also noted in several instances. Brushing out improves air circulation around structures and this is an important maintenance activity.

A common rule of thumb is to spend 1% of the replacement value per annum on structure maintenance. The most responsible division of capital and maintenance expenditures is elusive. Suffice to say that a productive and skilled maintenance crew can achieve significant reductions in capital needs while maximising the serviceability and service life of those structures they maintain.

Estimated Remaining Service Life and Replacement Costs

The estimated remaining service life (ERSL) and the replacement cost are vital asset management intelligence. These values are provided in a network level report.

Estimated Remaining Service Life

The structures are ordered based on the ERSL. The newest structures top the list. Four structures at the bottom of the list, C001, SP011, the Chartrand Bridge, and the Indian Creek Culvert have effectively no remaining service life. The Chartrand Bridge has been closed to traffic and will probably never be restored.

The ERSL is calculated based on the deemed life of the structure, and present age. This is modified by an algorithm that recognizes the actual condition of the structure. Old bridges in very good condition automatically have their lives extended. Newer structures in exceptionally poor condition have their life expectancy reduced. Thereafter, engineering judgement is applied to arrive at the listed ERSL.

Replacement Cost

The replacement costs are premised on replacement in kind. Typically, when a bridge is replaced, it is replaced with an improved structure type, and often to improved design criteria. Hence the replacement costs are not a reliable indicator of actual replacement costs. However, it is a very useful parameter for asset management purposes, particularly when assessing the level of asset depreciation.



The replacement cost considers numerous factors and is computed by an algorithm. The factors are listed below:

- Structure type
- Plan area of bridge (Overall length by overall width)
- Skew (cost increased by 10% if skew angle > 0)
- Symmetry (cost increased by 10% if irregular or unsymmetrical)
- Size (a discount factor is applied as the size increases)
- Aspect ratio (A very wide bridge has a lower unit cost)
- Allowance for existing structure removal

The base replacement cost is factored by an allowance for design costs and contingencies.

The culvert replacement costs are calculated separately and this is explained later in this report.

Summary Results

The end of the report summarizes the remaining service life and replacement cost data. The estimated total replacement cost for the Nation Municipality bridges and large culverts is \$56,606,000. The average replacement cost per structure is about \$1.2M.

A graph is provided that forecasts the future costs for structure replacement by decade. This assumes bridges will not be closed. Based on this assumption there will be a requirement to replace \$33M in structure assets over the next 20 years. If the Chartrand Bridge and SP011 are not replaced, then the actual 20-year outlook is closer to \$25M in replacement needs.

Caveat

The estimated remaining service life is a guideline only. Rehabilitation can extend the life of a structure by 20 to 50 years. In some instances, the ERSL will be optimistic.

The estimated replacement costs are a reasonable indication of actual replacement costs. However, there are numerous other considerations that influence replacement costs. Chief among these are market conditions, challenging foundation conditions, and traffic management requirements.

We welcome our clients actual cost experiences for structure replacements. This helps us better calibrate our estimating models.

Culvert Replacement Cost Report

The Culvert Replacement Cost Report is generated based on a complex algorithm within KBMS that considers parameters such as depth of cover, skew, water depth, road width, and presence of guide rail. The estimated replacement cost is generated for both a corrugated steel and concrete box type culvert.

The estimated cost to replace all the Nation Municipality culverts, in kind,¹ is \$14,273,000.

¹ Similar material and functionality



A life cycle cost comparison for both steel and concrete culvert replacements is provided. For most Nation culverts it is evident that replacing culverts with a concrete alternative is favoured.

Bridge Replacement Costs

From the previous two network level reports it is easily deduced that the aggregate replacement value of only the bridges is \$42,333,000.

Bridge Depreciation

Included in the Network Reports section of this Report is the **Parabolic & Straight-Line Depreciation Report** for all the bridges. The large culverts are not included in this report.

The New Value of each bridge is premised on the geometry and deemed unit price of the main components, and summing the individual values. The costs of foundations are not included. Foundations are very expensive bridge components that may cost from \$100K to \$1,000K per bridge foundation unit. The deemed unit prices are relative, and not necessarily reflective of current actual costs.

Depreciation is premised on the actual age of each bridge component. So, for example if a bridge has replacement components such as expansion joints or new barrier walls, the depreciation of these components is based on their year of installation rather than the age of the original bridge. In some instances, judgement was required to establish the installation date of replacement bridge components.

The loss in relative value of a bridge due to Defects and Damage is shown as a percentage, and actual cost. For example, near the middle of the first page of the report the L.E. Brisson Bridge (C011) has lost 19.8% of its deemed New Value due to Defects and Damage assessed at the time of inspection. One percent damage devalues a component by five percent. Therefore, a component that is 20% damaged has lost all its value. Ten percent defects to a component is equivalent to one percent damage.

The Present Value (book value) of a bridge is expressed in terms of how much of the original value is retained after considering Depreciation, Defects and Damage. Depreciation is calculated as Parabolic or Straight-Line (S/L). With a parabolic depreciation function, only 25% of the depreciation takes place in the first half of the components life. Parabolic depreciation sustains a bridge's value in the early part of its life. Straight-line depreciation is probably a more realistic and conservative approach to describing the current book value of a bridge. Examples of four depreciation functions are illustrated in Figure 1. on the following page.

SP002 was constructed in 1995. The deemed New Value of the bridge is shown as \$571,538. If parabolic depreciation is assumed, the bridge still retains 36.1% of its original deemed value. The Straight-Line depreciated value of the bridge is 26.7% of the new value.



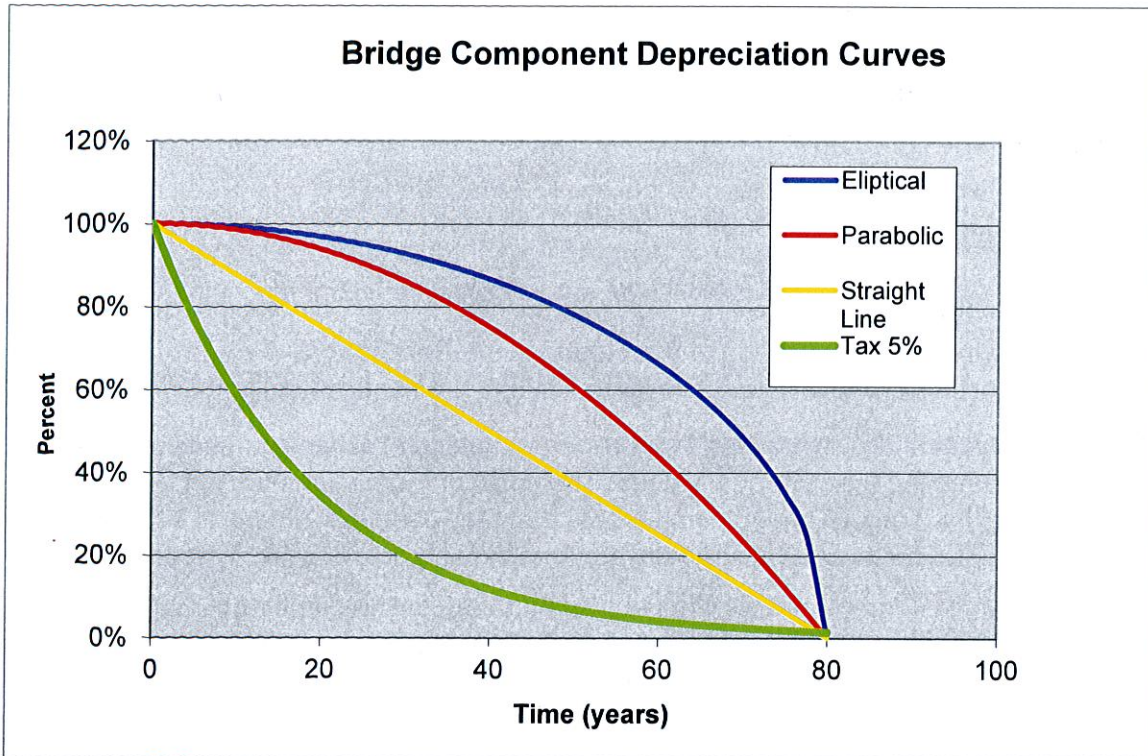


Figure 1. Examples of four depreciation functions for a bridge component with an 80-year deemed service life.

The most telling part of this report is the bottom line. The deemed new value of all the bridge assets is approximately \$20.4M. The loss in value to the assets due to Defects and Damage is assessed as 33.0% or \$6.74M. The total depreciated value of the bridge inventory is 19.4% of the deemed New Value if parabolic depreciation is assumed. Similarly, for straight-line depreciation the value has declined to 11.1% of the original deemed New Value.

Where the depreciation has reduced the value of a bridge by more than half, it is highlighted in amber in the report.

Assuming a 100 year write down period for bridges, it is a desirable goal to maintain the entire bridge inventory at nominally 50% depreciation or better if Straight Line Depreciation is adopted. Similarly, for Parabolic Depreciation, it is desirable to maintain the level of depreciation at or above 67%.

Depending on the choice of Depreciation function, the Nation Municipality is behind target by 38.9% or 47.6% respectively. These numbers are considerably higher than many other rural municipalities in Ontario.

When the depreciation due to defects and damage exceeds 25% the number is highlighted in yellow. There are eleven structures where defects and damage account for more than 25% of the depreciation. These structures are identified on the capital program.

There is a significant disparity between the estimated full replacement value of the bridge assets (\$42.3M explained earlier in this report) and the value generated in the Parabolic & Straight-Line Depreciation Report. The principal reason for this is because the cost of the bridge foundations



is not included in the depreciation calculations, and the deemed unit values of components is possibly too low. Also, the estimated replacement costs consider traffic management, design and contingency costs, whereas the deemed new values in the Depreciation Report do not.

Continued strategic investment in rehabilitation and renewal will improve the depreciation numbers. Those structures with more than 10% Damage/Defects should be prioritized for rehabilitation.

Bridge Depreciation Forecast

In the Network Reports Section of this report is a forward looking graphical representation of the projected depreciation of the inspected bridge components. The aggregate value of the inspected components is shown in terms of the Original Value as 100 percent, the Present Depreciated percentage level (Now), and the Forecast Depreciated percentage level in five-year increments extending 20 years hence.

The Depreciated percentage is calculated based on the deemed value, deemed life, and age of each bridge component. Once Defects or Damage is identified on a component, the Defects and/or Damage is assumed to grow at 0.5% per year non-compounded. Thus, a sidewalk with 5% scaling (Defect) at the present time is assumed to have 7.5% scaling in another five years time.

Examining the mauve bars in the graph, the Original Value expressed as 100% has declined to 26% retained value considering only parabolic depreciation. A further 19 percentage points of depreciation is forecast over the following 20 years.

Contrast this against the scenario of straight-line depreciation including on-going growth of defects and damage. This is represented by the light green bars in the graph. The Original percentage declines to 11% retained value with a further eight percentage points decline in the next 20 years.

The projected average depreciation is approximately 0.7 percent per year. Accepting an actual replacement cost of \$42.3M for only the bridge assets, the forecast depreciation loss in terms of replacement value is nominally \$300,000 per year. Hence an annual capital expenditure of not less than this amount is required just to maintain the bridge inventory at present levels of depreciation.

Bridge Depreciation Forecast with Recommended Capital Investment

Immediately following the **Depreciation Forecast** in the Network Reports, is a similar looking chart as the Depreciation Forecast. However, this second chart demonstrates the effects of investing the recommended Capital Needs into the bridge inventory. It is very clear that investing the recommended Capital expenditures helps increase the value of the bridges, and greatly improves the depreciation outlook.

The retained value of the bridge inventory improves to an average of 30% after 20 years. This is about a 25% improvement compared to the no investment scenario.

It is very important to understand this chart speaks only to bridges. The culverts are discussed separately in the sections following.



The premise for this chart is as follows. The recommended capital investments from the Capital Needs Report are grouped in five-year groupings. Hence all of the recommended capital needs for bridges from the present to five years out is grouped, and so on and so on for 6 to 10-year needs, 11 to-15-year needs, and 16 to 20-year needs. The Capital is deemed to be spent exactly as recommended. The recapitalization of the bridge inventory offsets the depreciation. Interestingly, the graph shows that the recommended capital investment will very effectively hold the current levels of depreciation.

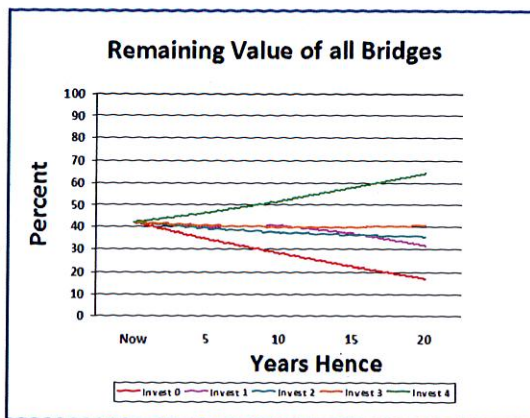
The deemed depreciated value is factored by the Estimated Replacement Value for all the bridges. Hence the recapitalization is applied against the Estimated Total Replacement Value rather than the deemed values utilized for calculating relative depreciation.

One further premise requires explanation. The graph is premised on one dollar of capital investment off sets one dollar of depreciation. This is reasonable when the replacement values of bridges include all the associated sundry costs of a bridge replacement in kind. However, one dollar of capital may only offset eighty cents of depreciation.

In summary, this **Bridge Depreciation Forecast with Recommended Capital Investment** demonstrates that the recommended expenditures in the Capital Needs Report will, if followed exactly, only offset about one-quarter of the projected depreciation.

Average Bridge Depreciation with Investment Report

In the Network Reports Section immediately following the previous chart is a related chart that tests various investment strategies and their impact on long term depreciation. This chart is named the **Average Bridge Depreciation with Investment Report**. An example is depicted below.



As the title suggests, this chart considers the Average Depreciation. In the previous two charts, four different types of depreciation assumptions are provided. In this chart, the four assumptions are averaged. The resulting average is shown as a red line captioned as "Invest 0". For the Nation Municipality, the average level of depreciation is about 18% of New Value and is projected to decline to 5% of New Value in 20 years in the absence of capital investment.

Superimposed on the Zero Investment scenario is four other colour coded investment scenarios

labelled Invest 1 to Invest 4. The Invest 1 scenario is the recommended capital investments per year. The average investment is \$536K per year.

Examining the chart, and in particular, the green line that represents this investment scenario, it is shown that the recommended capital expenditure will significantly improve the retained value to 30% in 20 years time.



The Invest 2 scenario tests a spending level equal to 0.75% of the replacement value of the bridges. Similarly, the Invest 3 and 4 scenarios contemplate 1.0 and 1.5% of the bridge replacement value expenditures.

Only a level of investment corresponding to 1.5% of the replacement value, or close to \$630,000 per year, is sufficient to restore the depreciated bridge values to a healthier 34% of retained value after 20 years.

Based on this chart, it is recommended that the Nation Municipality budgets a minimum capital investment in their bridge inventory of not less than \$630K per year for the next 20 years. However, the average investment will need to be front-end loaded to address the immediate capital needs identified earlier. Capital investment of \$600K - 650K per annum in the medium to long term will sustain the bridges in a relatively satisfactory level of repair and ensure that future generations inherit a well maintained and sustainable bridge inventory.

Culvert Depreciation Forecast

A chart showing forecast **Culvert Depreciation** is provided in the Network Reports. Culverts are treated very differently than bridges and this is explained next.

The new or Original Value of culverts is based on their replacement value. The replacement value of a culvert calculation was explained earlier in this report. Basically, the replacement value considers the costs of excavating the road surface, providing water control, removal of the existing culvert, and replacement in kind of the existing culvert. The costs include backfill and restoring the pavement structure of paved roads. The estimated cost to replace in kind the entire Nation culvert inventory is \$14,273,000. This works out to \$680,000 per culvert.

Straight-line depreciation is utilized to depreciate the culverts. Since the culvert conduit is only part of the cost of the entire replacement cost, it was deemed that only simple depreciation without considering the effects of defects and damage was the more appropriate depreciation model. Depreciation is based on the assumption of a 100-year life for concrete culverts and a 35-year life for corrugated steel and timber culverts. The assumed life is adjusted in the calculations to the estimated remaining service life.

The culverts are individually depreciated based on their age, condition, and construction. The chart shows that the retained value of the culverts is about 67% of their Original or new value. In the absence of capital investment, the culverts will depreciate a further 46% in 20 years, or 2.3% per year.

Since the entire cost of culvert replacement is considered, then like the bridges, a dollar invested in culvert replacement yields a dollar improvement in the depreciated values. The depreciated value changes from \$8.1M to \$2.3M in 20 years. This is nominally \$290K per year. Thus, a minimum annual capital expenditure of \$290K per year is required just to maintain the present depreciated value of the culverts.

Previously it was noted the average cost of a culvert in Nation is \$680K. At a \$290K annual rate of depreciation, one culvert on average should be programmed for replacement every 2.3 years.



Average Culvert Depreciation with Investment

A second chart that examines five different investment scenarios for culverts is also provided. Based on the Capital Needs Report, it was identified that \$2.44M is required for culvert needs between the present and 2028.

The five investment scenarios correspond to no investment, spending \$122K per year for 20 years, \$105K, \$140K, and \$210K per year. The chart confirms that an annual average expenditure in excess of \$210K per year is required to sustain the culvert inventory at an acceptable level of depreciation over the next 20 years.

Recommended Investigations Report

Biennial inspection of bridges as mandated by OSIM (Ontario Structure Inspection Manual) provides a cost-effective means of inspecting and reporting on the general condition of a bridge. Where, in the opinion of the Engineer, additional investigation is required, it is prescribed as part of the Inspection Report.

A one-page **Recommended Investigations Report** has been included with the Network Reports.

Bridge deck condition investigations (BDI's) are recommended for all structures identified as requiring comprehensive rehabilitation. Five bridges are recommended for a BDI. The ideal time for a BDI is two years before the planned rehabilitation.

Three structures should have an enhanced inspection due to their present condition and lack of good access under these bridges.

Three structures would benefit from an ice inspection. Nine structures are recommended for a structural evaluation.

C001, CA007, and CA009 are recommended to have a load posting imposed. CA009 did receive a load test subsequent to inspection and was cleared for permitted vehicles. A structural evaluation is recommended to verify the load posting limit.

Performance Deficiencies

The various components in and around a structure all have a purpose or functionality. Where the purpose or functionality is compromised, it is recorded as a performance deficiency. Included in the Network Reports is a **Performance Deficiencies Report**.

These deficiencies are often difficult or expensive to remedy. Ideally, a replacement structure should address the present performance deficiencies. These deficiencies should be reviewed when prioritizing the capital program.

Performance Deficiencies require risk management strategizing by the owner.

Bridge Condition Index

The calculation of BCI requires inspection following the OSIM Excellent-Good-Fair-Poor (EGFP) rating system. Up to 55 structural elements are considered in the calculation.



Keystone follows its proprietary Triple-D approach instead of the EGFP method of rating a bridge. To translate the Triple-D method to EGFP the following approach is observed. Anything considered Damaged in Triple-D format is mapped 1:1 as Poor in EGFP format. All bridge components transition from Excellent to Good in a straight-line decay function over a 20-year period. Thus, a new component becomes 10% Excellent and 90% Good after ten years of service. The determination of Fair is based on the percent Defects and considers the percent Damage loosely following OSIM philosophy and is performed following an algorithm implicit to KBMS. The percent Good is determined as 100% less the percent Excellent, Fair, and Poor. Excellent, Good, Fair, and Poor are weighted 1.00, 0.75, 0.40, and 0.0 respectively in the BCI calculations following the published MTO methods of July 2009.

The calculated BCI information is provided in the included report of the same name. Where the BCI is between 60 and 70 the index is printed in green font. Where the BCI is between 50 and 60 it is shown in orange font. Below 50 the BCI is shown in red font

Twenty-one of the inspected structures, or 44.7% have a BCI less than 70. Conversely, 55.3% of the structures have a BCI exceeding 70. The MTO's goal is to maintain at least 80% of its structures with a BCI greater than or equal to 70. On this account, the Nation Municipality is 22.2% behind this metric.

The lowest BCI of 25.5 is for C012, Indian Creek Culvert. This culvert has large perforations, section loss and is recommended for replacement in 2022.

In summary, the BCI is a useful measure of the overall condition of common bridges and culverts but is still highly variable and dependent on the judgement of the individual bridge inspector. The BCI calculations could easily be ten points less if determined by others essentially because of the ambiguity and lack of consistency in differentiating between Fair and Poor in strict OSIM methodology inspections.

Traffic Barriers

Many consultants point out that traffic barrier systems such as railings on bridges and guiderail on embankments do not conform to current codes. Keystone avoids doing this.

The reasoning for this goes as follows. MTO has always recognized that a railing system constructed to the relevant standards of that time can remain in service for as long as that system is maintained in good serviceable condition, up until a major rehabilitation. Hence Keystone refrains from identifying traffic barriers that may not conform to the present standards or codes. It is still the responsibility of the owner to maintain the barriers in good serviceable condition.

Where a traffic barrier is substantially deteriorated to the point where maintenance repair is no longer a reasonable option, then Keystone recommends replacement. Such replacement would of course be designed and constructed to the latest standards.

There are many situations where structures (mostly culverts) are not protected by barriers. Keystone has recommended a review of the guiderail warrants for those situations where the client may have excessive liability by maintaining the status quo.



Bridge Image Report

A Bridge Image Report is provided with the digital data but not included with the printed reports. This 17-page report catalogues all the photos by structure ID, date, image number and caption. In some instances, the photo caption is truncated on the inspection reports. The full caption is available on the Bridge Image Report.

All the images are provided in slightly compressed format in individual folders for each structure with the digital data provided as part of the assignment. We will retain the original images for not less than two years and they can be provided upon request.

Triple-D Inspections

The individual bridge inspection reports are provided separately from this Summary Report. The reports are a slight departure from OSIM Reports in that the field inspection effort is directed at identifying deterioration and performance issues as explained below.

Keystone's approach to Bridge Management is fundamentally different from all others anywhere in the world. Keystone models bridge assets in terms of their **Depreciation, Defects, and Damage**. This "**Triple-D**" approach is unique to Keystone, and is the soundest and most reliable method ever conceived to accurately ascertain or predict the condition of a bridge.

The "**Triple-D**" approach is imbedded in a highly sophisticated MS Access database application developed by Keystone. The design of the database easily facilitates porting the data to any other application, and is highly customizable to any client.

Every bridge is modeled in terms of its components. Each component has a life expectancy and value based on its material and geometric properties. As a bridge ages, the components depreciate in accordance with a simple depreciation function that is client specified. Either a straight-line or parabolic depreciation function is recommended. The overall depreciation of a structure is expressed in terms of the sum of the depreciation of all the components.

This deterministic approach to assessing the condition of a bridge provides an extremely reliable, reproducible and predictable approach to stating the condition of not only a bridge, but an entire bridge inventory.

The concept of **Defects and Damage** is very easily understood and applied as compared to the more traditional subjective ratings of Excellent, Good, Fair or Poor. Consequently, the information resulting from bridge inspections is an order of magnitude more reliable and accurate.

Understanding the Inspection Forms

Inspection reports are headed **Bridge Inspection Report or Culvert Inspection Report**. In the top-right of each form is a general arrangement photograph of the structure taken on the day of inspection.

Tombstone Data

In the top-left box is basic tombstone data as follows:

- Name of the bridge in large bold font



- The road the structure is on
- The Owner identification alpha-numeric (Site ID)
- The type of bridge or culvert
- Name of the Owner
- Year of original construction per legacy information or our estimate.
- Length of the Bridge per legacy information or our measurement
- Width of the Structure per legacy information or our measurement
- Number of spans
- The span arrangement is shown in metres for bridges only.
- The main significant feature under the bridge
- The main feature the structure is crossing
- The name of the feature the structure is crossing
- Structure Location information

Inspection Summary Data

In the next box down is recorded the date of inspection, principal inspector, assistant inspector, the weather for the entire day, and the approximate temperature range on the day of inspection.

This is followed by summary comments for the structure, recommended additional investigations, and recommended capital works.

In the small box under the General Arrangement photograph is shown the AADT per legacy information, (or updated as the case may be), the number of available traffic lanes crossing the structure, the structure skew angle in degrees, and the general direction of the road that crosses the structure, for example E-W means East to West. Accompanying this information are the Latitude and Longitude at the centre of the structure expressed in decimal degrees. Also include is data where applicable or available for the road width, percent trucks, and any load posting.

Vital Statistics

On the bottom left of the front page of each inspection report is vital information that includes:

- ❖ Estimated Replacement Value
- ❖ Estimated Remaining Service Life
- ❖ Rehabilitation Year and Estimated Rehabilitation Cost (if applicable)

Bridge Condition

The bottom left of the front page provides a compelling graphical indication of the condition of the bridge with four key indicators:

- Bridge Condition Index
- Retained Value assuming Parabolic Depreciation
- Retained Value assuming Straight-Line Depreciation
- Loss of Structure Value due to Defect & Damage

These four indicators viewed together provide a very complete indication of the health and overall depreciation of the structure.



Component Inspection Information

The Component Inspection Information is recorded next. The number of components varies based on the complexity of the structure. In the left column for each component is listed:

- Component name in bold with the component count in parenthesis.
- The general category for the component in Italics.
- The Length, Width, Diameter, & Height of the component in metres based on legacy information, or field measure, and as appropriate.

Please note that measurements for substructure items are approximate only.

The second column of the Component Inspection Information captures the actual field inspection information for each component. Information is generally recorded on an exception basis. If there are no annotations it can be safely assumed that the component is generally in satisfactory condition for its age. The following sub-headings explain in detail the inspection information:

Defects

Defects are relatively benign changes to a bridge component that cannot be attributed to simple aging. They result from a material Defect or lack of required maintenance. The amount of Defects is estimated to the nearest five percent based on visual inspection of all similar components included in the component count. For example, bridges have typically four wing walls, so the estimated defects are applied over all four wing walls. The Defects are characterized with a qualifying comment that is computer generated from drop-down lists in the Keystone Bridge Management System. Where Defects exceed 10% they are highlighted in Yellow.

Damage

Damage is any change to a structure that alters its structural form, strength, or function. Damage may result from untended Defects. The Damage is estimated and reported analogous to Defects, except a level of accuracy of plus or minus 2% or better is maintained. Where Damage equals 5% to 10% it is highlighted in Amber. When Damage is equal to or greater than 10% it is highlighted in Red.

Red and amber flags appear to the right if damage is considered as critical or major respectively. This way an otherwise small amount of damage is brought to attention if the severity warrants it.

Maintenance

Maintenance recommendations are selected from a component specific drop-down menu in the Keystone Bridge Management System. Up to two maintenance recommendations can be selected and reported.

Capital Recommendation

Capital Recommendations are selected from a list of three options; Do Nothing, Repair, or Replace. The number of years in the future the Capital investment should take place is based on the inspector's best judgement, without considering the optimal timing for a comprehensive rehabilitation or replacement.



Remark

A remark field is populated from voice recorded comments generated when assessing the component.

Performance

If a component has a functional impairment, this may be noted in the Performance comment. The Performance comment is created through a context sensitive drop-down menu. The performance comment only appears when a performance defect has been identified.

Capital Needs Cost Estimate Breakdown

At the end of each Inspection Report is a section titled as per the above.

Capital costs estimates are automatically generated by the Keystone Bridge Management System for standard items which include:

- Deck Replacement
- Deck Concrete Overlay (O'Lay)
- Barrier Wall Replacement (B/Wall)
- Waterproof & Pave (WP&P)
- Expansion Joint (X-Jnt)

Unit prices for the above work are based on MTO and client supplied data and extensions are based on geometric data residing in the KBMS database. The unit costs are indicated on the form.

A 10% markup for contractor mobilization and general site work is surcharged to the base estimate. The Contract Administration & Contingencies is a straight 20% markup. The Estimated Traffic Management & Civil Items is usually included and is based on experience and the nature of the capital work.

Recommendations for additional investigations are included on the same page as the Capital Needs. A summary comment regarding the structure is included under the Inspection Comments heading.

At the bottom of the last page of each inspection report the BCI number, Straight-Line Depreciation percentage and Parabolic Depreciation percentage is expressed. Following these the Estimated Remaining Service Life and Estimated Replacement Cost is provided.

Inspection Images

All the photographs taken at the time of inspection are displayed six per page in the section immediately following the Inspection Report. The Image Number is displayed in the top-left corner of each photo. A brief caption is provided below each photo. For a more detailed look at a photo, the reduced images are available in digital format, in separate folders for each structure.

Also made available in digital format is a report indicating all the bridge image numbers and captions. In some instances, the caption is truncated due to lack of space on the printed report page. Reference to the Inspection Images Report will provide the full text of the caption.



Digital Copy

This entire report is reproduced in PDF format together with all the image files and will be made available through Dropbox. Individual inspection reports are included in their own folder together with reduced images.

The original images are available on request, in folders on Dropbox as well. The folder names correspond to the year of inspection. Keystone will maintain one copy of the original images on their file server for two years following the date of inspection.

Limitations

Keystone Bridge Management Corp. endeavours to provide valuable bridge asset management services that help its clients to prioritize and fund their bridge and large culvert capital and maintenance needs. Furthermore, we advise of structural performance deficiencies and attendant risks. In short, we help our clients sustain the life of their road structure inventory commensurate with economic and risk management considerations.

Decision Support

The information provided by Keystone should only be considered as a starting point in determining the fate of any given structure. Considerably more effort is required to meaningfully arrive at conclusive determinations respecting the management of any bridge or culvert. Keystone is a strong advocate of planning studies and life-cycle costing to establish a sound business case for all capital investments. As such, the information provided herein should only be considered as decision support information. Ultimately, the Owner must make the final determination for any of the recommendations given.

Other Caveats

Keystone provides these services in a fiercely competitive business environment. Our business value in terms of completing a routine biennial bridge inspection is to provide a competent highly experienced lead inspector and a student assistant. Our explicit attitude for the field work is "it takes as long as it takes." The Client needs to understand however the following additional caveats with respect to the reporting provided herein:

1. Field measurements are only to an accuracy that reasonably supports depreciation modelling of the structure and should not be relied upon for any other purpose.
2. The inspection is mostly visual in nature and thus components of the structure that are not reasonably accessible due to depth of water, height, and the like will have a compromised assessment.
3. Ambient lighting and debris can hide or disguise defects and damage.
4. Heavy traffic will preclude a thorough inspection of deck surfaces.
5. Latent defects are not normally discoverable in a routine inspection.
6. There will always be inherent subjectivity when assessing defects and damage.
7. Cost estimates are based on average historical information and are not necessarily current or suitable for local conditions.
8. The comments provided are meant to augment the inspection observations. They are not intended to capture every nuance observed.



9. Where in our opinion the conventional visual inspection is insufficient to adequately and responsibly assess the structure, we will recommend follow-up investigations such as boat or ice access inspections, bridge deck condition surveys, and other enhanced inspection methods.

Closing

Keystone Bridge Management Corp. is pleased to report on the condition of the Nation Municipality vehicle bridges and large culverts. Should there be any lingering concerns or additional information required with respect to this assignment, then Keystone will be happy to respond.

We trust the services rendered are complete, and in full keeping with the Terms of Reference. It is Keystone's sincerest desire that the recommendations stemming from this work will be helpful to the Nation Municipality in keeping their structural inventory, safe, sound, serviceable, and sustainable. Keystone strives to help you get the most out of your road structure assets.

Harold Kleywegt, P.Eng.
Managing Director
Keystone Bridge Management Corp.



Capital Needs Report

ROAD
BUDGET
2022

Year	2022				
Structure ID	Name	Route	Work	Cost	
C001	C001	Route 800 East	Replace	\$522,000	✓
C005	Touchette Bridge	Route 660	Replace Deck, Brgs, Approach GR, Abutment Repair, Coating, Floor System Repl	\$3,022,000	✓
C012	Indian Creek Culvert	Indian Creek Road	New Conc culvert	\$1,787,000	✓
SP008	SP008	Concession Road 16	Misc concrete repairs, WP&P, B/Wall, X-jnt, Brgs, Approach GR,	\$892,000	
SP011	SP011	Lebevre Road	Dismantle	\$18,000	✓
				Sum for Year	\$6,241,000
				Percentage of Grand Total	47.4%





RAPPORT DU SERVICE DES FINANCES

Numéro du rapport : F-19-2021

Sujet : Proposition - Frais d'usagers pour le service d'eau et d'égouts

Préparé par : Nadia Lockhart-Knebel, Directrice des Finances

Révisé par : Cécile Maisonneuve, Trésorière

Révisé par : Josée Brizard, Directrice générale / Greffière

Date: le 6 décembre 2021

INTRODUCTION

Tel que discuté dans le rapport F-15-2021 présenté le 8 novembre 2021 et dans la présentation du 22 novembre 2021, les taux d'eau et d'égouts doivent voir une hausse afin d'avoir en fonds de réserve l'argent nécessaire au remplacement de l'infrastructure dans les années à venir.

Résumé des faits présentés:

- Le 1er janvier 2018, le Règlement de l'Ont. 588-17 *Planification de la gestion des biens pour l'infrastructure municipale* prenait effet. L'objectif premier de ce règlement provincial : améliorer la façon dont les municipalités planifient et gèrent leurs biens.
- Une analyse des exigences en capital pour les 10 prochaines années a été faite pour déterminer la réserve nécessaire pour combler les exigences.
- La conclusion tirée de l'analyse des exigences est que le taux présentement chargé n'est pas assez élevé pour bâtir une réserve suffisante pour combler les besoins futurs.

Rappel

Ces projections sont en constante évolution. Elles sont sujettes à être ajustés à tous les ans selon les données disponibles.

EXIGENCES EN CAPITAL

Un détail des exigences en capital à venir est à l'annexe A.

Égouts

Au cours des 5 dernières années, la municipalité a utilisé 1 019 584 \$ du fonds de réserve. La réserve au 31 décembre 2021 se chiffre à 2 132 384 \$. Dans les 10 prochaines années, les exigences en capital se chiffrent à 5 403 692 \$. Il y a donc un manque à gagner de 3 271 309 \$.

Les items requis incluent: des trous d'homme, des puits, des bermes, des champs septiques, l'entretien des lagunes, des articles électriques, etc.

Eau Limoges

Au cours des 5 dernières années, la municipalité a utilisé 1 595 087 \$ du fonds de réserve. La réserve au 31 décembre 2021 se chiffre à 434 053 \$. Dans les 11 prochaines années, les exigences en capital se chiffrent à 2 994 590 \$. Il y a donc un manque à gagner de 2 560 537 \$.

Les items requis incluent : des débitmètres, des compteurs d'eau, des pompes, des génératrices, des réservoirs, etc

Eau St-Isidore

Au cours des 5 dernières années, la municipalité a utilisé 105 029 \$ du fonds de réserve. La réserve au 31 décembre 2021 se chiffre à 118 193 \$. Dans les 10 prochaines années, les exigences en capital se chiffrent à 715 049 \$. Il y a donc un manque à gagner de 596 856 \$.

Les items requis incluent : des débitmètres, des compteurs d'eau, des pompes, des génératrices, des réservoirs, etc


PROPOSITION DES TAUX

Égouts

Nous proposons une hausse de 2 % du taux présentement en place et l'ajout de :

- 5,00 \$ au taux fixe

L'impact pour une propriété typique est présenté ci-dessous :

						
Propriété typique Egout seulement Typical property with Sewer only						
Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Sewer / Egout	125.40	125.40	118.00	118.00	7.40	6.3%
Total Quartely invoice / Total facture trimestrielle		125.40		118.00	7.40	6.3%
Total Yearly invoice / Total facture annuel		501.60		472.00	29.60	6.3%

Limoges – Eau

Nous proposons une hausse de 2 % des taux présentement en place et l'ajout de :

- 0,10 \$ au taux variable*;
- 3,00 \$ au taux fixe; et
- 0,05 \$ au taux de décharge**.

*Basé sur une consommation de 48 m³ par quart

**Basé sur une consommation de 48 m³ par quart, applicable aux usagers ayant le service d'eau seulement

Limoges – Eau seulement

L'impact pour une propriété typique est présenté ci-dessous :



Propriété typique Nation Limoges avec service eau seulement

Typical property in Nation Limoges with water only

Avec une consommation de 48 m³ / quart

With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	1.82	87.36	1.69	81.12	6.24	7.7%
Fixed Water / Fixe Eau	82.56	82.56	78.00	78.00	4.56	5.8%
Backwash / Décharge (Variable)	0.18	8.64	0.13	6.24	2.40	38.5%
Total Quartely invoice / Total facture trimestrielle		178.56		165.36	13.20	8.0%
Total Yearly invoice / Total facture annuel		714.24		661.44	52.80	8.0%

Limoges – Eau et égouts

L'impact pour une propriété typique est présenté ci-dessous :



Propriété typique Nation Limoges avec service Eau & Egout

Typical property in Nation Limoges with Water & Sewer

Avec une consommation de 48 m³ / quart

With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	1.82	87.36	1.69	81.12	6.24	7.7%
Fixed Water / Fixe Eau	82.56	82.56	78.00	78.00	4.56	5.8%
Sewer / Egout	125.40	125.40	118.00	118.00	7.40	6.3%
Total Quartely invoice / Total facture trimestrielle		295.32		277.12	18.20	6.6%
Total Yearly invoice / Total facture annuel		1,181.28		1,108.48	72.80	6.6%

Eau – St-Isidore

Nous proposons une hausse de 2 % des taux présentement en place et l'ajout de :

- 0,40 \$ au taux variable*; et
- 0,45 \$ au taux fixe.

**Basé sur une consommation de 48 m³ par quart*

L'impact pour une propriété typique est présenté ci-dessous :



Propriété typique St Isidore avec service Eau & Egout

Typical propriété in St-Isidore with Water & Sewer

Avec une consommation de 48 m³ / quart

With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	2.12	101.76	1.69	81.12	20.64	25.4%
Fixed Water / Fixe Eau	131.01	131.01	128.00	128.00	3.01	2.4%
Sewer / Egout	125.40	125.40	118.00	118.00	7.40	6.3%
Total Quartely invoice / Total facture trimestrielle		358.17		327.12	31.05	9.5%
Total Yearly invoice / Total facture annuel		1,432.68		1,308.48	124.20	9.5%

CONCLUSION

Nous recommandons l'approbation des taux pour 2022 tel que présentés.

Nadia Lockhart-Knebel, CPA, CA
Directrice des Finances



REPORT FROM THE FINANCE DEPARTMENT

Report Number : F-19-2021

Subjet : Proposed user fees for water and sewer services

Prepared by : Nadia Lockhart-Knebel, Director of Finance

Reviewed by : Cécile Maisonneuve, Treasurer

Reviewed by: Josée Brizard, CAO / Clerk

Date: December 6, 2021

INTRODUCTION

As discussed in report F-15-2021 dated November 8, 2021 and the presentation made on November 22, 2021, water and sewer rates need to see an increase in order to have the money in reserve funds to replace the infrastructure in future years.

Summary of the facts presented:

- On January 1, 2018, O. Reg. 588-17 *Asset Management Planning for Municipal Infrastructure* took effect. The primary objective of this provincial regulation: to improve the way municipalities plan and manage their assets.
- An analysis of the capital requirements for the next 10 years was done to determine the reserve funds needed to meet the requirements.
- The conclusion drawn from the requirements analysis is that the rate currently charged is not high enough to build a sufficient reserve to meet future needs.

Reminder

These projections are in constant evolution. They are subject to be adjusted every year according to new data available.

CAPITAL REQUIREMENTS

A detail of future capital requirements is provided in Appendix A.

Sewers

Over the past 5 years, the municipality has used \$1,019,584 from the reserve fund. The reserve fund at December 31, 2021 is \$2,132,384. Over the next 10 years, the capital requirement is \$5,403,692. Therefore, there is a shortfall of \$3,271,309.

Items required include: manholes, wells, berms, septic fields, lagoon maintenance, electrical items, etc.

Limoges Water

Over the past 5 years, the municipality has used \$1,595,087 of the reserve fund. The reserve fund at December 31, 2021 is \$434,053. Over the next 11 years, the capital requirement is \$2,994,590. Therefore, there is a shortfall of \$2,560,537.

Items required include: flowmeters, water meters, pumps, generators, tanks, etc.

St. Isidore Water

Over the past 5 years, the municipality has used \$105,029 of the reserve fund. The reserve fund at December 31, 2021 is \$118,193. Over the next 10 years, the capital requirement is \$715,049. This leaves a shortfall of \$596,856.

Items required include: flowmeters, water meters, pumps, generators, etc.

INFORMATION FOR RESIDENTS

Schedule B contains a document aimed at residents to explain infrastructure and the need for a reserve fund to maintain it. Laid out in a question and answer format, it covers a host of topics from what infrastructure is to how the rates charged for water and sewer impact it.


RATES PROPOSED

Sewers

We are proposing a 2% increase in the rates currently in place and the addition of:

- \$5.00 to the fixed rate

The impact on a typical property is presented below :

						
Propriété typique Egout seulement Typical property with Sewer only						
Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Sewer / Egout	125.40	125.40	118.00	118.00	7.40	6.3%
Total Quartely invoice / Total facture trimestrielle		125.40		118.00	7.40	6.3%
Total Yearly invoice / Total facture annuel		501.60		472.00	29.60	6.3%

Limoges – Water

We are proposing a 2% increase in the rates currently in place and the addition of:

- \$0.10 to the variable rate*;
- \$3.00 to the fixed rate
- \$0.05 to the backwash rate**.

**Based on a consumption of 48 m³ per quarter*

***Based on a consumption of 48 m³ per quarter, applicable to users with water service only*

Limoges – Water only

The impact on a typical property is presented below :



Propriété typique Nation Limoges avec service eau seulement
Typical property in Nation Limoges with water only
 Avec une consommation de 48 m³ / quart
 With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	1.82	87.36	1.69	81.12	6.24	7.7%
Fixed Water / Fixe Eau	82.56	82.56	78.00	78.00	4.56	5.8%
Backwash / Décharge (Variable)	0.18	8.64	0.13	6.24	2.40	38.5%
Total Quartely invoice / Total facture trimestrielle		178.56		165.36	13.20	8.0%
Total Yearly invoice / Total facture annuel		714.24		661.44	52.80	8.0%

Limoges – Water and sewers

The impact on a typical property is presented below :



Propriété typique Nation Limoges avec service Eau & Egout
Typical property in Nation Limoges with Water & Sewer
 Avec une consommation de 48 m³ / quart
 With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	1.82	87.36	1.69	81.12	6.24	7.7%
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Total Quartely invoice / Total facture trimestrielle		295.32		277.12	18.20	6.6%
Total Yearly invoice / Total facture annuel		1,181.28		1,108.48	72.80	6.6%

Water – St-Isidore

We are proposing a 2% increase of the rates currently in place and the addition of:

- \$0.40 to the variable rate*; and
- \$0.45 to the fixed rate

**Based on a consumption of 48 m³ per quarter*

The impact on a typical property is presented below :



Propriété typique St Isidore avec service Eau & Egout
 Typical propriété in St-Isidore with Water & Sewer
 Avec une consommation de 48 m³ / quart
 With a consumption of 48 m³ / quarter

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Rate / Taux 2021	Consommation / Consumption	Variance	%
Variable Water / Eau	2.12	101.76	1.69	81.12	20.64	25.4%
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Total Quarterly invoice / Total facture trimestrielle		358.17		327.12	31.05	9.5%
Total Yearly invoice / Total facture annuel		1,432.68		1,308.48	124.20	9.5%

CONCLUSION:

We recommend the approval of the rates as presented.

Nadia Lockhart-Knebel, CPA, CA
 Director of Finance

**ANNEXE “A”
SCHEDULE “A”**

Nation Municipality
Eau Limoges Water

Reserve fund funds used in the last 5 years:

Montants de fonds de réserve utilisés dans les 5 dernières années:

2017	\$	113,716
2018	\$	893,763
2019	\$	177,105
2020	\$	135,409
2021	\$	<u>275,094</u>
	\$	<u>1,595,087</u>

Current reserve (end of 2021)

Réserve courante (fin 2021) \$ 434,053

Capital requirements to come (based on 2021 data, with 2% inflation of costs per year):

Exigences en capital à venir (basé sur les données de 2021, avec un taux d'inflation de 2 % par an):

ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR	ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR
2022		2028	
Flowmeter	\$ 7,956	Flowmeter	\$ 7,410
Fleet	\$ 15,276	Water Meters	\$ 42,712
Water Meters	\$ 44,846	Transfer Switch	\$ 29,640
2022 Total	\$ 68,078	Fleet	\$ 17,203
2023		2028 Total	\$ 96,965
Water Meters	\$ 38,966	2029	
2023 Total	\$ 38,966	Polymer Pump	\$ 6,786
2024		Water Meters	\$ 43,462
Water Meters	\$ 39,715	2029 Total	\$ 50,248
2024 Total	\$ 39,715	2030	
2025		Water Meters	\$ 44,211
Flowmeters	\$ 21,060	Polymer Pumps	\$ 13,806
Water Meters	\$ 40,464	Flash Mixer Pumps	\$ 7,670
Submersible Pump	\$ 8,424	2030 Total	\$ 65,687
Booster Pumps	\$ 109,512	2031	
2025 Total	\$ 179,460	Water Meters	\$ 91,680
2026		Fleet	\$ 325,864
Generator Fuel Tank	\$ 4,290	2031 Total	\$ 417,544
Water Meters	\$ 41,214	2032	
Fire Pumps	\$ 107,250	Water Meters	\$ 98,576
Backwash Pump	\$ 35,750	Mixers	\$ 9,516
Fleet	\$ 50,035	Filters	\$ 1,363,960
2026 Total	\$ 238,539	Low & High Lift Pumps	\$ 36,478
2027		Flash Mixing Tanks	\$ 158,600
Flowmeter	\$ 6,552	Air Compressors	\$ 15,860
Water Meters	\$ 41,963	Blowers	\$ 9,516
Chlorine Pumps	\$ 11,648	Booster Pump	\$ 26,169
Fleet	\$ 20,550	2032 Total	\$ 1,718,675
2027 Total	\$ 80,713	TOTAL 2022 TO 2032	
			\$ 2,994,590

In summary:

En résumé:

Capital & fleet needs 2022-2032	Exigences en capital & flotte de 2022-2032	\$ 2,994,590
Current reserve fund balance	Solde courant en fonds de réserve	\$ 434,053
Funds missing to meet capital & fleet needs 2022-2032	Fonds manquants pour combler les exigences en capital & flotte de 2022-2032	<u>\$ 2,560,537</u>

Nation Municipality
Eau St-Isidore Water

Reserve fund funds used in the last 5 years:

Montants de fonds de réserve utilisés dans les 5 dernières années:

2017	\$	9,895
2018	\$	56,848
2019	\$	5,194
2020	\$	2,526
2021	\$	30,566
	\$	<u>105,029</u>

Current reserve (end of 2021)

Réserve courante (fin 2021) \$ 118,193

Capital requirements to come (based on 2021 data, with 2% inflation of costs per year):

Exigences en capital à venir (basé sur les données de 2021, avec un taux d'inflation de 2 % par an):

ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR	ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR
2022		2027	
Pumps	\$ 92,820	Generator Fuel Tank	\$ 2,912
Water Meters	\$ 18,523	Water Meters	\$ 15,411
Fleet	\$ 1,697	Fleet	\$ 2,283
2022 Total	\$ 113,040	2027 Total	\$ 20,606
2023		2028	
Water Meters	\$ 14,310	Water Meters	\$ 15,686
Generator	\$ 104,000	Fleet	\$ 1,911
2023 Total	\$ 118,310	2028 Total	\$ 17,597
2024		2029	
Water Meters	\$ 14,586	Water Tower Maintenance	\$ 290,000
2024 Total	\$ 14,586	Water Meters	\$ 15,962
2025		2029 Total	
Pumps	\$ 11,232		\$ 305,962
Water Meters	\$ 14,861	2030	
2025 Total	\$ 26,093	Flowmeter	\$ 9,204
2026		Water Meters	\$ 16,237
Water Meters	\$ 15,136	2030 Total	\$ 25,441
Fleet	\$ 5,559	2031	
2026 Total	\$ 20,695	Water Meters	\$ 16,512
		Fleet	\$ 36,207
		2031 Total	\$ 52,719
		TOTAL 2022 TO 2031	\$ 715,049

<i>In summary:</i>	<i>En résumé:</i>	
Capital & fleet needs 2022-2031	Exigences en capital & flotte de 2022-2031	\$ 715,049
Current reserve fund balance	Solde courant en fonds de réserve	<u>\$ 118,193</u>
Funds missing to meet capital & fleet needs 2022-2031	Fonds manquants pour combler les exigences en capital & flotte de 2022-2031	<u>\$ 596,856</u>

Nation Municipality
Sewer System / Système d'égouts

Reserve fund funds used in the last 5 years:
Montants de fonds de réserve utilisés dans les 5 dernières années:

2017	\$ 15,054
2018	\$ 479,803
2019	\$ 54,352
2020	\$ 185,447
2021	\$ 284,928
	<u>\$ 1,019,584</u>

Current reserve (end of 2021)
Réserve courante (fin 2021) \$ 2,132,384

Capital requirements to come (based on 2021 data, with 2% inflation of costs per year):
Exigences en capital à venir (basé sur les données de 2021, avec un taux d'inflation de 2 % par an):

ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR
2022	
Manholes	\$ 38,250
Lagoon maintenance	\$ 71,400
Fleet	\$ 15,667
2022 Total	\$ 125,317
2023	
Communication tower	\$ 81,120
Manholes	\$ 39,000
Lagoon maintenance	\$ 72,800
2023 Total	\$ 192,920
2024	
Electrical Panels	\$ 275,600
Manholes	\$ 39,750
Wet well, piping, & valve	\$ 344,500
Lagoon maintenance	\$ 74,200
2024 Total	\$ 734,050
2025	
Berm (St-Isidore)	\$ 106,854
Manholes	\$ 40,500
Pump	\$ 4,493
Lagoon maintenance	\$ 75,600
2025 Total	\$ 227,447
2026	
Flow regulator	\$ 35,750
Manholes	\$ 41,250
Berm (St-Isidore)	\$ 109,091
Lagoon maintenance	\$ 77,000
Fleet	\$ 51,318
2026 Total	\$ 314,409

ASSET TO REPLACE &/OR UPGRADE ACTIF À REMPLACER &/OU METTRE À NIVEAU	VALUE VALEUR
2027	
Manholes	\$ 42,000
Septic Field	\$ 728,000
Lagoon maintenance	\$ 78,400
Fleet	\$ 21,077
2027 Total	\$ 869,477
2028	
Manholes	\$ 42,750
Pump	\$ 88,920
Flow regulator control panel	\$ 18,525
Stone filter bed	\$ 296,400
Lagoon maintenance	\$ 79,800
Fleet	\$ 17,644
2028 Total	\$ 544,039
2029	
Electrical cabinets	\$ 37,700
Manholes	\$ 43,500
Pumps	\$ 19,604
Lagoon maintenance	\$ 81,200
2029 Total	\$ 182,004
2030	
Manholes	\$ 44,250
Wet well, piping, & valve	\$ 1,073,800
Front wet well, piping, & flush tank	\$ 306,800
Lagoon maintenance	\$ 82,600
2030 Total	\$ 1,507,450
2031	
Electrical panels & cabinets	\$ 137,280
Manholes	\$ 45,000
Wet wells	\$ 15,600
Electrical instrumentation & controls	\$ 62,400
Scada monitoring systems	\$ 18,720
Scada (treatment system)	\$ 9,360
Lagoon maintenance	\$ 84,000
Fleet	\$ 334,219
2031 Total	\$ 706,579

TOTAL 2022 TO 2031 **\$ 5,403,692**

<i>In summary:</i>	<i>En résumé:</i>	
Capital & fleet needs 2022-2031	Exigences en capital & flotte de 2022-2031	\$ 5,403,692
Current reserve fund balance	Solde courant en fonds de réserve	<u>\$ 2,132,384</u>
Funds missing to meet capital & fleet needs 2022-2031	Fonds manquants pour combler les exigences en capital & flotte de 2022-2031	<u>\$ 3,271,309</u>

**ANNEXE “B”
SCHEDULE “B”**

Qu'est-ce que l'infrastructure?

« Ensemble d'installations, d'équipements nécessaires à une collectivité »

(Dictionnaire Larousse, [Définitions : infrastructure - Dictionnaire de français Larousse](#))

Qui supporte les coûts d'infrastructure?

La municipalité doit subvenir à ses besoins en matière d'infrastructure.

Le 1^{er} janvier 2018, le *Règlement de l'Ont. 588-17 Planification de la gestion des biens pour l'infrastructure municipale* prenait effet. L'objectif premier de ce règlement provincial : améliorer la façon dont les municipalités planifient et gèrent leurs biens.

Donc, être auto-suffisant est une exigence provinciale.

Combien coûte l'infrastructure?

La municipalité de La Nation a déterminé les besoins pour les 10 prochaines années afin de s'assurer d'avoir en fonds de réserve les fonds nécessaire pour l'entretien, la mise à niveau et le remplacement de biens.

	Eau Limoges	Eau St-Isidore	Égouts
Fonds de réserve utilisés de 2016 à 2021	1 595 087 \$	105 029 \$	1 019 584 \$
Fonds de réserve estimée - 31 déc 2021	434 053 \$	118 193 \$	2 132 384 \$
Exigences en capital 2022 à 2031*	2 994 590 \$	715 049 \$	5 403 692 \$
Fonds de réserve manquants	2 560 537 \$	596 856 \$	3 271 309 \$

*Eau Limoges montre les exigences jusqu'à 2032

Infrastructure d'eau et d'égouts de la Nation

Le réseau d'eau compte un total de 65 kms de tuyaux dont 38 km se trouve à Limoges et 27 km se trouvent à St-Isidore!

La longueur totale du réseau de conduit d'égouts de la Nation est de 56,5 kms!

À ceci s'ajoute des pompes, des régulateurs, des filtres, des bâtiments, des réservoirs, et une panoplie d'autres actifs nécessaires au bon fonctionnement du réseau.

Que veut dire « usager- payeur »?

L'utilisateur d'aujourd'hui use le réseau d'eau et d'égouts. Ainsi, il devrait être celui qui contribue au remplacement futur.

En d'autres mots...

Si on utilise quelque chose aujourd'hui, nous devons contribuer à son maintien pour que cette chose soit dans le même état pour ceux qui l'utiliseront demain.

Pourquoi y a-t'il des taux d'eau et d'égouts?

Les fonds de l'impôt foncier doivent servir à financer des dépenses qui profitent à tous les résidents. Ainsi, puisque certains résidents de la municipalité ne bénéficient pas des services d'eau et d'égouts, l'argent nécessaire à l'entretien du système ne peut provenir des impôts fonciers. C'est pourquoi la municipalité impose un taux pour l'eau et les égouts. Les fonds recueillis par ce taux sont utilisés pour entretenir le système d'eau et d'égouts et tout excédent est versé dans un fonds de réserve pour l'entretien futur.

En résumé :

- Réseau eau & égouts → usager payeur
- Taux chargés → entretien & maintien du réseau
- Surplus → fonds de réserve pour les dépenses à venir

Qu'est-ce qu'un fonds de réserve?

Ceci est un fonds composé d'argent recueilli annuellement pour faire face à des dépenses imprévues ou n'ayant pas lieu annuellement. Le fonds de réserve est pour une raison spécifique – dans ce cas, l'entretien, le maintien, et le remplacement des biens du système d'eau et d'égouts.

Un fond de réserve suffisant est nécessaire pour alléger le fardeau à long-terme aux contribuables. Une hausse des taux permettra de bâtir un fond de réserve adéquate pour mieux maintenir et améliorer l'infrastructure.

En bref :

- Fonds de réserve = épargnes pour dépenses à venir

Quels sont les conséquences s'il n'y a pas de fonds de réserve?

Sans fonds de réserve, la municipalité ne sera pas en mesure de payer les dépenses imprévues et à venir. Ceci pourrait avoir des conséquences sérieuses à deux niveaux :

1. Nous parlons ici d'un système d'eau potable et d'eaux usés qui est sujet à des inspections et des règlements. Si le réseau est non conforme, la distribution d'eau aux résidents pourrait être affectée.
2. Comme la conséquence mentionnée ci-dessus est inconcevable, la municipalité devra imposer une taxe spéciale pour combler le manque. Dépendant de la dépense, cette taxe spéciale pourrait être importante.

À titre d'exemple :

Le réseau du village ABC a 100 usagers et une dépense de 100 000 \$ survient. Le village ABC n'a pas de fonds de réserve.

Chaque usager recevra donc une facture spéciale de 1 000 \$ pour payer cette dépense en plus de sa facture régulière.

En comparaison - Si le village ABC avait amassé le 1 000 \$ par usager pendant les 10 années précédentes, chaque usager aurait payé que 100 \$ de plus que sa facture régulière par an.

Conclusion - Il est évident que le paiement graduel est plus facile pour la majorité des budgets et fait preuve de bonne gestion de la part du village.

En résumé :

- Les conséquences peuvent être désastreuses.
- Il est beaucoup plus sage d'être proactif et prévoyant et de bâtir une réserve que d'être pris au dépourvu.

Qu'est-ce que ça veut dire pour un résident?

Le taux d'eau et d'égouts devra augmenter en 2022 afin de contribuer au fonds de réserve. Cette hausse est basée sur les exigences en capital à venir.

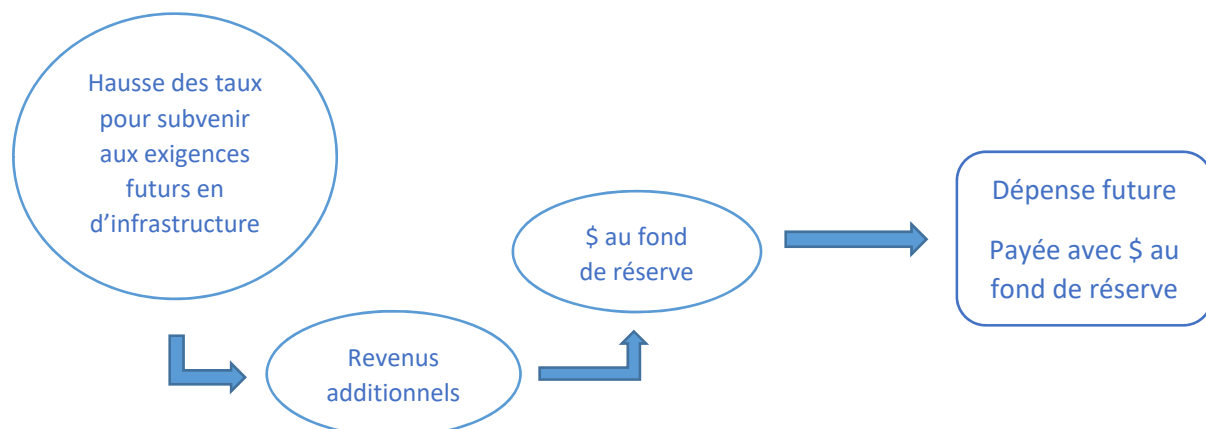
Bref, c'est en pensant à l'avenir qu'on gère bien dans le présent.

Est-ce que la hausse du taux va changer si les données changent?

Absolument! Les exigences en capital sont en constante évolution et dépendent de plusieurs facteurs incluant la croissance, l'usure, l'infrastructure à venir, etc. Le solde nécessaire en fonds de réserve sera révisé annuellement afin d'inclure tous les changements et le taux sera révisé en conséquence.

En résumé :

- il faut prévoir d'avance pour les besoins futurs
- bâtir un fond de réserve pour l'avenir est la meilleure façon de s'y prendre
- une bonne planification permet une bonne gestion des actifs dans les années à venir
- la planification des actifs comprend : leur construction, leur exploitation, leur entretien, leur renouvellement, leur remplacement, et leur élimination
- des actifs « en santé » = un bon service aux résidents



Nouveau – St-Isidore

En 2022, afin de rendre les taux plus facile à comprendre, le taux en capital sera regroupé avec le taux fixe.

Résumé des taux par propriété typique

Propriété typique St Isidore avec service Eau & Egout			
Typical propriété in St-Isidore with Water & Sewer			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	2.12	48.00	101.76
Fixed Water / Fixe Eau	131.01		131.01
Sewer / Egout	125.40		125.40
Total Quartely invoice / Total facture trimestrielle			358.17
Total Yearly invoice / Total facture annuel			1,432.68

Propriété typique Egout seulement		
Typical property with Sewer only		

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Total
Sewer / Egout	125.40	125.40
Total Quartely invoice / Total facture trimestrielle		125.40
Total Yearly invoice / Total facture annuel		501.60

Propriété typique Nation Limoges avec service Eau & Egout			
Typical property in Nation Limoges with Water & Sewer			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	1.82	48.00	87.36
Fixed Water / Fixe Eau	82.56		82.56
Sewer / Egout	125.40		125.40
Total Quartely invoice / Total facture trimestrielle			295.32
Total Yearly invoice / Total facture annuel			1,181.28

Propriété typique Limoges avec service eau seulement			
Typical property in Limoges with water only			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	1.82	48.00	87.36
Fixed Water / Fixe Eau	82.56		82.56
Backwash / Décharge (Variable)	0.18	48.00	8.64
Total Quartely invoice / Total facture trimestrielle			178.56
Total Yearly invoice / Total facture annuel			714.24

What is infrastructure?

A system of facilities and equipment necessary for a community.

Who supports the cost of the infrastructure?

The municipality must support its infrastructure needs.

On January 18, 2018, *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17* took effect. The primary objective of this provincial regulation is to improve the way municipalities plan and manage their assets.

Thus, being auto-sufficient is a provincial requirement.

How much does infrastructure cost?

The Nation Municipality has determined the needs for the next 10 years to ensure that it has the necessary funds in reserve for the maintenance, upgrade, and replacement of assets.

	Limoges water	St-Isidore water	Sewers
Reserve funds used 2016 to 2021	\$1,595,087	\$105,029	\$1,019,584
Estimated reserve funds – Dec 31, 2021	\$434,053	\$118,193	\$2,132,384
Capital requirements 2022 to 2032*	\$2,994,590	\$715,049	\$5,403,692
Missing reserve funds	\$2,560,537	\$596,856	\$3,271,309

*Limoges water shows requirements up to 2032

Water & Sewer infrastructure of the Nation

The water network has a total of 65 km of pipes, 38 km of which are in Limoges and 27 km in St-Isidore!

The total length of the Nation's sewer pipe network is 56.5 km!

In addition, there are pumps, flow regulators, filters, buildings, and a host of other assets needed to keep the system running.

What does « user- payer » mean?

Today's user wears out the water and sewer system. Thus, he should be the one to contribute to the future replacement.

In other words...

If we use something today, we must contribute to its maintenance so that it will be in the same condition for those who will use it tomorrow.

Why is there a water & sewer rate?

Property tax funds must go towards expenses that benefit all residents. Thus, since some residents of the municipality do not have water and sewer services, the money to maintain the system cannot come from property taxes. That is why the municipality charges a water and sewer rate. The funds raised by this rate are used to maintain the water and sewer system and any surplus goes into a reserve fund for future maintenance.

In summary:

- Water & sewer system —————> user-payer
- Rate charged —————> maintenance and replacement of the system
- Surplus —————> reserve fund for future expenses

What is a reserve fund?

This is a fund made up of money collected annually to meet unforeseen or non-annual expenses. The reserve fund is for a specific purpose - in this case, the maintenance, upkeep, and replacement of water and sewer assets.

In short :

- Reserve fund = savings for future expenditures

An adequate reserve fund is needed to ease the long-term burden on taxpayers.

A rate increase will build an adequate reserve fund to better maintain and improve infrastructure.

What are the consequences if there is no reserve fund?

Without a reserve fund, the municipality will not be able to pay for unforeseen and upcoming expenses. This could have dire consequences on two levels:

1. We are talking about a water and wastewater system that is subject to inspections and regulations. If the system is non-compliant, the distribution of water to residents could be affected.
2. Since the above consequence is inconceivable, the municipality will have to impose a special rate to make up the shortfall. Depending on the expense, this special rate could be significant.

As an example:

Village ABC's system has 100 users and an expense of \$100,000 occurs. Village ABC does not have a reserve fund.

Each user will receive a special bill of \$1,000 to pay for this expense in addition to their regular bill.

In comparison - If Village ABC had collected the \$1,000 per user over the previous 10 years, each user would have paid only \$100 more than their regular bill per year.

Conclusion - It is clear that the gradual payment is easier on most budgets and demonstrates good management on the part of the village.

In summary:

- The consequences are serious.
- It is much wiser to be proactive and plan ahead and build a reserve fund than to be caught off guard.

What does this mean for a resident?

The water and sewer rate will increase in 2022 to contribute to the reserve fund. This increase is based on future capital requirements.

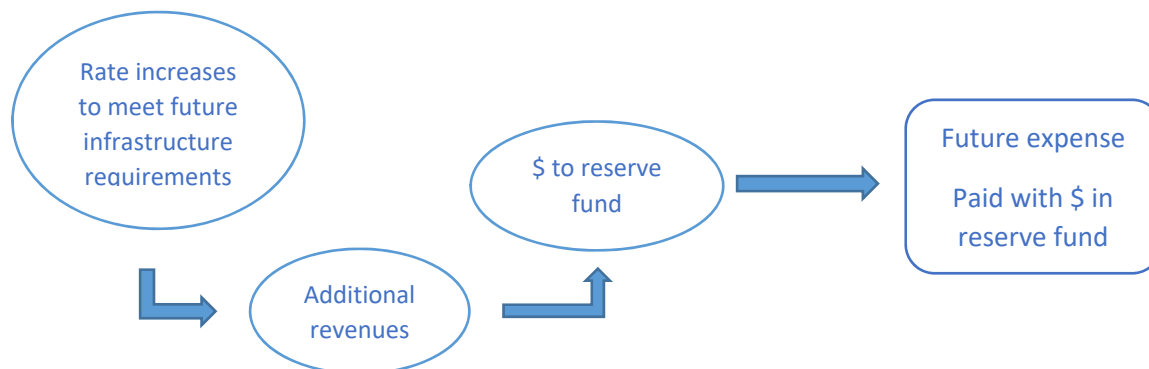
In short, thinking about the future is how we manage well in the present.

Will the rates change if the data changes?

Absolutely! Capital requirements are constantly changing and are dependent on many factors including growth, wear and tear, future infrastructure, etc. The required reserve fund balance will be reviewed annually to include any changes and the rate will be revised accordingly.

In summary :

- plan ahead for future needs
- building a reserve fund for the future is the best way to go about it
- good planning allows for good asset management in the years to come
- asset planning includes: construction, operation, maintenance, renewal, replacement, and disposal
- healthy" assets = good service to residents



New – St-Isidore

In 2022, in order to make the rates easier to understand, the capital rate will be combined with the fixed rate.

Summary of rates by typical property

Propriété typique St Isidore avec service Eau & Egout			
Typical propriété in St-Isidore with Water & Sewer			
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Propriété typique Limoges avec service eau seulement			
Typical property in Limoges with water only			
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Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
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Le réseau d'eau compte un total de 65 kms de tuyaux dont 38 km se trouve à Limoges et 27 km se trouvent à St-Isidore!

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Pourquoi y a-t'il des taux d'eau et d'égouts?

Les fonds de l'impôt foncier doivent servir à financer des dépenses qui profitent à tous les résidents. Ainsi, puisque certains résidents de la municipalité ne bénéficient pas des services d'eau et d'égouts, l'argent nécessaire à l'entretien du système ne peut provenir des impôts fonciers. C'est pourquoi la municipalité impose un taux pour l'eau et les égouts. Les fonds recueillis par ce taux sont utilisés pour entretenir le système d'eau et d'égouts et tout excédent est versé dans un fonds de réserve pour l'entretien futur.

En résumé :

- Réseau eau & égouts → usager payeur
- Taux chargés → entretien & maintien du réseau
- Surplus → fonds de réserve pour les dépenses à venir

Qu'est-ce qu'un fonds de réserve?

Ceci est un fonds composé d'argent recueilli annuellement pour faire face à des dépenses imprévues ou n'ayant pas lieu annuellement. Le fonds de réserve est pour une raison spécifique – dans ce cas, l'entretien, le maintien, et le remplacement des biens du système d'eau et d'égouts.

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En bref :

- Fonds de réserve = épargnes pour dépenses à venir

Quels sont les conséquences s'il n'y a pas de fonds de réserve?

Sans fonds de réserve, la municipalité ne sera pas en mesure de payer les dépenses imprévues et à venir. Ceci pourrait avoir des conséquences sérieuses à deux niveaux :

1. Nous parlons ici d'un système d'eau potable et d'eaux usés qui est sujet à des inspections et des règlements. Si le réseau est non conforme, la distribution d'eau aux résidents pourrait être affectée.
2. Comme la conséquence mentionnée ci-dessus est inconcevable, la municipalité devra imposer une taxe spéciale pour combler le manque. Dépendant de la dépense, cette taxe spéciale pourrait être importante.

À titre d'exemple :

Le réseau du village ABC a 100 usagers et une dépense de 100 000 \$ survient. Le village ABC n'a pas de fonds de réserve.

Chaque usager recevra donc une facture spéciale de 1 000 \$ pour payer cette dépense en plus de sa facture régulière.

En comparaison - Si le village ABC avait amassé le 1 000 \$ par usager pendant les 10 années précédentes, chaque usager aurait payé que 100 \$ de plus que sa facture régulière par an.

Conclusion - Il est évident que le paiement graduel est plus facile pour la majorité des budgets et fait preuve de bonne gestion de la part du village.

En résumé :

- Les conséquences peuvent être désastreuses.
- Il est beaucoup plus sage d'être proactif et prévoyant et de bâtir une réserve que d'être pris au dépourvu.

Qu'est-ce que ça veut dire pour un résident?

Le taux d'eau et d'égouts devra augmenter en 2022 afin de contribuer au fonds de réserve. Cette hausse est basée sur les exigences en capital à venir.

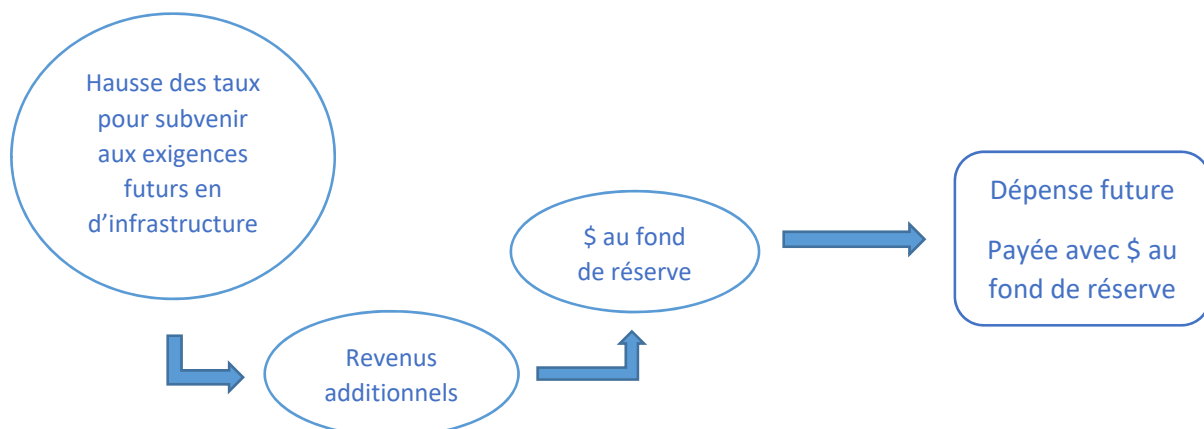
Bref, c'est en pensant à l'avenir qu'on gère bien dans le présent.

Est-ce que la hausse du taux va changer si les données changent?

Absolument! Les exigences en capital sont en constante évolution et dépendent de plusieurs facteurs incluant la croissance, l'usure, l'infrastructure à venir, etc. Le solde nécessaire en fonds de réserve sera révisé annuellement afin d'inclure tous les changements et le taux sera révisé en conséquence.

En résumé :

- il faut prévoir d'avance pour les besoins futurs
- bâtir un fond de réserve pour l'avenir est la meilleure façon de s'y prendre
- une bonne planification permet une bonne gestion des actifs dans les années à venir
- la planification des actifs comprend : leur construction, leur exploitation, leur entretien, leur renouvellement, leur remplacement, et leur élimination
- des actifs « en santé » = un bon service aux résidents



Nouveau – St-Isidore

En 2022, afin de rendre les taux plus facile à comprendre, le taux en capital sera regroupé avec le taux fixe.

Résumé des taux par propriété typique

Propriété typique St Isidore avec service Eau & Egout			
Typical propriété in St-Isidore with Water & Sewer			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	2.12	48.00	101.76
Fixed Water / Fixe Eau	131.01		131.01
Sewer / Egout	125.40		125.40
Total Quartely invoice / Total facture trimestrielle			358.17
Total Yearly invoice / Total facture annuel			1,432.68

Propriété typique Egout seulement		
Typical property with Sewer only		

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Total
Sewer / Egout	125.40	125.40
Total Quartely invoice / Total facture trimestrielle		125.40
Total Yearly invoice / Total facture annuel		501.60

Propriété typique Nation Limoges avec service Eau & Egout			
Typical property in Nation Limoges with Water & Sewer			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	1.82	48.00	87.36
Fixed Water / Fixe Eau	82.56		82.56
Sewer / Egout	125.40		125.40
Total Quartely invoice / Total facture trimestrielle			295.32
Total Yearly invoice / Total facture annuel			1,181.28

Propriété typique Limoges avec service eau seulement			
Typical property in Limoges with water only			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	1.82	48.00	87.36
Fixed Water / Fixe Eau	82.56		82.56
Backwash / Décharge (Variable)	0.18	48.00	8.64
Total Quartely invoice / Total facture trimestrielle			178.56
Total Yearly invoice / Total facture annuel			714.24

What is infrastructure?

A system of facilities and equipment necessary for a community.

Who supports the cost of the infrastructure?

The municipality must support its infrastructure needs.

On January 18, 2018, *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17* took effect. The primary objective of this provincial regulation is to improve the way municipalities plan and manage their assets.

Thus, being auto-sufficient is a provincial requirement.

How much does infrastructure cost?

The Nation Municipality has determined the needs for the next 10 years to ensure that it has the necessary funds in reserve for the maintenance, upgrade, and replacement of assets.

	Limoges water	St-Isidore water	Sewers
Reserve funds used 2016 to 2021	\$1,595,087	\$105,029	\$1,019,584
Estimated reserve funds – Dec 31, 2021	\$434,053	\$118,193	\$2,132,384
Capital requirements 2022 to 2032*	\$2,994,590	\$715,049	\$5,403,692
Missing reserve funds	\$2,560,537	\$596,856	\$3,271,309

*Limoges water shows requirements up to 2032

Water & Sewer infrastructure of the Nation

The water network has a total of 65 km of pipes, 38 km of which are in Limoges and 27 km in St-Isidore!

The total length of the Nation's sewer pipe network is 56.5 km!

In addition, there are pumps, flow regulators, filters, buildings, and a host of other assets needed to keep the system running.

What does « user- payer » mean?

Today's user wears out the water and sewer system. Thus, he should be the one to contribute to the future replacement.

In other words...

If we use something today, we must contribute to its maintenance so that it will be in the same condition for those who will use it tomorrow.

Why is there a water & sewer rate?

Property tax funds must go towards expenses that benefit all residents. Thus, since some residents of the municipality do not have water and sewer services, the money to maintain the system cannot come from property taxes. That is why the municipality charges a water and sewer rate. The funds raised by this rate are used to maintain the water and sewer system and any surplus goes into a reserve fund for future maintenance.

In summary:

- Water & sewer system \longrightarrow user-payer
- Rate charged \longrightarrow maintenance and replacement of the system
- Surplus \longrightarrow reserve fund for future expenses

What is a reserve fund?

This is a fund made up of money collected annually to meet unforeseen or non-annual expenses. The reserve fund is for a specific purpose - in this case, the maintenance, upkeep, and replacement of water and sewer assets.

In short :

- Reserve fund = savings for future expenditures

An adequate reserve fund is needed to ease the long-term burden on taxpayers.

A rate increase will build an adequate reserve fund to better maintain and improve infrastructure.

What are the consequences if there is no reserve fund?

Without a reserve fund, the municipality will not be able to pay for unforeseen and upcoming expenses. This could have dire consequences on two levels:

1. We are talking about a water and wastewater system that is subject to inspections and regulations. If the system is non-compliant, the distribution of water to residents could be affected.
2. Since the above consequence is inconceivable, the municipality will have to impose a special rate to make up the shortfall. Depending on the expense, this special rate could be significant.

As an example:

Village ABC's system has 100 users and an expense of \$100,000 occurs. Village ABC does not have a reserve fund.

Each user will receive a special bill of \$1,000 to pay for this expense in addition to their regular bill.

In comparison - If Village ABC had collected the \$1,000 per user over the previous 10 years, each user would have paid only \$100 more than their regular bill per year.

Conclusion - It is clear that the gradual payment is easier on most budgets and demonstrates good management on the part of the village.

In summary:

- The consequences are serious.
- It is much wiser to be proactive and plan ahead and build a reserve fund than to be caught off guard.

What does this mean for a resident?

The water and sewer rate will increase in 2022 to contribute to the reserve fund. This increase is based on future capital requirements.

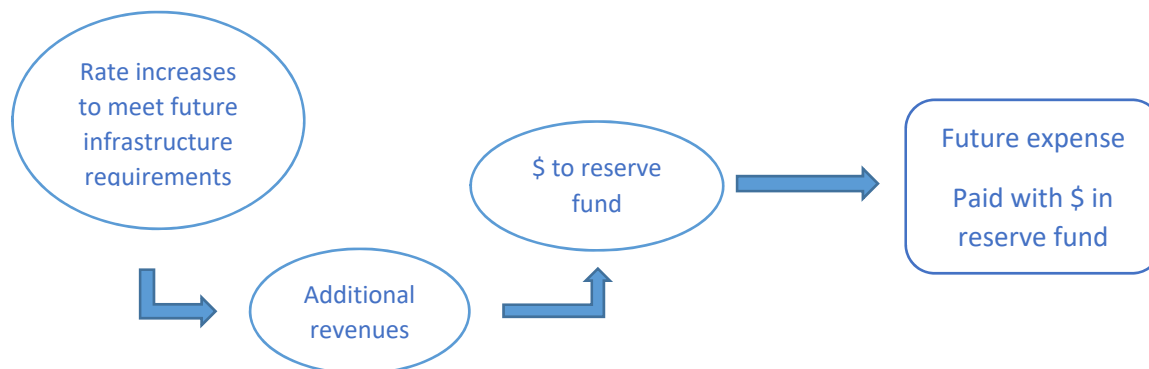
In short, thinking about the future is how we manage well in the present.

Will the rates change if the data changes?

Absolutely! Capital requirements are constantly changing and are dependent on many factors including growth, wear and tear, future infrastructure, etc. The required reserve fund balance will be reviewed annually to include any changes and the rate will be revised accordingly.

In summary :

- plan ahead for future needs
- building a reserve fund for the future is the best way to go about it
- good planning allows for good asset management in the years to come
- asset planning includes: construction, operation, maintenance, renewal, replacement, and disposal
- healthy" assets = good service to residents



New – St-Isidore

In 2022, in order to make the rates easier to understand, the capital rate will be combined with the fixed rate.

Summary of rates by typical property

Propriété typique St Isidore avec service Eau & Egout			
Typical propriété in St-Isidore with Water & Sewer			
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Total Yearly invoice / Total facture annuel		501.60

Propriété typique Nation Limoges avec service Eau & Egout			
Typical property in Nation Limoges with Water & Sewer			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
Variable Water / Eau	1.82	48.00	87.36
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Propriété typique Limoges avec service eau seulement			
Typical property in Limoges with water only			
Consommation de 48 m ³ / quart			
Consumption of 48 m ³ / quarter			

Quarterly rates / Taux trimestriels	Rate / Taux 2022	Consommation / Consumption	Total
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RAPPORT DU SERVICE DES FINANCES

Numéro du rapport : F-20-2021

Sujet : Planification budgétaire 2022

Préparé par : Nadia Knebel, Directrice des Finances

Révisé par : Cécile Maisonneuve, Trésorière

Révisé par : Josée Brizard, Directrice générale/Greffière

Date: le 6 décembre 2021

INTRODUCTION:

Ce rapport fait suite à la session budgétaire du 22 novembre 2021.

Le budget est maintenant équilibré et les changements apportés depuis la dernière session budgétaire sont présentés.

BUDGET 2022

Les changements apportés depuis la première ébauche sont expliqués ci-dessous.

Changements apportés au budget d'opérations :

- N-4000-5925-4050 – réduction de 190 000 \$ (étendage de gravier)

Changements apportés au budget capital :

- Flotte – Ajout d'un dépôt pour un camion de pompiers. Les délais de livraison pour ce genre de camion est de 18, voire 24 mois donc nous devons passer la commande en 2022 pour une livraison en 2023 ou 2024. Également, si nous attendons à 2022 pour passer la commande, non seulement la livraison serait repoussée d'un an, mais les prix augmenteraient de façon substantiels aussi. Finalement, selon les recherches de M. Groulx, Chef Pompier, nombreux sont les fabricants qui ne demandent pas un dépôt lorsque nous passons la commande. Compte tenu que si un dépôt serait nécessaire celui-ci devrait obligatoirement être au budget pour être fait, nous avons inclus un montant de 150 000 \$. Toutefois, celui-ci viendrait de la réserve et n'a donc aucun impact budgétaire.
- Conseil - Ajout d'ordinateurs portatifs pour le nouveau conseil et le maire, 13 000 \$. Il est à noter que ces ordinateurs seront payés à partir de la réserve d'élections.
- Travaux publics – rajout du Chemin Lefebvre, 30 000 \$ et contribution de 45 000 \$ des frais de développement pour réduire le coût du Chemin Savage
- Récréation - contribution de 60 000 \$ des frais de développement pour réduire le coût de la glace artificielle de l'Aréna de St-Isidore.

Changements à venir si approuvé par le Conseil :

- Une augmentation de 2 % des taxes. L'impact de cette augmentation pour une propriété type est présenté en annexe. Inférieure au taux annuel d'inflation, cette augmentation représenterait un revenu approximatif de 250 000 \$, ce qui permettrait d'équilibrer le budget.

Liste des annexes :

- Annexe A - Liste des projets de nature capital. Les changements suite à la session 2^e ébauche sont surlignés en jaune.
- Annexe B - Sommaire de l'opération et du capital.
- Annexe C – Impact sur une propriété typique pour une hausse de taxes de 1 % et 2 %

RECOMMANDATION

Il est recommandé qu'une augmentation de 2% des taxes soit approuvée afin d'équilibrer le budget. Il est aussi recommandé que le présent rapport soit adopté et que le budget 2022 soit présenté lors de la réunion du 13 décembre 2021.

Nadia Knebel, CPA, CA
Directrice des Finances



REPORT FROM THE FINANCE DEPARTMENT

Report Number : F-20-2021

Subjet : Waiver of late fees

Prepared by : Nadia Knebel, Director of Finance

Reviewed by : Cécile Maisonneuve, Treasurer

Reviewed by: Josée Brizard, Director general/Clerk

Date: December 6th, 2021

INTRODUCTION:

This report is a follow up to the November 22nd, 2021 budget session.

The budget is now balanced and the changes since the last budget session are presented.

BUDGET 2022

Changes made since the first draft are explained below.

Changes made to the operating budget :

- N-4000-5925-4050 – decrease of \$190,000 (gravelling)

Changes made to the capital budget :

- Fleet – Addition of a deposit for a fire truck. The delivery time for this type of truck is 18, even 24 months. We therefore need to place the order in 2022 for delivery in 2023 or 2024. Also, if we wait until 2022 to place the order, not only would the delivery be delayed by a year, but the price would also increase substantially. Finally, according to Mr. Groulx, Fire Chief, many manufacturers do not require a deposit when we place the order. Considering that if a deposit would be necessary it would have to be in the budget to be done, we have included an amount of \$150,000. However, this amount would come from the reserve and therefore has no budgetary impact.
- Council - Added laptop computers for the new council and mayor, \$13,000. Please note that these will be paid for from the elections reserve.
- Public Works –Lefebvre Road added back, 30 000 \$ and contribution of \$45,000 from development charges to reduce the cost of Savage Road.
- Recreation - contribution of \$60,000 from development charges to reduce the cost of upgrade of the St-Isidore Arena skating surface.

Changes to come if approved by Council :

- A 2% increase in taxes. The impact of this increase for a typical property is presented in the attached schedule. Lower than the annual rate of inflation, this increase would represent an approximate revenue of \$250,000 thus balancing the budget.

List of Schedules :

- Schedule A - List of capital projects. Changes made after the 2nd budget session are in yellow.
- Schedule B – Summary of operations and capital.
- Schedule C – Impact on a typical property for a 1% and 2% increase in taxes.

RECOMMENDATION

It is recommended that an increase of 2% of taxes be approved in order to balance the budget. It is also recommended that this report be adopted and that the 2022 budget be presented at the December 13, 2021 Council meeting.

Nadia Knebel, CPA, CA
Director of Finance

ANNEXE A
SCHEDULE A

RECAP OF CAPITAL PROJECTS - 2022 BUDGET
RÉCAPITULATION DES TRAVAUX D'IMMOBILISATIONS - BUDGET 2022

FLEET	FLOTTE	TOTAL COST/ COÛT TOTAL	RESERVES/ RÉSERVES	GRANTS/ OCTROIS	OTHER/AUTRES CONTRIBUTIONS	L-T DEBT/ DETTE À L-T	RECOMMENDED CUT/ COUPURE RECOMMANDÉE	NET COST/ COÛT NET
Building	Service de construction							
Pick up truck	Camionnette	39,771	(39,771)					-
Protection to person & Property	Protection de la personne et des biens							
Pumper truck deposit	Dépôt camion de pompiers	312,120					(312,120)	-
Pumper truck (no deposit required, ordered 2022)	Camion de pompiers (aucun dépôt requis, commandé en 2022)	150,000	(150,000)					-
Rescue truck (ordered in 2020)	Camion de pompier (commandé en 2020)	157,633	(150,000)					7,633
Public Works	Travaux publics							
Tandem truck	Camion à berne	300,000		(300,000)				-
Large tractor	Gros tracteur	160,000		(135,823)				24,177
3/4 ton pick up truck	Camionnette 3/4 tonne	59,000						59,000
Water & Sewer	Eau & Égout							
SUV	VUS	32,640	(32,640)					-
Total Fleet	Total Flotte	1,211,164	(372,411)	(435,823)	-		(312,120)	90,810

OTHER ASSETS	AUTRES ACTIFS	TOTAL COST/ COÛT TOTAL	RESERVES/ RÉSERVES	GRANTS/ OCTROIS	OTHER/AUTRES CONTRIBUTIONS	L-T DEBT/ DETTE À L-T	RECOMMENDED CUT/ COUPURE RECOMMANDÉE	NET COST/ COÛT NET
Council Support	Soutien au Conseil							
Human Resource Software	Logiciel pour Ressources Humaine	15,000	(15,000)					-
Laptop computers	Ordinateurs portatifs	13,000	(13,000)					-
		28,000	(28,000)	-	-	-	-	-
Administration & Finance	Administration & Finance							
2nd exit door in council chambers	2e porte de sortie	15,000	(15,000)					-
Council chambers renovations	Rénos salle du conseil	20,000	(20,000)					-
		35,000	(35,000)	-	-	-	-	-
Information Technology	Informatique							
Replacement of Switch Pro	Remplacement de Switch Pro	6,000	(6,000)					-
Desktop computers	Ordinateurs	6,000	(5,500)					500
Replacement of fibre optic cable at St-Isidore fire hall to add guest internet	Remplacement du câble de la fibre optique à la caserne de St-Isidore pour ajouter l'internet pour les invités	4,000						4,000
Upgrade of Office licences	Mise à jour des licences Office	28,500	(28,500)					-
Guest internet head office (report IT-02-2021)	Internet pour invités bureau central à terminer (rapport IT-02-2021)	23,085						23,085
		67,585	(40,000)	-	-	-	-	27,585

RECAP OF CAPITAL PROJECTS - 2022 BUDGET
RÉCAPITULATION DES TRAVAUX D'IMMOBILISATIONS - BUDGET 2022

FLEET	FLOTTE	TOTAL COST/ COÛT TOTAL	RESERVES/ RÉSERVES	GRANTS/ OCTROIS	OTHER/AUTRES CONTRIBUTIONS	L-T DEBT/ DETTE À L-T	RECOMMENDED CUT/ COUPURE RECOMMANDÉE	NET COST/ COÛT NET
Protection to person & Property	Protection de la personne et des biens							
Bunker suit	Habits de combat	45,000	(25,000)					20,000
Plans for Fire Hall	Plans pour caserne	300,000	(100,000)					200,000
		345,000	(125,000)	-	-	-	-	220,000
Public Works	Travaux publics							
Land acquisition	Acquisition de terrain	500,000	(100,000)				(400,000)	-
Satellite office - exterior siding & insulation	Revêtement & isolation bureau satellite	25,000						25,000
Speed Machine	Détecteur de vitesse	5,300						5,300
Road 800 East (Latour Rd)	Route 800 Est (Ch Latour)	170,000						170,000
Culverts, catch basins, & storms	Ponceaux, puisards, égoux pluviaux	150,000						150,000
Culvert City of Ottawa	Ponceau ville d'Ottawa	800,000				(800,000)		-
Guide rails Route 100	Garde fou Route 100	45,000					(45,000)	-
Lefevre Rd low level crossing culvert	Chemin Lefebvre - ponceau passage à niveau	30,000						30,000
Touchette bridge	Pont Touchette	2,508,000	(309,568)	(2,089,916)				108,516
Gauthier St, St-Isidore - sidewalks	Rue Gauthier, St-Isidore - trottoirs	54,975						54,975
Sabourin Road, St-Isidore	Ch Sabourin, St-Isidore	58,050						58,050
Concession 10 (net with Alfred-Plantagenet)	Concession 10 (net with Alfred-Plantagenet)	171,658						171,658
Concession 20	Concession 20	340,375						340,375
Ste-Catherine St - sidewalks	rue Ste-Catherine - trottoirs	8,400						8,400
Drouin Road	Chemin Drouin	184,975			(15,000)			169,975
Machabee St	Rue Machabee	59,663						59,663
Route 600	Route 600	159,400					(159,400)	-
Des Pins Street	Rue des Pins	183,351						183,351
Lemieux Road	Ch Lemieux	149,300					(149,300)	-
Lavergne	Lavergne	198,245						198,245
Savage Rd	Ch Savage	45,121			(45,000)			121
Racette Sideroad	Chemin Racette	86,085						86,085
Limoges - sidewalks	Limoges - trottoirs	14,000						14,000
	Total	5,946,898	(409,568)	(2,089,916)	(60,000)	(800,000)	(753,700)	1,833,714

RECAP OF CAPITAL PROJECTS - 2022 BUDGET
RÉCAPITULATION DES TRAVAUX D'IMMOBILISATIONS - BUDGET 2022

FLEET	FLOTTE	TOTAL COST/ COÛT TOTAL	RESERVES/ RÉSERVES	GRANTS/ OCTROIS	OTHER/AUTRES CONTRIBUTIONS	L-T DEBT/ DETTE À L-T	RECOMMENDED CUT/ COUPURE RECOMMANDÉE	NET COST/ COÛT NET
Street Lights	Lumières de rue							
Between Concession 8 & County Rd 22	Entre Concession 8 & Ch Comté 22	10,500						10,500
Water & Sewer	Eau & Égout							
Polymer Pump (Limoges water)	Pompe Polymère (Eau Limoges)	4,200	(4,200)					-
New Booster (Forest Park)	Nouveau booster (Forest Park)	18,000	(18,000)					-
GIS / Civid3D	GIS / Civid3D	5,000	(5,000)					-
SCADA Upgrades (Limoges water)	Améliorations au SCADA (Eau Limoges)	40,000	(40,000)					-
Well pump #2 (Limoges water)	Pompe de puit #2 (Eau Limoges)	18,000	(18,000)					-
WTP fencing (Limoges water)	Clôture WTP (Eau Limoges)	10,000	(10,000)					-
Water Gem Hydrant (Limoges Water)	Borne-fontaine Water Gem (Eau Limoges)	8,000	(8,000)					-
Cheney to Limoges water line	Conduit d'eau Cheney à Limoges	12,650,000				(12,650,000)		-
2 new pumps Booster Plantagenet (St-Isidore Water)	2 nouvelles pompes Booster Plantagenet (Eau St-Isidore)	90,000	(90,000)					-
SCADA Upgrades (Limoges sewer)	Améliorations au SCADA (Égout Limoges)	40,000	(40,000)					-
Calypso Rd, new gravity Limoges	Gravitaire chemin Calypso	1,500,000				(1,500,000)		-
Lagoon upgrade	Mise à niveau de la lagune	8,324,704				(8,324,704)		-
Berm repairs (St-Albert sewer)	Réparations berme (Égout St-Albert)	5,000	(5,000)					-
New pumps (Sewer Fournier)	Nouvelles pompes (Égout Fournier)	5,000	(5,000)					-
Review design (Sewer Fournier)	Révision du plan (Égout Fournier)	25,000	(25,000)					-
	Total	22,742,904	(268,200)	-	-	(22,474,704)	-	-
Recreation	Récréation							
Ball Diamond Light Posts (St-Isidore Park)	Poteaux pour lumières terrain de balle (Parc St-Isidore)	9,000			(9,000)			-
Redo double tennis court (St-Bernardin Park)	Refaire terrain de tennis double (Parc St-Bernardin)	100,000	(50,000)		(20,000)			30,000
Beach volleyball court (St-Albert Park)	Terrain volleyball de plage (Parc St-Albert)	20,000	(550)		(5,000)			14,450
Skating rink boards (Forest Park Park)	Patinoire (Parc Forest Park)	7,500			(7,500)			-
New gazebo (Limoges Park)	Nouveau gazebo (Parc Limoges)	25,000			(25,000)			-
Restaurant improvements (Limoges Park)	Améliorations au restaurant (Parc Limoges)	15,000					(15,000)	-
Shelter (Gagnon Park)	Abri (Parc Gagnon)	2,000					(2,000)	-
Hunting camera (Gagnon Park)	Caméra de chasse (Parc Gagnon)	1,000					(1,000)	-
Walking path (Gagnon Park) - accessibility	Sentier pédestre (Parc Gagnon)	6,000	(6,000)					-
4 picnic tables (Gagnon Park)	4 tables de pique-nique (Parc Gagnon)	3,000	(1,279)				(1,721)	-
Park requests (Gen rec)	Demandes de parcs (Réc gén)	100,000	(50,000)				(50,000)	-
Building repairs (Gen rec)	Réparations bâtiments (Réc gén)	100,000	(75,000)				(25,000)	-
Upgrade to eco-conscious skating surface (Arena)	Glace artificielle éco-responsable (Aréna)	1,270,000	(612,520)	(500,000)	(60,000)			97,480
FCA repairs (Arena)	FCA réparations (Aréna)	131,400					(21,600)	109,800
Plan and quote for parking lot repairs (Arena)	Plans et devis pour rénos stationnement (Aréna)	35,000						35,000
FCA repairs & inspections (Caldeonia Hall)	FCA réparations & inspections (Salle Caldeonia)	112,560					(62,560)	50,000
FCA repairs & inspections (Fournier Hall)	FCA réparations & inspections (Salle Fournier)	7,200						7,200
FCA inspections (St-Albert Hall)	FCA inspections (Salle St-Albert)	305,160	(72,000)				(195,000)	38,160
Sport complex Limoges	Complex sportif Limoges	13,379,095	(848,759)	(750,000)	(959,601)	(10,420,735)		400,000
	Total	15,628,915	(1,716,108)	(1,250,000)	(1,086,101)	(10,420,735)	(373,881)	782,090

RECAP OF CAPITAL PROJECTS - 2022 BUDGET
RÉCAPITULATION DES TRAVAUX D'IMMOBILISATIONS - BUDGET 2022

FLEET	FLOTTE	TOTAL COST/ COÛT TOTAL	RESERVES/ RÉSERVES	GRANTS/ OCTROIS	OTHER/AUTRES CONTRIBUTIONS	L-T DEBT/ DETTE À L-T	RECOMMENDED CUT/ COUPURE RECOMMANDÉE	NET COST/ COÛT NET
Environment	Environnement							
Grass cutter	Tondeuse	3,300	(3,300)					-
Planning	Urbanisme							
Official plan Limoges & St-Isidore	Plan officiel Limoges & St-Isidore	25,000						25,000
Development charge study	Étude frais de développement	10,500						10,500
		35,500			-		-	35,500
Library	Bibliothèques							
Guest internet	Internet invités	13,500	(13,500)					-
Total Other Assets	Total Autres Actifs	44,844,102	(2,625,676)	(3,339,916)	(1,146,101)	(33,695,439)	(1,127,581)	2,909,389
Total All Assets	Total tous les Actifs	46,055,266	(2,998,087)	(3,775,739)	(1,146,101)	(33,695,439)	(1,439,701)	3,000,199

ANNEXE B
SCHEDULE B



**2022 OPERATION BUDGET SUMMARY
SOMMAIRE DU BUDGET D'OPÉRATION 2022**

Expanded/ Détaillé Page	Departments/Département	INFLOWS / ENTREES		DISBURSEMENTS/ DEBOURS		Municipal Contribution 2022 budget	Budget Variance 2021 vs 2022
		2021 BUDGET	2022 BUDGET	2021 BUDGET	2022 BUDGET		
24	Taxes / Impôt foncier	12,399,048	12,706,169	-		(12,706,169)	(307,121)
26	Grant & Interest / Octroi & intérêt	1,120,400	1,090,600	-		(1,090,600)	29,800
	Administration & Finance						
		-		-			-
27	Council / Conseil	10,000	10,000	234,861	245,807	235,807	10,946
27	Council Support / Soutien au conseil	5,500	8,000	470,663	531,231	523,231	58,068
29	Administration & Finance	425,791	339,000	2,128,137	1,664,862	1,325,862	(376,484)
31	Solar Panel / Panneau Solaire	110,600	110,600	110,600	110,600	-	-
33	Election / Élection	-	32,000	27,000	32,000	-	(27,000)
34	Computer / Ordinateur	15,600	15,912	144,571	203,890	187,978	59,007
	Total	567,491	515,512	3,115,832	2,788,390	2,272,878	(275,463)
	Protection to person & Property / Protection de la personne et des biens-fonds						
36	Fire Department / Incendie	61,700	62,500	1,068,389	957,993	895,493	(111,196)
40	Police	67,000	107,000	1,676,000	1,668,000	1,561,000	(48,000)
41	Animal Control / Contrôle animaux	-	-	-	-	-	-
42	By-Law Enforcement / Service de réglementation	38,050	11,620	217,065	227,032	215,412	36,397
44	Building Department / Service de construction	473,339	489,135	473,339	489,135	(0)	(0)
46	Emergency Department / Service d'urgence	2,000	2,200	6,000	6,000	3,800	(200)
48	Health & Safety / Santé & Sécurité	-		35,655	35,831	35,831	176
49	Conservation Authority / Conservation	-		99,451	102,892	102,892	3,441
	Total	642,089	672,455	3,575,899	3,486,883	2,814,428	(119,382)
	Public Works / Travaux publics						
49	Public Works / Travaux publics	281,432	282,271	4,645,229	4,473,922	4,191,651	(172,146)
60	Crossing Patrol / Bridardier	-		23,620	33,606	33,606	9,986
61	Street Lights / Lumière de rue	-		124,641	62,000	62,000	(62,641)
	Total	281,432	282,271	4,793,490	4,569,528	4,287,257	(224,801)

Water & Sewer / Eau & Égout							
63	General Water & Sewer / Eau & Égout générale	60,000	60,000	1,133,113	1,134,007	1,074,007	894
66	Sewer Limoges / Égouts Limoges	775,905	1,001,108	303,603	570,050	(431,058)	41,244
68	Sewer St Bernardin / Égout St-Bernardin	8,118	8,628	19,000	18,000	9,372	(1,510)
70	Sewer St Albert / Égout St Albert	112,808	326,077	79,600	267,100	(58,977)	(25,769)
72	Sewer St Isidore / Égout St Isidore	202,772	217,092	68,800	63,200	(153,892)	(19,920)
74	Sewer Fournier / Égout Fournier	43,172	46,388	37,379	42,500	(3,888)	1,905
76	Sewer Forest Park / Égout Forest Park	31,210	28,747	31,210	28,747	-	-
77	Transfer from/to Reserve / Transfert de/à Reserve	-	-	140,763	111,110	111,110	(29,653)
	Total	1,233,985	1,688,041	1,813,468	2,234,714	546,673	(32,810)
78	Water Limoges / Eau Limoges	1,061,482	1,187,789	539,263	695,783	(492,006)	30,213
79	Water Linda project / Eau projet Linda	210	-	210	-	-	-
80	Water St isidore / Eau St Isidore	400,699	443,276	343,435	388,609	(54,668)	2,596
82	W&S Limoges Industrial Park / E&E park industriel L	654	440	654	440	-	-
	Total	1,463,045	1,631,505	883,562	1,084,831	(546,674)	32,809
Growth Water & Sewer / Croissance Eau & Égout							
84	W&S Blvd Bourdeau / E&E Blvd Bourdeau	-	-	-	-	-	-
86	Sewer Limoges / Limoges Égout	397,280	281,340	397,280	281,340	-	-
87	Sewer Forest Park / Égout Forest Park	-	-	36,243	36,244	36,244	1
88	Water Limoges / Limoges Eau	406,380	275,040	406,380	275,040	-	-
89	Water Linda / Eau Linda	-	-	-	-	-	-
90	Water St Isidore / St Isidore Eau	8,739	27,000	14,099	15,500	(11,500)	(16,860)
91	W&S Limoges Ind. / E&E Limoges Ind	-	-	9,224	9,224	9,224	-
92	W&S Calypso / E&E Calypso	74,495	68,158	179,085	172,749	104,591	1
	Total	886,894	651,538	1,042,311	790,097	138,559	(16,858)

ENVIRONMENT / ENVIRONNEMENT							
93	Environnement / Environnement	-	-	268,017	283,195	283,195	15,178
96	St Isidore Landfill / Dépotoir St Isidore	-	-	17,026	16,622	16,622	(404)
97	St Bernardin landfill / Dépotoir St Bernardin	-	-	20,626	20,922	20,922	296
98	Fournier landfill / Dépotoir Fournier	26,500	39,000	46,476	47,243	8,243	(11,733)
100	Central Landfill / Dépotoir Centrale	-	-	9,726	26,993	26,993	17,267
101	St Albert Landfill / Dépotoir St Albert	-	-	16,226	21,993	21,993	5,767
103	Limoges Landfill / Dépotoir Limoges	40,500	50,500	48,626	47,393	(3,107)	(11,233)
105	Garbage Collection / Collecte ordure	524,154	531,000	372,043	360,202	(170,798)	(18,687)
106	Recycling collection / Collecte recyclage	503,766	508,000	366,000	329,478	(178,522)	(40,756)
107	Garbage Disposal Transfer to reserve / Disposition d	-	-	248,594	235,712	235,712	(12,882)
109	Storm Water Pond / Bassin de rétention Eaux	-	-	-	16,000	16,000	16,000
	Total	1,094,920	1,128,500	1,413,360	1,405,753	277,253	(41,187)
PARKS / PARC							
110	St Isidore	9,500	10,500	9,500	10,500	-	-
112	Ste Rose	6,000	5,000	6,000	5,000	-	-
114	St Bernardin	9,500	9,500	9,500	9,500	-	-
116	Fournier	9,500	10,500	9,500	10,500	-	-
118	St Albert	9,500	10,500	9,500	10,500	-	-
120	Forest Park	12,000	12,000	12,000	12,000	-	-
122	Limoges	25,000	25,000	25,000	25,000	-	-
124	Parc Giroux	4,000	4,000	4,000	4,000	-	-
126	Cambridge Forest Estate	4,000	4,000	4,000	4,000	-	-
128	Gagnon	4,000	4,000	4,000	4,000	-	-
160	Municipal Contribution to Parks / Contribution municipi	-	-	89,500	92,000	92,000	2,500
	Total	93,000	95,000	182,500	187,000	92,000	2,500

	Recreation / Récréation						
131	General Recreation / Récréation générale	4,000	4,000	317,746	347,597	343,597	29,851
133	Arena St Isidore	278,300	276,300	636,659	724,875	448,575	90,216
136	Bowling	10,000	10,000	7,270	6,088	(3,912)	(1,182)
138	St Isidore hall / Centre	26,500	26,500	17,600	17,600	(8,900)	-
140	Sport Bar	70,700	70,700	61,691	77,268	6,568	15,577
142	Cantine	9,000	9,000	5,000	5,000	(4,000)	-
143	St Isidore Summer Camp /Camp d'été	23,900	20,000	23,900	26,253	6,253	6,253
144	Caledonia hall / centre	14,550	14,550	73,900	78,013	63,463	4,113
146	Fournier hall / centre	6,650	6,650	24,166	24,816	18,166	650
148	St Albert hall / centre	41,250	41,250	86,000	88,225	46,975	2,225
150	Limoges hall / center	19,550	19,250	68,600	71,400	52,150	3,100
153	Sport Complex / Complex Sportif	-	52,800	-	346,893	294,093	294,093
	Total	504,400	551,000	1,322,532	1,814,028	1,263,028	444,896
	Planning & Development / Aménagement & Développement						
154	Planning / Urbanisme	36,500	59,100	184,390	292,534	233,434	85,544
156	Economic Development / Développement économique	-	-	84,883	112,530	112,530	27,647
157	Municipal Drain / Drain municipaux	164,000	162,000	208,200	205,200	43,200	(1,000)
178	Tile Drainage / Drainage souterrain	43,366	24,887	43,366	24,887	-	-
	Total	243,866	245,987	520,839	635,151	389,164	112,191
	Library / Bibliothèque						
180	General / Général	350,031	339,623	350,031	339,623	-	-
181	St isidore	33,280	36,530	33,280	36,530	-	-
182	St Albert	30,575	31,825	30,575	31,825	-	-
183	Limoges	28,175	33,025	28,175	33,025	-	-
160	Municipal Contribution / Contribution municipale	-	-	415,075	406,242	406,242	(8,833)
	Total	442,061	441,003	857,136	847,245	406,242	(8,833)
	Grand Total	20,972,631	21,699,580	19,520,929	19,843,621	(1,855,960)	(404,258)



2022 CAPITAL BUDGET SUMMARY
SOMMAIRE DU BUDGET D'IMMOBILISATION 2022

Expanded/ Détailé Page	Departments/Département	INFLOWS / ENTREES		DISBURSEMENTS/ DEBOURS		Municipal Contribution 2022 budget	Budget Variance 2021 vs 2022
		2021 BUDGET	2022 BUDGET	2021 BUDGET	2022 BUDGET		
	Administration & Finance						
28	Council / Conseil						
30	Council Support / Support conseil	-	28,000.00	-	28,000.00	-	-
32	Administration & Finance	15,000.00	35,000.00	15,000.00	35,000.00	-	-
35	Solar Panel / Panneau Solaire	-		-	-	-	-
	Computer / Ordinateur	70,000.00	40,000.00	99,500.00	67,585.15	27,585.15	(1,914.85)
	Total	85,000.00	103,000.00	114,500.00	130,585.15	27,585.15	(1,914.85)
	Protection to person & Property / Protection de la personne et des biens-fonds						
39	Fire Department /Incendie	20,000.00	275,000.00	45,000.00	502,633.36	227,633.36	202,633.36
43	By-Law Enforcement / Service de réglementation	-		-	-	-	-
45	Building Department / Service de construction	30,000.00	39,771.00	30,000.00	39,771.00	-	-
47	Emergency Department / Service d'urgence	-	-	-	-	-	-
	Total	50,000.00	314,771.00	75,000.00	542,404.36	227,633.36	202,633.36
	Public Works / Travaux publics						
58	Public Works / Travaux publics	4,724,254.00	4,627,935.00	5,515,956.00	5,712,198.00	1,084,263.00	292,561.00
62	Street Lights / Lumière de rue	-	-	10,500.00	10,500.00	10,500.00	-
	Total	4,724,254.00	4,627,935.00	5,526,456.00	5,722,698.00	1,094,763.00	292,561.00



2022 CAPITAL BUDGET SUMMARY
SOMMAIRE DU BUDGET D'IMMOBILISATION 2022

	Water & Sewer / Eau & Égout						
65	General Water & Sewer / Eau & Égout générale	54,000.00	32,640.00	54,000.00	32,640.00	-	-
67	Sewer Limoges / Égouts Limoges	10,895,000.00	9,864,704.00	10,895,000.00	9,864,704.00	-	-
69	Sewer St Bernardin / Égout St-Bernardin	-	-	-	-	-	-
71	Sewer St Albert / Égout St Albert	11,000.00	5,000.00	11,000.00	5,000.00	-	-
73	Sewer St Isidore / Égout St Isidore	-	-	-	-	-	-
75	Sewer Fournier / Égout Fournier	5,000.00	30,000.00	5,000.00	30,000.00	-	-
78	Water Limoges / Eau Limoges	77,000.00	12,753,200.00	77,000.00	12,753,200.00	-	-
80	Water St isidore / Eau St Isidore	15,000.00	90,000.00	15,000.00	90,000.00	-	-
82	Water & Sewer Limoges Phase 3 / E&E	12,650,000.00	-	12,650,000.00	-	-	-
85	W& S Blvd Bourdeau E&E	-	-	-	-	-	-
	Total	23,707,000.00	22,775,544.00	23,707,000.00	22,775,544.00	-	-
	ENVIRONMENT / ENVIRONNEMENT						
95	Environnement / Environnement	42,000.00	3,300.00	42,000.00	3,300.00	-	-
99	Fournier landfill / Dépotoir Fournier	-	-	-	-	-	-
102	St Albert Landfill / Dépotoir St Albert	-	-	-	-	-	-
104	Limoges Landfill / Dépotoir Limoges	-	-	-	-	-	-
	Total	42,000.00	3,300.00	42,000.00	3,300.00	-	-
	PARKS / PARC						
111	St Isidore		9,000.00		9,000.00	-	-
113	Ste Rose						
115	St Bernardin		70,000.00		100,000.00	30,000.00	30,000.00
117	Fournier						
119	St Albert	-	5,550.00	8,000.00	20,000.00	14,450.00	6,450.00
121	Forest Park				-	-	-
123	Limoges Park	-	25,000.00	19,000.00	25,000.00	-	(19,000.00)
125	Parc Giroux	-	-	2,500.00	-	-	(2,500.00)
127	Cambridge Forest Estate	-	7,279.00	-	7,279.00	-	-
129	Gagnon						
	Total	-	116,829.00	29,500.00	161,279.00	44,450.00	14,950.00



2022 CAPITAL BUDGET SUMMARY
SOMMAIRE DU BUDGET D'IMMOBILISATION 2022

	Recreation / Récréation						
132	General Recreation / Récréation générale		215,000.00	200,500.00	125,000.00	(90,000.00)	
135	Arena St Isidore	-	1,172,519.60	25,000.00	1,414,800.00	242,280.40	217,280.40
137	Bowling	-	-	-	-	-	-
139	St Isidore hall / Centre						
141	Sport Bar	-	-	-	-	-	-
145	Caledonia hall / centre	-	-	-	50,000.00	50,000.00	50,000.00
147	Fournier hall / centre	-	-	-	7,200.00	7,200.00	7,200.00
149	St Albert hall / centre	-	72,000.00	-	110,160.00	38,160.00	38,160.00
151	Limoges hall / center	-	-	-	-	-	-
153	Complex hall / centre	11,711,000.00	12,979,095.00	12,111,000.00	13,379,095.00	400,000.00	-
	Total	11,711,000.00	14,438,614.60	12,336,500.00	15,086,255.00	647,640.40	312,640.40
	Planning & Development / Aménagement & Développement						
155	Planning / Urbanisme	44,720.00	35,500.00	44,720.00	35,500.00	-	-
	Total	44,720.00	35,500.00	44,720.00	35,500.00	-	-
	Library / Bibliothèque						
165	Library	7,000.00	13,500.00	7,000.00	13,500.00	-	-
	Total	7,000.00	13,500.00	7,000.00	13,500.00	-	-
	Total Capital	40,363,974.00	42,428,993.60	41,875,676.00	44,471,065.51	2,042,071.91	820,869.91
	Total Budget	61,336,605.00	64,128,574.03	61,396,605.00	64,314,686.25	186,112.22	416,612.22

ANNEXE C
SCHEDULE C



IMPÔTS FONCIERS PROPRIÉTÉ TYPIQUE - 1% D'AUGMENTATION

TAXES FOR A TYPICAL PROPERTY - 1% INCREASE

Catégorie	Ratio / Coefficient	Typical Eval/ Eval Typique	A		B				C			
			2021 Actual Tax rate/ Taux de taxe réel	2021 Actual Taxes/ Impôts fonciers réels	2022 Proposed tx rate/ Taux tx proposé	2022 Est Taxes/ Impôts fonciers est	Variance/ Écart (B-A)	Variance/ Écart %	2022 Neutral Tax Rate/ Taux d'imposition théorique	2022 Neutral Taxes/ Impôts fonciers neutres	Variance/ Écart (C-A)	Variance/ Écart %
Residential/Résidentiels	1.000000	\$ 100,000	0.00718021	\$718	0.00726091	\$726	\$8.07	1.12%	0.00718902	\$719	\$1	0.12%
Residential/Résidentiels	1.000000	\$ 264,335	0.00718021	\$1,898	0.00726091	\$1,919	\$21.33	1.12%	0.00718902	\$1,900	\$2	0.12%
Multi Residential / Multi résidentiel	1.700000	\$ 1,000,000	0.01292437	\$12,924	0.01234355	\$12,344	-\$580.82	-4.49%	0.01222133	\$12,221	-\$703	-5.75%
Multi-residential/Logements multiples	1.700000	\$ 1,592,857	0.01292437	\$20,587	0.01234355	\$19,662	-\$925.16	-4.49%	0.01222133	\$19,467	-\$1,120	-5.75%
Commercial/Commerciaux	1.440999	\$ 100,000	0.01034667	\$1,035	0.01046296	\$1,046	\$11.63	1.12%	0.01035937	\$1,036	\$1	0.12%
Commercial/Commerciaux	1.440999	\$ 327,721	0.01034667	\$3,391	0.01046296	\$3,429	\$38.11	1.12%	0.01035937	\$3,395	\$4	0.12%
Industrial/Industriels	2.721517	\$ 100,000	0.01756919	\$1,757	0.01776666	\$1,777	\$19.75	1.12%	0.01759076	\$1,759	\$2	0.12%
Industrial/Industriels	2.721517	\$ 434,666	0.01756919	\$7,637	0.01776666	\$7,723	\$85.83	1.12%	0.01759076	\$7,646	\$9	0.12%
Farm/Agricoles	0.250000	\$ 100,000	0.00179505	\$180	0.00181523	\$182	\$2.02	1.12%	0.00179726	\$180	\$0	0.12%
Farm/Agricoles	0.250000	\$ 626,160	0.00179505	\$1,124	0.00181523	\$1,137	\$12.64	1.12%	0.00179726	\$1,125	\$1	0.12%



IMPÔTS FONCIERS PROPRIÉTÉ TYPIQUE - 2% D'AUGMENTATION

TAXES FOR A TYPICAL PROPERTY - 2% INCREASE

Catégorie	Ratio / Coefficient	Typical Eval/ Eval Typique	A		B				C			
			2021 Actual Tax rate/ Taux de taxe réel	2021 Actual Taxes/ Impôts fonciers réels	2022 Proposed tx rate/ Taux tx proposé	2022 Est Taxes/ Impôts fonciers est	Variance/ Écart \$	Variance/ Écart %	2022 Neutral Tax Rate/ Taux d'imposition théorique	2022 Neutral Taxes/ Impôts fonciers neutres	Variance/ Écart \$	Variance/ Écart %
Residential/Résidentiels	1.000000	\$ 100,000	0.00718021	\$718.02	0.00733280	\$733.28	\$15.26	2.13%	0.00718902	\$719	\$1	0.12%
Residential/Résidentiels	1.000000	\$ 264,335	0.00718021	\$1,897.98	0.00733280	\$1,938.32	\$40.33	2.13%	0.00718902	\$1,900	\$2	0.12%
Multi Residential / Multi résidentiel	1.700000	\$ 1,000,000	0.01292437	\$12,924.37	0.01246576	\$12,465.76	-\$458.61	-3.55%	0.01222133	\$12,221	-\$703	-5.75%
Multi-residential/Logements multiples	1.700000	\$ 1,592,857	0.01292437	\$20,586.67	0.01246576	\$19,856.17	-\$730.50	-3.55%	0.01222133	\$19,467	-\$1,120	-5.75%
Commercial/Commerciaux	1.440999	\$ 100,000	0.01034667	\$1,034.67	0.01056656	\$1,056.66	\$21.99	2.13%	0.01035937	\$1,036	\$1	0.12%
Commercial/Commerciaux	1.440999	\$ 327,721	0.01034667	\$3,390.82	0.01056656	\$3,462.88	\$72.06	2.13%	0.01035937	\$3,395	\$4	0.12%
Industrial/Industriels	2.721517	\$ 100,000	0.01756919	\$1,756.92	0.01794257	\$1,794.26	\$37.34	2.13%	0.01759076	\$1,759	\$2	0.12%
Industrial/Industriels	2.721517	\$ 434,666	0.01756919	\$7,636.73	0.01794257	\$7,799.03	\$162.30	2.13%	0.01759076	\$7,646	\$9	0.12%
Farm/Agricoles	0.250000	\$ 100,000	0.00179505	\$179.51	0.00183320	\$183.32	\$3.82	2.13%	0.00179726	\$180	\$0	0.12%
Farm/Agricoles	0.250000	\$ 626,160	0.00179505	\$1,123.99	0.00183320	\$1,147.88	\$23.89	2.13%	0.00179726	\$1,125	\$1	0.12%



RAPPORT DU SERVICE DES FINANCES

Numéro du rapport : F-21-2021

Sujet : Dépense panneau solaire Fournier

Préparé par : Nadia Knebel, Directrice des Finances

Révisé par : Cécile Maisonneuve, Trésorière

Révisé par : Josée Brizard, Directrice générale / Greffière

Date: le 6 décembre 2021

INTRODUCTION:

La trésorerie demande l'approbation du conseil pour acheter les pièces nécessaires au remplacement de 2 onduleurs (« inverters ») pour les panneaux solaires à Fournier. Cet achat de 12 198,41 \$ (net payable) serait payé avec les fonds en réserve.

La raison pour le remplacement, tel qu'expliqué par courriel par Andrew Goslett, spécialiste en design to panneaux solaires chez iSolara, se trouve ci-dessous :

«Hi Josée and Yannick,

Please see attached for an estimate for the cost to replace the two inverters at Fournier Fire Station with a single Fronius Primo 10kW unit.

While one of the inverters is still operable, it's not likely it would last more than another couple of years before failing, and it is much easier and more cost-effective to install a single 10kW unit now instead of waiting for the old inverter to fail and installing a second inverter then (2 smaller units are more expensive than 1 bigger one, and would require other additional electrical components).

For the installation, we are planning to install the inverter on the roof, adjacent to the array, with a new AC disconnect next to it. Part of the reason for doing so is because the existing cable run into the building is not suitable for use with the new inverter, and so we would have to run new cable to accommodate this which would be more expensive. The new inverter is rated to be installed outdoors which is something that we do routinely, and we have priced the installation to include a metal cover which goes over the inverter to help keep snow, rain, and sun off of the inverter for additional protection. The Fronius Primo inverter also has a built-in monitoring platform for viewing performance metrics, for which we can connect either to Wi-Fi on site, or more preferably can run a dedicated ethernet connection to the inverter on the roof. The new Fronius inverter would come with a 10-year warranty which will cover it for roughly the rest of the MicroFIT contract period.

I don't think we will be able to fit the installation in before we get snow on the roof (likely any day now), so we would probably be looking to schedule the installation for the spring when the snow is cleared.

Let me know if you have any questions about the proposed installation. If you approve of the proposed plan & cost, then please send back a signed copy of the estimate and we will order materials and put the job into the queue for the spring.

Cheers, »

Svp voir l'estimé à l'annexe A pour plus de détails concernant les pièces et le montant total.

RECOMMANDATION

Il est recommandé que le conseil approuve la dépense proposée.

Nadia Knebel, CPA, CA
Directrice des Finances



REPORT FROM THE FINANCE DEPARTMENT

Report Number : F-21-2021

Subjet : Waiver of late fees

Prepared by : Nadia Knebel, Director of Finance

Reviewed by : Cécile Maisonneuve, Treasurer

Reviewed by: Josée Brizard, CAO / Clerk

Date: December 6th, 2021

INTRODUCTION:

Treasury is requesting Council approval to purchase the necessary parts to replace 2 inverters for the solar panels at Fournier. This purchase of \$12,198.41 (net payable) would be paid for with funds in reserve.

The reason for the replacement, as explained by Andrew Goslett, solar panel design specialist at iSolara, can be found below :

«Hi Josée and Yannick,

Please see attached for an estimate for the cost to replace the two inverters at Fournier Fire Station with a single Fronius Primo 10kW unit.

While one of the inverters is still operable, it's not likely it would last more than another couple of years before failing, and it is much easier and more cost-effective to install a single 10kW unit now instead of waiting for the old inverter to fail and installing a second inverter then (2 smaller units are more expensive than 1 bigger one, and would require other additional electrical components).

For the installation, we are planning to install the inverter on the roof, adjacent to the array, with a new AC disconnect next to it. Part of the reason for doing so is because the existing cable run into the building is not suitable for use with the new inverter, and so we would have to run new cable to accommodate this which would be more expensive. The new inverter is rated to be installed outdoors which is something that we do routinely, and we have priced the installation to include a metal cover which goes over the inverter to help keep snow, rain, and sun off of the inverter for additional protection. The Fronius Primo inverter also has a built-in monitoring platform for viewing performance metrics, for which we can connect either to Wi-Fi on site, or more preferably can run a dedicated ethernet connection to the inverter on the roof. The new Fronius inverter would come with a 10-year warranty which will cover it for roughly the rest of the MicroFIT contract period.

I don't think we will be able to fit the installation in before we get snow on the roof (likely any day now), so we would probably be looking to schedule the installation for the spring when the snow is cleared.

Let me know if you have any questions about the proposed installation. If you approve of the proposed plan & cost, then please send back a signed copy of the estimate and we will order materials and put the job into the queue for the spring.

Cheers, ”

Please see the estimate in Appendix A for more details regarding the parts and the total amount.

RECOMMENDATION

It is recommended that Council approve the proposed expense.

Nadia Knebel, CPA, CA
Director of Finance

ANNEXE A
SCHEDULE A



30 Capital Drive
Ottawa, ON, K2G0E9

Tel: 613-738-2646
Fax: 613-738-9939
E-mail: info@isolara.com

www.isolara.com

Estimate

No: 21-1201-1
Date: December 1, 2021
Account
SR #

BILL TO:

The Nation Municipality
Attn: Josee Brizard, Yannick Hamel

SHIP TO:

Fournier Fire Station
3248 County Road 9, Fournier, ON, K0B 1G0

DESCRIPTION	QTY	UNIT	AMOUNT	TOTALS
Replacement of 2x 5kW inverters with Fronius 10kW				
>New inverter to be installed on rooftop adjacent to array				
>New inverter disconnect installed adjacent to inverter				
>Panels re-strung to accommodate new inverter voltage				
>New AC cabling from inverter disconnect along building exterior to existing DG disconnect				
Fronius Primo 10.0-1 Advanced Inverter	1	ea	\$ 4,087.44	\$ 4,087.44
Fronius SnapInverter Shade Cover	1	ea	\$ 141.22	\$ 141.22
PV Cabling	1		\$ 688.50	\$ 688.50
DC Electrical (materials)	1		\$ 889.57	\$ 889.57
AC Electrical (materials)	1		\$ 1,563.65	\$ 1,563.65
Installation of inverter & restringing of panels	1		\$ 1,417.06	\$ 1,417.06
Licensed Electrician	1	<i>est.</i>	\$ 2,800.00	\$ 2,800.00
ESA Inspection	1		\$ 400.00	\$ 400.00
			Sub-Total	\$ 11,987.44
			HST (13%)	\$ 1,558.37
			Total	<u>\$ 13,545.81</u>

NOTES

- Total payment due upon receipt of final invoice after completion of work
- HST Number 86949 3700 RT0001
- For questions, please contact Andrew
- Methods of payments:
 - ✓ Cheque - payable to iSolara Solar Power
 - ✓ Direct Deposit or Wire Transfer
 - TD Canada Trust, Merivale Mall, Ottawa
 - Account Number: 0353-5202467
 - Transit Number: 03536
 - ✓ E-Transfer - send to admin@isolara.com and provide us with the password

We get the Sun working for You!



Rapport pour le Conseil

Numéro du rapport : RE-24-2021

Sujet : Ébauche politique infrastructure des parcs

Préparé par : Carol Ann Scott, Coordinatrice de la récréation

Revisé par : Josée Brizard, Directrice générale - Greffière

Date de la réunion : 6 décembre 2021

Contexte

Ébauche de la politique de remplacement/création de nouvelles infrastructures du parc.

Rapport

La municipalité de La Nation, comme la plupart des autres municipalités de l'Ontario, est confrontée à une infrastructure vieillissante dans les parcs et les installations récréatives. Cette politique porte à la fois sur le remplacement et la création de nouvelles infrastructures de parc et indique l'engagement et la responsabilité de la municipalité. La politique formalise également l'exigence qu'un engagement financier de la communauté soit nécessaire pour l'achat et la création de nouvelles infrastructures et projets de parc.

Relation aux priorités

Le plan directeur des parcs et loisirs recommande d'assurer l'équilibre entre les ressources disponibles et la planification des projets et à établir une stratégie à long terme en matière de rénovation des installations qui détériorent, laquelle est arrimée au Plan de gestion des actifs de la Municipalité. Le calendrier de la planification doit aussi être achevé conformément aux revenus qui peuvent être générés par des sources alternatives.

Considérations financières

La politique décrit l'engagement de La Nation à remplacer les infrastructures vieillissantes par le biais du budget municipal. Ça l'identifie aussi le besoin de diversifier les sources de revenus afin de réduire la dépendance à l'égard des revenus fonciers et fiscaux, tout en assurant l'implantation progressive du système en matière de parcs et de loisirs dont sont fiers et auquel s'attendent les résidents de La Nation.

Recommandation

Que le Conseil fournit ses commentaires sur la politique et il sera ramené pour approbation finale à une date ultérieure.

Pièce jointe

REC-2021-02

Corporation of The Nation Municipality

Numéro de la politique:	REC-2021-02
Département:	Récréation
Subject:	Infrastructure des parcs
Date:	6 décembre 2021

ÉNONCÉ DE LA POLITIQUE

La Municipalité de La Nation possède 10 parcs municipaux et 2 sentiers pédestres répartis sur tout son territoire. Cette politique est une ligne directrice pour le remplacement des infrastructures existantes situées à l'intérieur des parcs et pour la création et/ou l'achat de nouvelles infrastructures.

Comme de nombreuses municipalités de l'Ontario, La Nation est confrontée à des infrastructures vieillissantes puisque la majorité des installations de loisirs et des parcs ont été créés il y a 30 à 40 ans grâce à des programmes de financement d'immobilisations. L'infrastructure vétuste du parc réduit la satisfaction des utilisateurs et l'utilisation ultérieure des équipements plus anciens, limite la capacité d'attirer et de répondre aux besoins croissants des familles, la diversité d'utilisation et l'accessibilité.

ADMINISTRATION DE LA POLITIQUE

Le service des loisirs sera responsable de l'inventaire, de l'identification et de la priorisation des infrastructures/équipements du parc. Les propositions qui incluent la création ou l'achat de nouvelles infrastructures de parc ou de nouveaux sentiers seront évaluées, priorisées et des recommandations seront faites au Conseil.

1) REMPLACEMENT DES ÉQUIPEMENTS/ INFRASTRUCTURE DU PARC

Conditions:

- 1) L'équipement/l'infrastructure est considéré comme dangereux ou dangereux pour un usage public en raison d'une utilisation normale, de dommages ou d'un changement dans les niveaux standard ou les directives de sécurité.
- 2) Le coût de réparation de l'équipement/de l'infrastructure est jugé trop élevé et le remplacement est l'alternative la plus rentable.
- 3) Une consultation communautaire a été menée pour s'assurer que les besoins de la communauté sont satisfaits et que le remplacement de l'équipement/l'infrastructure est justifié et soutenu par la communauté.
- 4) Le remplacement de l'équipement/l'infrastructure appuie les recommandations du Plan directeur des parcs et loisirs et encourage l'utilisation et l'accessibilité multigénérationnelles.

- 5) Des estimations ont été obtenues par le service des loisirs pour établir une valeur de remplacement raisonnable sur des équipements similaires à ce qui existait, les projets ont été priorisés et la liste sera établie et mise à jour annuellement lors du processus budgétaire.
- 6) Le financement du remplacement des équipements/l'infrastructure du parc sera alloué à 100% dans le budget municipal en fonction des estimations budgétaires et des recommandations fournies par le département.

2) ACHAT D'UNE NOUVELLE INFRASTRUCTURE DU PARC ET/OU CRÉATION DE NOUVEAUX SENTIERS

A) ÉLIGIBLE À UN FINANCEMENT 100% MUNICIPAL

Critères:

- 1) L'achat de l'infrastructure et/ou la création d'un nouveau sentier est une recommandation directe du Plan directeur des parcs et loisirs, à condition que toutes les évaluations soient terminées, y compris: arrimage en matière de services essentiels, cout en matière de services, évaluation en matière de bienfait communautaire et analyse en matière d'appui communautaire.
- 2) Le projet doit être soumis au service des loisirs qui fera des recommandations en fonction des priorités de la municipalité.
- 3) Une consultation communautaire a été effectuée pour s'assurer que les besoins de la communauté sont satisfaits et que l'initiative est soutenue par la communauté. Le Conseil peut aussi se réserver le droit de demander un montant de financement à la communauté pour tout nouveau projet.
- 4) L'achat ou la création de nouvelles infrastructures appuie les recommandations du Plan directeur des parcs et loisirs et encourage l'utilisation multigénérationnelle et l'accessibilité et/ou est destiné à un événement

B) ÉLIGIBLE À UN FINANCEMENT MUNICIPAL PARTIEL AVEC UNE INITIATIVE COMMUNAUTAIRE ET UN PARTENARIAT

Critères:

- 1) L'achat ou la création des nouvelles infrastructures appuie les recommandations du Plan directeur des parcs et loisirs et encourage l'utilisation multigénérationnelle et l'accessibilité.
- 2) Une consultation communautaire a été menée pour s'assurer que les besoins de la communauté sont satisfaits et que l'initiative est soutenue par la communauté.
- 3) Le partenaire communautaire conclura une entente avec la municipalité et s'engagera à fournir un pourcentage du cout en capital du projet en fonction du montant total du projet:

Moins que \$50,000	25%
\$50,001 - \$100,000	33%
\$100,001 - \$200,000	40%

4) Des frais d'amortissement seront également intégrés au projet à 2 % pour aider à payer le remplacement futur de l'infrastructure, selon une période précisée par le service des loisirs. Le partenaire communautaire devra contribuer aux coûts d'amortissement au même pourcentage que celui indiqué ci-dessus pour les coûts en capitaux.

DRAFT



Report to Council

Report Number: RE-24-2021

Subject: Draft Policy for Park Infrastructure

Prepared by: Carol Ann Scott, Recreation Coordinator

Revised by: Josée Brizard, CAO-Clerk

Date of the meeting: December 6th 2021

Context

Draft of the policy for replacement/creation of new park infrastructures.

Report

The Nation Municipality, like most others in Ontario is faced with aging infrastructure in both parks and recreation facilities. This policy addresses both the replacement and creation of new park infrastructure and indicates the commitment and responsibility of the Municipality. The policy also formalizes the requirement that a financial commitment from the community is necessary for the purchase and creation of new park infrastructures and projects.

Relevance to priorities

The Parks & Recreation Master Plan recommends balancing available resources with the planning of projects and establishing a long-term strategy for renovating aging infrastructures, tied to the Municipality's asset management plan. The planning schedule should also be completed in conjunction with potential revenues generated from alternative sources.

Financial Consideration

The policy outlines the Nation's commitment to replace aging infrastructure through the municipal budget. It also identifies the need to diversify revenue sources to reduce reliance on tax-funded budget for new park infrastructures, while still providing the progressive parks and recreation system of which the Nation residents are proud and have come to expect.

Recommendation

That Council provides their feedback on the policy and it will be brought back for final approval at a later date.

Attachments

REC-2021-02

Corporation of The Nation Municipality

Policy Number:	REC-2021-02
Department:	Recreation
Subject:	Parks Infrastructure
Date:	December 6 th 2021

POLICY STATEMENT

The Nation Municipality has 10 municipal parks and 2 walking trails located throughout its territory. This policy is a guideline for the replacement of existing infrastructure located within the parks and for the creation and/or purchasing of new infrastructures.

Like many municipalities in Ontario, the Nation is faced with aging infrastructures since the majority of recreation facilities and parks were established between 30 – 40 years ago through capital funding programs. Antiquated park infrastructure reduces user satisfaction and subsequent use of older amenities, limits the ability to appeal to and to accommodate growing family needs, diversity of use and accessibility.

ADMINISTRATION OF THE POLICY

The Recreation Department will be responsible for the inventory, identification and prioritization of park infrastructure/equipment. Proposals that include the creation or purchasing of new park infrastructure or trails will be evaluated, prioritized and recommendations will be made to Council

REPLACEMENT OF EQUIPMENT/ PARK INFRASTRUCTURE

Conditions:

- 1) Equipment/ infrastructure is deemed unsafe or hazardous for public use due to normal usage, damage, or change in standard levels or safety guidelines.
- 2) Cost to repair equipment/infrastructure is deemed too high and replacement is the most cost effective alternative.
- 3) Community consultation has been done to ensure that the needs of the community are being met and the replacement of the equipment is warranted and supported by the community.
- 4) Replacement of the equipment/structure supports recommendations in the Parks and Recreation Master Plan and encourages multi-generational use and accessibility.
- 5) Estimates have been obtained by the Recreation department to establish a reasonable replacement value on equipment similar to what was existing, projects were prioritized and the list will be established and updated annually during the budget process.

- 6) Funding for the replacement of existing equipment/park infrastructure will be allocated 100% in the municipal budget based on budget estimates & recommendations provided by the department.

1) PURCHASE OF NEW PARK INFRASTRUCTURE AND/ OR CREATION OF NEW TRAILS

A) ELIGIBLE FOR 100% MUNICIPAL FUNDING

Conditions:

- 1) The purchase of the infrastructure and/or creation of a new trail is a direct recommendation from the Parks and Recreation Master Plan, conditional that all assessments are complete, including: core services alignment, cost of services, community benefit assessment and community support analysis.
- 2) The project must be submitted to the Recreation Department which will make recommendations based on the priorities within the municipality.
- 3) Community consultation has been done to ensure that the needs of the community are being met and the initiative is supported by the community. Council may also reserve the right to request an amount of funding from the community for any project.
- 4) The purchase or creation of new infrastructure supports recommendations in the Parks and Recreation Master Plan and encourages multi-generational use and accessibility and/or is for a special community event.

B) ELIGIBLE FOR PARTIAL MUNICIPAL FUNDING WITH A COMMUNITY LED INITIATIVE AND PARTNERSHIP

Conditions:

- 1) The purchase or creation of new infrastructure supports recommendations in the Parks and Recreation Master Plan and encourages multi-generational use and accessibility.
- 2) Community consultation has been done to ensure that the needs of the community are being met and the initiative is supported by the community.
- 3) The community partner will enter into a signed agreement with the Municipality and commit to provide a percentage of the capital cost of the project based on the total amount of the project:

Less than \$50,000	25%
\$50,001 - \$100,000	33%
\$100,001 - \$200,000	40%

- 4) Amortization costs will also be incorporated into the project at 2% to help pay for the

replacement of the infrastructure in the future, based on a period specified by the Recreation department. The community partner will be expected to contribute amortization costs at the same percentage as listed above for the capital costs.

DRAFT



Report to Council

Report Number: ENV-08-2021

Subject: Service Note: Closure of landfills

Prepared by: Daniel R. Desforges, Environmental Infrastructure Manager

Revised by: Guylain Lafèche, MCIP RPP, Planner

Date of the meeting: December 6th. 2021

Context

Request to close the landfills during the holiday season.

Object

This year, given that the holiday season overlaps on Fridays and Saturdays, at the same time as the opening hours of the landfill sites, the Environment Department would like to be able to close the landfill sites on Fridays and Saturdays.

As in previous years where this situation occurred, we would like to propose the closure of the landfill sites on December 24th, 25th and 31st, 2021 and January 1st, 2022.

We justify this proposal according to the low traffic of users and the holidays.

It is important to note that we will be open on December 23rd and 30th, 2021 and thereafter, the usual reopening on Thursday, January 6th, 2022.

Recommendation

The Environment Department recommends the closure of the landfill sites on Friday December 24th, Saturday December 25th, Friday December 31st 2021 and Saturday January 1st 2022.

Attachments

None



Rapport pour le Conseil

Numéro du rapport: ENV-08-2021

Sujet : Note de Service : Fermeture des dépotoirs

Préparé par : Daniel R. Desforges, Gérant des Infrastructures Environnementales

Révisé par : Guylain Laflèche, MCIP RPP, Urbaniste

Date de la réunion : 6 décembre 2021

Contexte

Demande de fermeture des dépotoirs pendant la période des fêtes.

Objet

Cette année, vue que la période des fêtes se trouve à chevaucher les vendredis et samedis, en même temps que les heures d'ouvertures des dépotoirs, le Service d'Environnement aimerait pouvoir fermer les dépotoirs les vendredis et samedis.

Comme les années précédentes où cette situation s'est produite, nous aimerions proposer la fermeture des dépotoirs le 24, 25 et 31 décembre 2021 et le 1 janvier 2022. Nous justifions cette proposition suivant le faible achalandage des utilisateurs et les journées fériées.

Il est important de souligner que nous serons ouvert les 23 et 30 décembre 2021 et par la suite la réouverture habituelle à partir du jeudi 6 janvier 2022.

Recommandation

Le Service d'Environnement recommande la fermeture des dépotoirs le vendredi 24, le samedi 25, le vendredi 31 décembre 2021 et le 1 janvier 2022.

Pièces jointes

Aucune



Rapport pour le Conseil

Numéro du rapport: ENV-09-2021

Sujet : Note de Service : Achat d'équipement

Préparé par : Daniel R. Desforges, Gérant des Infrastructures Environnementales

Révisé par : Guylain Laflèche, MCIP RPP, Urbaniste

Date de la réunion : 6 décembre 2021

Contexte

Demande de faire la modification d'achat d'équipement au budget 2021.

Objet

Cette année, Le Service d'Environnement a prévu l'achat d'une génératrice et d'un équipement de chauffage pour le dépotoir de Fournier. Après réflexion, nous constatons que cette façon de faire ne n'est pas la meilleure et pourrait engendrer des coûts supplémentaires à la municipalité à long terme.

Puisque nous avons un montant de 3 000 \$ dans notre budget, nous serions prêts à acheter le moulin à herbes pour l'attacher au petit tracteur de travaux publics. Ceci libérerait un montant de 3 000 \$ que nous avons budgété pour 2022.

Le coût d'achat de l'équipement est estimé à environ 3 200 \$.

Considérations financières

L'achat du moulin à partir des argents budgétées en 2021 à partir du compte N-5800-8053-7500 - Machinery & Equipment.

Recommandation

Le Service d'Environnement recommande de faire l'acquisition d'un moulin à herbe au coût de 3 200 \$ avec les argents mis au budget 2021.

Pièces jointes

Aucune



Report to Council

Report Number: ENV-09-2021

Subject: Service Note: Purchase of equipment

Prepared by: Daniel R. Desforges, Environmental Infrastructure Manager

Revised by: Guylain Lafèche, MCIP RPP, Planner

Date of the meeting: December 6th. 2021

Context

Request to make the modification for the purchase of an equipment.

Object

This year, the Environment Department had plan to purchase a generator and a heating equipment for the Fournier landfill site. Upon reflection, we find that this approach is not the best and could result in additional costs to the municipality, in the long term.

Since we had \$3,000 in the budget, we would be willing to buy the "bush hog", attached to the Public Works tractor. This would free up an amount of \$3,000 that we had budgeted for 2022.

The cost of purchasing the equipment is estimated at approximately \$3,200.

Financial Considerations

We buy the "bush hog" with the money budgeted for 2021 under code:
N-5800-8053-7500 - Machinery & Equipment...

Recommendation

The Environment Department recommends purchasing a "bush hog" at a cost of \$ 3,200 with monies budgeted in 2021.

Attachments

None

**CORPORATION DE LA MUNICIPALITÉ DE LA NATION
CORPORATION OF THE NATION MUNICIPALITY**

Type: _____

Date: _____

Résolution No.: _____

Proposée par/Moved by: Marie-Noëlle Lanthier Alain Mainville Danik Forgues Francis Briere

Appuyée par/Seconded by: Marie-Noëlle Lanthier Alain Mainville Danik Forgues Francis Briere

Remboursement des dépôts de permis de construction – Exemption de la section 2 de la cédule B du règlement 85-2005

Qu'il soit résolu que les permis de construction énumérés dans la note de service BLD-02-2021 soient exemptés de la section 2 de la cédule B du règlement 85-2005 (Règlement de permis de construction).

Building permit deposit reimbursement- Exemption of section 2 of Schedule B of By-law 85-2005

Be it resolved that the building permits shown under Memo BLD-02-2021 be exempted of section 2 of Schedule B of By-law 85-2005 (Building permit By-law).

Recorded Vote/Vote Enregistré

	<u>Yea</u>	<u>Nay</u>
Francois St. Amour	<input type="checkbox"/>	<input type="checkbox"/>
Marie-Noëlle Lanthier	<input type="checkbox"/>	<input type="checkbox"/>
Alain Mainville	<input type="checkbox"/>	<input type="checkbox"/>
Danik Forgues	<input type="checkbox"/>	<input type="checkbox"/>
Francis Briere	<input type="checkbox"/>	<input type="checkbox"/>

Cette resolution est:

This resolution is:

Adoptée/Carried:

Rejetée/Defeated:

Modifiée/Amended:

DÉCLARATION D'INTÉRÊT / DISCLOSURE OF INTEREST

Nom / Name: _____, _____ a (ont) déclaré ses (leur) intérêts, a laissé son (leur) siège(s) et a quitté la salle du Conseil./Disclosed his (her, their) interest, vacated his (her, their) seat(s) and left Council chambers.

Greffière
Clerk

NOTE DE SERVICE BLD-02-2021

SERVICE DE L'AMÉNAGEMENT DU TERRITOIRE

DATE: Le 6 décembre 2021

OBJET: Demande de remboursement de dépôt de permis de construction

DESTINATAIRE: Membres du Conseil

Membres du conseil,

La construction du permis suivant n'a pas été terminée dans le délai requis d'un an (cause : COVID-19). Nous demandons le remboursement en entier du dépôt pour la construction ci-dessous :

# Permis	Adresse	Date d'émission	Inspection finale	Date du remboursement
2020-001	4733 Ste-Catherine	13 janvier 2020	1 septembre 2021	3 septembre 2021

Par le passé, le Conseil a acquiescé à des demandes semblables, mais dans un délai de deux ans suivant la date de un an. (Ex : retard relié à la température, changement de contracteur, événement d'urgence etc...)

Le Service de construction n'a pas de problème avec la demande, suivant les raisons soulevées dans la lettre, nous demandons donc au conseil d'exempter le permis ci-haut mentionné de l'article 2 du règlement 85-2005 et de remettre 100% du dépôt de performance pour le permis 2020-001.

Guylain Lafèche, MCIP, RPP
Urbaniste

MEMO BLD-02-2021

PLANNING DEPARTMENT

DATE: December 6, 2021

RE: Request for reimbursement of building permit deposit

RECIPIENT: Board Members

Board Members,

Construction of the following permit was not completed within the required one-year timeframe (cause: COVID-19). We request full reimbursement of deposit for the construction below:

Permit #	Address	Date Issued	Final Inspection	Reimbursement Date
2020-001	4733 Ste-Catherine	13 January 2020	1 September 2021	3 September 2021

In the past, the Board has granted similar requests, but within two years of the one-year date. (Ex: delay related to temperature, change of contractor, emergency event, etc.)

The Construction Department has no problem with the request, depending on the reasons raised in the letter, we therefore ask the council to exempt the above-mentioned permit from article 2 of by-law 85-2005 and to return 100 % for 2020-001 of performance deposit.

Guylain Lafèche, MCIP, RPP
Planner



Report to Council

Report Number: BL-06-2021

Subject: Distribution centre, exemption request under By-law 134-2012 and 113-2012 regarding barbed wire fence

Prepared by: Mario Hautcoeur, Manager of By-law Enforcement

Date of the meeting: December 6, 2021

Context

A major industrial hub is being built alongside Highway 417 on land located within the municipalities of Casselman and The Nation. The anchor tenant in this new 3 million square foot development will set up an auto parts distribution center on the site.

Report

The distribution centre would like to install barbed wire type fencing to surround the perimeter of their property. They are seeking an exemption so that barbed wire type fencing can be installed at their future auto parts distribution center.

As it stands, both the Fence By-law (number 134-2012) and the Excessive Fortification By-law (number 113-2012) prohibit the installation of barbed wire type fencing within The Nation; the members of Council would need to grant an exemption to allow the distribution centre to proceed with their fence plans.

Financial Considerations

None.

Recommendation

The Administration recommends granting the distribution centre the exemption to the Fence By-law and Excessive Fortification By-law so that a barbed wire fence may be installed around the perimeter of their property as per the specifications and requirements of the construction.

Attachments

None



Rapport pour le Conseil

Numéro du rapport: BL-06-2021

Sujet : Centre de distribution, demande d'exemption sous le règlement 134-2012 et 113-2012 portant sur une clôture de fil barbelé

Préparé par : Mario Hautcoeur, Gérant des ordonnances municipales

Date de la réunion : 6 décembre 2021

Contexte

Un important hub industriel est en construction le long de l'autoroute 417, sur des terrains situés dans les municipalités de Casselman et de La Nation. Le locataire de ce nouveau développement de 3 millions de pieds carrés établira un centre de distribution de pièces automobiles sur le site.

Rapport

Le centre de distribution aimerait installer des clôtures de type fil de fer barbelé pour entourer le périmètre de leur propriété. Il demande une exemption afin que des clôtures de type fil de fer barbelé puissent être installées autour du futur centre de distribution de pièces automobiles.

À l'heure actuelle, le règlement sur les clôtures (numéro 134-2012) et le règlement sur les fortifications excessives (numéro 113-2012) interdisent l'installation de clôtures de type barbelé au sein de La Nation; les membres du Conseil devront accorder une exemption pour qu'ils puissent poursuivre leurs plans de clôture.

Considérations financières

Aucune.

Recommandation

L'Administration recommande d'accorder au centre de distribution l'exemption au règlement sur les clôtures et au règlement sur les fortifications excessives afin qu'une clôture en fil de fer barbelé puisse être installée autour du périmètre de leur propriété selon les spécifications et les exigences de la construction.

Pièces jointes

Aucune



Rapport pour le Conseil

Numéro du rapport: BL-07-2021

Sujet : Abolir le programme de médaille de chien

Préparé par : Mario Hautcoeur, Gérant des ordonnances municipales

Révisé par : Josée Brizard, DG-Greffière

Date de la réunion : 6 décembre 2021

Contexte

Le 23 août 2021, le Gérant des ordonnances municipales a proposé au Conseil un transfert de la responsabilité des médailles de chiens de la municipalité à DocuPet, étant une compagnie privée qui s'occupe des médailles de chiens de plus de 40 municipalités en Ontario. Le gérant a mentionné que le programme actuel de médailles de chien n'était pas rentable.

Le Conseil a approuvé le transfert de permis de chien à une tierce partie et un contrat a éventuellement été ratifié entre les parties. Par contre, après plusieurs négociations visant à améliorer leur clause de protection des informations privées, la résiliation du contrat a été décidée.

La résiliation du contrat a suscité l'Administration à réfléchir et évaluer le programme de médailles de chien; suivant cette analyse, l'Administration propose ainsi l'élimination du programme de médailles de chien.

Rapport

Le programme municipal médailles de chiens est désuet et non rentable. La proposition de l'Administration d'abolir le programme de médailles de chien a son mérite et doit être considérée.

Le but du programme de médailles de chiens dans la municipalité était d'aider à identifier et à retourner les chiens perdus à leurs propriétaires. Les avancements technologiques, tels que la micro-puce et les médias sociaux, ont donné aux propriétaires de chiens de nouvelles façons de retrouver les animaux perdus. Les programmes de médailles pour chiens sont pour la plupart impopulaires auprès des propriétaires de chiens et certaines municipalités ont pris la décision de les éliminer. Les médailles de chiens n'offrent plus d'avantages que les propriétaires d'animaux responsables ne peuvent pas accomplir eux-mêmes, soit en obtenant leur propre étiquette personnalisée en ligne ou dans une animalerie locale, soit en se procurant une micro-puce et / ou une médaille de leur vétérinaire.

En moyenne, les officiers du service des ordonnances municipales récupèrent une vingtaine de chiens chaque année. Parmi ces chiens, 99% sont retrouvés sans moyen d'identification. Avant l'arrivée des médias sociaux, la plupart de ces chiens étaient adoptés par d'autres familles; de nos jours, les plateformes de médias sociaux, telles que Facebook, se sont avérées être un outil précieux pour réunir les propriétaires d'animaux et leurs animaux perdus.

Recommandation

L'Administration recommande ainsi d'abolir le programme de médaille de chien au sein de la municipalité.

Pièces jointes

Aucune



Report to Council

Report Number: BL-07-2021

Subject: Abolish Dog Licensing

Prepared by: Mario Hautcoeur, Manager of Municipal Law Enforcement

Revised by: Josée Brizard, CAO-Clerk

Date of the meeting: December 6, 2021

Context

On the 23rd of August 2021, the By-law Enforcement Manager proposed to Council that dog licensing within The Nation Municipality be contracted out to DocuPet, a privately owned dog licensing company, managing pet licensing for some 40 municipalities across Ontario. The manager cited that the already existing municipal dog licensing program was not cost effective.

Council approved the transfer of dog licensing to the third party and a contract was eventually ratified between the parties. However, after several negotiations aimed at improving their protection of privacy clause, it was decided to terminate the contract.

The termination of the contract prompted the Administration to reflect on and evaluate the efficiency and effectiveness of the dog licensing program; after doing so, the Administration proposes to abolish the program.

Report

The municipal dog licensing program is outdated and non-profitable. The Administration coming to the forefront and suggesting eliminating dog licensing within The Nation has its merit and needs to be considered.

The purpose of dog licensing programs in municipalities was to help identify and return lost dogs to their owners, but changes in technology such as micro-chipping and social media have given dog owners new ways to find lost pets. Dog license programs are for the most part unpopular among dog owners and some municipalities have made the decision to eliminate them. Municipal dog licensing no longer provides benefits that responsible pet owners cannot accomplish themselves, by either obtaining their own personalized tag online or from a local retail pet store or by micro-chipping and/or tagging their dog through their vet.

On average, Nation by law enforcement officers recover some 20 dogs every year. Of these dogs, 99% are found without a means of identification. Prior to the arrival of social media, most of these dogs were being adopted by other families but in today's day and age, social media platforms such as Facebook have proven to be a valuable tool in reuniting pet owners and their lost pets.

Recommendation

The Administration thereby recommends that dog licensing within our municipality be abolished.

Attachments

None

La municipalité de La/The Nation Municipality

Building Permit Statistics For the month of October

	2021	2020	2019	2018	2017
Agricultural - Accessory	\$75,000.00	\$180,000.00	\$575,000.00	\$0.00	\$418,000.00
Agricultural - Addition / Alterations	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00
Agricultural - New	\$0.00	\$0.00	\$1,500,000.00	\$5,300,000.00	\$1,400,000.00
Commerical - New	\$100,000.00	\$57,600.00	\$0.00	\$0.00	\$0.00
Industrial - New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Institutional - Addition / Alterations	\$50,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00
Institutional - New	\$9,999,999.00	\$0.00	\$0.00	\$20,000.00	\$57,000.00
Miscellaneous	\$16,000.00	\$5,000.00	\$35,000.00	\$11,200.00	\$4,000.00
Residential - Accessory	\$208,700.00	\$174,700.00	\$95,500.00	\$65,000.00	\$84,900.00
Residential - Addition / Alterations	\$255,000.00	\$104,000.00	\$5,000.00	\$6,000.00	\$73,000.00
Residential - Dwelling Units	\$1,710,000.00	\$1,340,000.00	\$980,000.00	\$3,835,000.00	\$2,183,000.00
Total Construction Value	\$12,414,699.00	\$1,861,300.00	\$3,690,500.00	\$9,237,200.00	\$4,819,900.00
Total Number of Permits Issued	30	18	24	26	26
Total Dwelling Units Created	6	5	5	16	6
Total Permit Fees Collected	\$73,588.24	\$13,607.04	\$25,514.25	\$57,387.84	\$37,568.28

La municipalité de La/The Nation Municipality

Building Permit Statistics Year to Date Report for

	2021	2020	2019	2018	2017
Agricultural - Accessory	\$1,567,000.00	\$1,026,000.00	\$1,551,000.00	\$917,000.00	\$2,301,810.00
Agricultural - Addition / Alterations	\$875,000.00	\$55,000.00	\$445,000.00	\$125,000.00	\$4,965,000.00
Agricultural - New	\$7,800,000.00	\$2,950,000.00	\$7,420,000.00	\$7,738,000.00	\$4,715,000.00
Commerical - Addition / Alterations	\$398,000.00	\$510,000.00	\$60,000.00	\$455,000.00	\$550,000.00
Commerical - New	\$3,952,000.00	\$1,612,600.00	\$886,000.00	\$20,000.00	\$1,750,000.00
Industrial - Addition / Alterations	\$100,000.00	\$1,548,000.00	\$100,000.00	\$200,000.00	\$0.00
Industrial - New	\$7,442,500.00	\$5,000.00	\$11,999,999.00	\$0.00	\$0.00
Institutional - Addition / Alterations	\$50,000.00	\$100,000.00	\$965,000.00	\$1,188,000.00	\$839,800.00
Institutional - New	\$10,059,999.00	\$30,000.00	\$20,000.00	\$3,280,000.00	\$3,557,000.00
Miscellaneous	\$607,000.00	\$75,700.00	\$135,000.00	\$136,200.00	\$468,000.00
Residential - Accessory	\$3,513,899.00	\$1,908,513.00	\$1,699,970.00	\$1,726,130.00	\$967,400.00
Residential - Addition / Alterations	\$1,343,000.00	\$1,157,800.00	\$1,473,300.00	\$1,004,500.00	\$1,230,300.00
Residential - Dwelling Units	\$24,409,000.00	\$17,357,000.00	\$12,476,900.00	\$14,595,900.00	\$20,482,900.00
Total Construction Value	\$62,117,398.00	\$28,335,613.00	\$39,232,169.00	\$31,385,730.00	\$41,827,210.00
Total Number of Permits Issued	276	243	222	209	225
Total Dwelling Units Created	88	60	45	56	84
Total Permit Fees Collected	\$354,350.58	\$162,525.74	\$193,351.42	\$205,635.12	\$283,796.13

Leroux Consultant

Eric Leroux

655, Rue Albert Plantagenet, Ontario K0B 1L0

Cell: (613) 223-9824

November 30th, 2021
File Reference 2021-1104
The Nation Municipality
3248 county Road 9
Fournier, Ontario
K0A 1G0

Attention : Ms. Joanne Bougie-Normand

RE : Drainage Superintendent Duties

Dear Ms. Bougie-Normand

Please find enclosed a brief description of work performed for the period between from November 1st to November 30th, 2021.

General Drainage concerns

- 1) The work proposed on the Philippe Blanchard Main drain as been ongoing by doing heavy brushing along mostly one side of the municipal drain. We had to have discussions with landowners to know what side of the municipal drain they would like to have the sediments from the ditch bottom clean out they would like to have spread or piled. We are usually asked to perform brushing along the north or east side of drains to keep more shade for species living in the stream, but we also have to consider the landowners land rotation not to put spoils from the drain in their hay fields. We worked with the owners to have everyone involved to have the best results possible. We had to plan and change our plans as the weather was very unpredictable and we had problems to get gravel in to replace the failing culverts. We were able to do some culvert replacement by isolating the site. We began to brush from the upper end of the main drain, and also replace culverts along the drain when the land was dry enough or frozen in some mornings to do so. I hired a larger excavator from a local contractor as a good section of the drain was too deep for the municipalities excavator to reach and do a good ditch bottom clean out safely. The main drain clean out should be completed in early December. I also had the Lafleche Branch clean out done as it was also due for a clean out and culvert were to be replaced. This drain as not seen much maintenance since it the last report in 1981. The culverts will all be replaced in the Main and Lafleche drains. The two crossings in Lafleche road will also be replaced in early December. This will have been a full overhaul and extensive work that will have been done and should be good for many years.

- 2) I received a request to go and see if a beaver dam was within a municipal drain near Indien Creek road. I went to inspect the Emmett Garland municipal drain, and saw that the landowner had installed a culvert downstream of the road and had removed barriers in front of the culvert. This is to retain water in a made pond. I did not speak to the land owners yet, but this structure should not exist in the drain as it causes water retention near the road, and the upstream area. This also insight beaver activity as the high water helps growth being used by beavers to block drains. I will have to plan to speak to the owners of this issue, but this was not the problem that was asked to inspect. I went further at the South Indian Creek water course. I couldn't see a dam as this is a gully and by the description, the stream turns before I could see the dam. This is not a municipal drain, so I referred the concern to the Public Works road superintendent.
- 3) I had received a message that the water level was very high on the Lamoureux municipal drain again, and a beaver dam was built at the same place as this passed spring. I went to inspect, and saw the dam and called the same trapper that worked at it last spring to rid the drain of nuisance beaver. The land owner had a small excavator close by and breached the dam on one side, but it is not big enough to removed the entire dam. I will have the municipal excavator stop by to remove it between two job sites.
- 4) I was asked by a landowner to inspect the culverts on his land crossing the Des Alouettes and Rheo Desnoyers municipal drains. I went to look at them and saw they should be replaced soon. I ordered the culverts, and they were delivered before the end of November. We should be able to replace them if the land freezes.
- 5) I received a call telling me that the Riceville Enterprise municipal drain was flooding a farm field. I went to inspect and called a trapper to go and rid the drain of nuisance beaver. An excavator also went to remove the dam as it was too big to remove by hand.
- 6) I went to the Wathier municipal drain to give directives to have culverts replacements, and ditch bottom clean outs. The spoils where spread along the road side shoulders to had stability. The landowner that as made the request will go and pass with disks in spring the have the spoils spread evenly so the grass can be cut after.
- 7) I received a request from a landowner along the Rochon municipal drain. He was asking if he could connect to the existing closed channel that as been installed years ago. I did some research to see that a maintenance clean out had been completed in 2001 where the ditch as been closed with concrete 0.600mm structure. I did not find any requests for closure, or any engineering or By-law passed for this structure. I told the requesting landowner, that this pipe is not legal, and I could not give any permission to connect on an illegal structure and would also have to speak with this owner, as the municipality would have to appoint an engineer to review this structure and draft a report to either have a proper if this one was not sufficient enough or to have the drain return to the original engineer's report status.

- 8) The same landowner asked to see if a section of the Léonide Bourgeois municipal drain could be closed. I saw that a section of the drain was also closed from the split in the middle of watershed to flow to a closer outlet as this drain was very slow having a low slope to evacuate water.
I still have more research to do to have all the information to answer this request. He asked if we could perform a ditch bottom clean out to at least offer better drainage as soon as possible, as there is a lot of vegetation plugging the drain. I told him that we were in the area, and could do it before leaving.
- 9) I had a trapper to work at the Hawkesbury-Creek-Bélanger-Hayes Branch to rid this drain of nuisance beaver very active as we had to remove a wide dam with a smaller excavator to lower the water levels. It was not very easy to rid the drain with the large rain events we have been receiving in November.
- 10) I have been working on resolving the issue of the Adam municipal drain by having many meetings with landowners, and once at the municipal council. My final conclusion will be to recommend that the municipal council appoint a drainage engineer under the Section 78 of the Ontario Drainage Act to draft a new report to be presented to council for consideration.
- 11) I have received a request to inspect the Lafleche-Machabee Main drain as he said it was not flowing very well. I went to inspect and saw that it could use a ditch bottom clean out as there were many fallen tree branches and vegetation causing restriction to the drain. I still have to get back to him and plan for this maintenance.
- 12) I called the contractor that has done some emergency work at the West Branch of the Boundary municipal drain to plan for the ditch bottom clean out to be completed this fall. We could not perform the whole work proposal this spring being during the timing where we can't do work in water courses unless being under emergency.
- 13) I had last discussions with the engineer working on the update to the Rolland Martel and Richard Lafrance update of the watersheds and schedules of assessments as the land was being severed, and I had recommended this have this work to update reports to reflect the changes on the land. This report was completed and will be submitted to the municipal council to amend the two engineer's reports under a By-law.
- 14) I had received a request from the Drainage Superintendent of North Stormont to look at the Branches of the Whissel Creek, to know if a section could be cleaned out to provide better drainage as he was planning to clean his section of the Branch. I had inspected and we are now planning to work with the same contractor to perform the whole maintenance work.
- 15) I had been asked to inspect the South Plantagenet culverts that had not been changed last year, as they were getting in very bad condition. I had inspected them again, and I also wanted to talk to another landowner before I would order the culverts needed to be sure that I would have every culvert ordered at the same time.
- 16) I have been keeping an eye over the Malbeuf and McCrimmon municipal drains, and water was still too high to be able to perform a ditch bottom clean out. This should be in the works in early December.

- 17) I went to meet the landowner along the section of the Racine Branch of the Piché municipal drain as I was planning to have a ditch bottom clean out this fall. I also contacted a contractor to perform this work. A larger excavator as to be hired as it needs to have a longer reach being a very wide drain. This work was also considered as the United-Counties of Prescott & Russell are planning to replace the road culvert next spring and it would give them a better outlet to do so without being in a lot of water. The drain is full of vegetation causing restriction to the drain.
- 18) I received the engineer's reports for the 4th concession municipal drain realignment in the last days of November. I will prepare the report to be presented to the municipal council to pass a By-law to amend the existing engineer's report profile for this section of drain. This report will be paid by the requesting landowner.
- 19) The culvert was delivered and installed at the Séguin- Main municipal drain in late November. I also had the contractor do some erosion control downstream of the culvert to prevent further erosion.

Hoping the above is to your satisfaction, I remain.

Yours truly,



Eric Leroux
Leroux Consultant



Rapport pour le Conseil

Numéro du rapport: Drainage 05-2021

Sujet : Demande d'entretien pour drain municipal Mainville

Préparé par : Joanne Bougie-Normand, assistante du directeur des Travaux publics

Révisé par : Éric Leroux, surintendant de drainage

Date de la réunion : Le 6 décembre 2021

Rapport

Le département de drainage a reçu une demande pour un entretien sur le drain municipal suivant de:

- 1- Luc Mainville – propriétaire du lot 20, Concession 10 connu sous le nom Mainville situé dans l'ancien canton de Calédonia.

Considérations financières

S/O

Recommandation

Qu'il soit résolu que le conseil municipal approuve sous l'article 74 de la Loi sur le drainage de l'Ontario 1990, Chapitre D.17 la demande de Luc Mainville pour un entretien au drain municipal connu sous le nom Mainville situé dans l'ancien canton de Calédonia.

Pièces jointes

Demande pour l'entretien



Report to Council

Report Number: Drainage 05-2021

Subject: Request for a maintenance on Mainville Municipal Drain

Prepared by: Joanne Bougie-Normand, Assistant -Public Works Director

Revised by: Éric Leroux – Leroux Consultant

Date of the meeting: December 6, 2021

Report

The Drainage department received a request for a maintenance on the following municipal drain from:

- 1- Luc Mainville, owner Lot 20, Concession 10,
known as Mainville Municipal Drain located in the former Township of Caledonia.

Financial Considerations

N/A

Recommendation

Be it resolved that Council approves under Section 74 of the Drainage Act D17 the request from Luc Mainville for maintenance on Municipal Drain located in the former Township of Caledonia.

Attachments:

Request for a maintenance

SERVICE DE DRAINAGE DEPARTMENT

Bureau Satellite Office
3248, chemin de comté 9 / County Road 9
Fournier, Ontario K0B 1G0
(613) 524-2932 Tel. / (613) 524-1140 Télécopieur / Fax

**Objet : Demande pour un entretien
sur un drain municipal**

**Re: Request for a maintenance on a
Municipal Drain**

Sous l'article 74 de la loi sur le drainage,
je/nous:

In accordance with the Drainage Act under
Section 74, I/We:

Luc Mainville
Nom du propriétaire (s)

Name of owner (s)

Adresse civique

Civic Address

Lot : 20 Concession: 10

Lot: _____ Concession _____

demande un entretien au drain municipal
connu sous le nom :

request a maintenance on the Municipal Drain
known as the:

« Drain municipal Mainville »

“ _____ ”

dans l'ancien canton de:

in the former Township of:

Calédonia Plantagenet-Sud
 Cambridge

Caledonia Plantagenet-Sud
 Cambridge

Daté le 19 jour de
novembre 2021.

Dated this _____ day of
_____ 20_____.

Luc Mainville
Signature

Signature

Tél. (_____) _____

Tel. (_____) _____

Signature

Signature

Tél. (_____) _____

Tel. (_____) _____



Rapport pour le Conseil

Numéro du rapport: Drainage 07-2021

Sujet : Demande d'entretien pour drain municipal Léonide Bourgeois

Préparé par : Joanne Bougie-Normand, assistante du directeur des Travaux publics

Révisé par : Éric Leroux, surintendant de drainage

Date de la réunion : Le 6 décembre 2021

Rapport

Le département de drainage a reçu une demande pour un entretien sur le drain municipal suivant de:

- 1- Raymond Legault – propriétaire du lot 24, Concession 9 connu sous le nom Léonide Bourgeois situé dans l'ancien canton de Cambridge.

Considérations financières

S/O

Recommandation

Qu'il soit résolu que le conseil municipal approuve sous l'article 74 de la Loi sur le drainage de l'Ontario 1990, Chapitre D.17 la demande de Raymond Legault pour un entretien au drain municipal connu sous le nom Léonide Bourgeois situé dans l'ancien canton de Cambridge.

Pièce jointe

Demande pour l'entretien



Report to Council

Report Number: Drainage 07-2021

Subject: Request for a maintenance on Leonide Bourgeois Municipal Drain

Prepared by: Joanne Bougie-Normand, Assistant -Public Works Director

Revised by: Éric Leroux – Leroux Consultant

Date of the meeting: December 6, 2021

Report

The Drainage department received a request for a maintenance on the following municipal drain from:

- 1- Raymond Legault, owner Lot 24, Concession 9, known as Leonide Bourgeois Municipal Drain located in the former Township of Cambridge.

Financial Considerations

N/A

Recommendation

Be it resolved that Council approves under Section 74 of the Drainage Act D17 the request from Leonide Bourgeois for maintenance on Municipal Drain located in the former Township of Cambridge.

Attachment:

Request for a maintenance

SERVICE DE DRAINAGE DEPARTMENT

Bureau Satellite Office
3248, chemin de comté 9 / County Road 9
Fournier, Ontario K0B 1G0
(613) 524-2932 Tel. / (613) 524-1140 Télécopieur / Fax

Objet : Demande pour un entretien sur un drain municipal

Re: Request for a maintenance on a Municipal Drain

Sous l'article 74 de la loi sur le drainage, je/nous:

In accordance with the Drainage Act under Section 74, I/We:

Raymond Hegard A
Nom du propriétaire (s)

Name of owner (s)

[Redacted]

Civic Address

Adresse civique

Lot : 24 / Concession : 9

Lot: Concession

demande un entretien au drain municipal connu sous le nom :

request a maintenance on the Municipal Drain known as the:

« Leonide Bourgeois »

"

dans l'ancien canton de:

in the former Township of:

- Calédonia Plantagenet-Sud Cambridge

- Caledonia Plantagenet-Sud Cambridge

Daté le 26 Nov 2021 jour de Novembre 2021

Dated this day of 20

Signature [Redacted]

Signature

Tél [Redacted]

Tel. ()

Signature

Signature

Tél. ()

Tel. ()

Le programme de candidats des municipalités pour Prescott-Russell

Rapport des consultations

Introduction et mise en contexte

Qu'est-ce que le programme des candidats des municipalités ?

Ces dernières années, les programmes d'immigration du Canada ont évolué pour être davantage axés sur les régions, afin de mieux répondre aux défis démographiques et aux défis du marché du travail, qui sont tous distincts et qu'on rencontre dans les différentes régions du pays.

En 2019, le ministre de l'Immigration, des Réfugiés et de la Citoyenneté (IRCC) a été mandaté pour « mettre en place un Programme de candidats municipaux (PCM), qui permettra aux communautés locales, aux chambres de commerce et aux associations locales de travail de parrainer directement des immigrants permanents. Au moins 5 000 nouvelles places seront consacrées à ce programme ».

Portée et critères de participation – Les besoins en matière de démographie, de travail et d'immigration varient selon les collectivités et les régions du Canada. Bien que le PCM puisse contribuer à répondre à ces besoins, il lui sera difficile de les satisfaire tous. La mise en place de critères pour la participation de la collectivité sera également un élément important de la conception du programme. Des paramètres tels que la taille de la population des collectivités, le nombre de nouveaux arrivants que les collectivités ont traditionnellement reçus et les secteurs économiques prioritaires ou les pénuries de main-d'œuvre dans les professions pourraient être utilisés pour éclairer les critères de participation des collectivités.

Rétention – Pour relever les défis démographiques et économiques régionaux du Canada, il est important de retenir les nouveaux arrivants dans une région ou une collectivité particulière. De nombreux facteurs contribuent à la rétention (par exemple, des possibilités d'emploi et d'évolution de carrière intéressantes pour le nouvel arrivant, ainsi que pour les membres de sa famille; des collectivités accueillantes; des infrastructures communautaires telles que des logements, des écoles et des services de santé abordables, etc.).

Rôle des municipalités et des partenaires communautaires – Les municipalités et les organisations de développement économique régional et local ont des relations préexistantes avec les employeurs et les services locaux au sein des collectivités qu'elles servent. Cependant, le portrait du développement économique et des affaires et la capacité de s'associer à un programme d'immigration, varient selon les municipalités, les collectivités et les régions du Canada.

Rôle des provinces et territoires – La compétence en matière d’immigration est partagée entre le gouvernement fédéral et les gouvernements provinciaux/territoriaux. Les provinces et les territoires jouent actuellement un rôle important dans la sélection des immigrants économiques en fonction des besoins de leur territoire en matière de développement économique et de marché du travail par l’intermédiaire de leurs programmes respectifs de candidats des provinces et des territoires.

Rôle des services d’établissement et de soutien – Les services d’établissement et de soutien contribuent à l’établissement et à l’intégration des nouveaux arrivants, afin qu’ils puissent participer et contribuer pleinement aux divers aspects de la vie canadienne. Les projets pilotes d’IRCC tels que le Projet pilote d’immigration dans les régions rurales et du Nord (PPIRRN) et le Programme pilote d’immigration au Canada atlantique (PPICA) reconnaissent que l’établissement ne peut pas suivre un modèle unique et ils ont mis en œuvre des principes basés sur la rétention qui donnent la priorité à des services d’établissement communautaires solides.

[Consultation d’Immigration, Réfugiés et Citoyenneté Canada \(IRCC\) sur les niveaux d’immigration et le Programme de candidats municipaux \(PCM\) - Canada.ca](#)In

[IRCC Consultation on Immigration Levels and Municipal Nominee Program \(MNP\) - Canada.ca](#)

Consultation en anticipation d'appels de propositions pour le Programme des candidats des municipalités

Sondage et rencontre du 1 octobre 2021

Rapport

Mise en contexte

L'accès à une main d'œuvre compétente et d'expérience a souvent été identifié comme étant un défi pour les entreprises et institutions de Prescott-Russell. Le recrutement ciblé de travailleuses et travailleurs étrangers qualifiés représente une solution intéressante.

Conscients de la probabilité d'appels de propositions dans le cadre du Programme des candidats des municipalités (PCM), le Centre de services à l'emploi de Prescott-Russell (CSEPR), La Cité collégiale et IVACO Rolling Mills ont invité plusieurs leaders municipaux, d'affaires et communautaires de Prescott-Russell à être proactifs et se mobiliser afin de proposer une approche collective visant à démontrer la capacité pour la région de Prescott-Russell, à répondre à l'éventuel appel de proposition de IRCC. Cette approche se veut adaptée aux besoins particuliers des employeurs dans toutes les municipalités de Prescott-Russell. Ainsi, une demande de fond au nom de la collectivité de Prescott-Russell, s'en suivrait.

Une première rencontre a été convoquée pour **le vendredi 1 octobre 2021**. En préparation pour cette rencontre les leaders ont été invités à répondre à un sondage permettant de mesurer le niveau d'intérêt et d'engagement des composantes de la communauté pour une approche collective. Le sondage a également permis de préciser les besoins démographiques et du marché du travail ainsi que les services et ressources disponibles dans la région de Prescott-Russell.

Les résultats du sondage

De larges consensus

Dans Prescott-Russell, il y a de larges consensus

- sur l'effet positif potentiel des travailleurs étrangers compétents et d'expérience sur la pénurie de main d'œuvre
- sur l'importance d'agir rapidement et collectivement pour réussir à combler les besoins de main d'œuvre en profitant du Programme des candidats des municipalités

- sur le besoin et la volonté de s'engager dans cette initiative de recrutement et d'embauche de travailleurs étrangers

Des facteurs déterminants

Pour attirer, recruter, intégrer et inclure des travailleurs étrangers compétents et d'expérience dans les entreprises de Prescott-Russell, il faut une approche collective qui accueille et accompagne les travailleurs étrangers et leurs familles dans des conditions optimales.

L'accès à un logement convenable et abordable, à du transport public, à des emplois de qualité, à des salaires et des conditions d'emploi équitables et concurrentielles, à des formations et à des opportunités d'avancement, à des milieux de travail accueillants et inclusifs est de première importance.

La qualité de vie, l'équilibre travail-famille, les réseaux sociaux et culturels, l'ouverture à l'autre et à la diversité, l'éducation, la santé et les services sociaux, un sens d'appartenance sont également des facteurs déterminants dans le choix d'une communauté d'intégration.

Des mesures à prendre collectivement

1. Améliorer l'accès au logement convenable et abordable
2. Améliorer le transport intra et inter régional
3. Collaborer, mobiliser les ressources, partager les bonnes pratiques
4. Informer, sensibiliser et former la population générale sur les avantages de l'immigration pour la communauté (questions 4-8)
5. Continuer à appuyer et accompagner les employeurs et les entreprises qui embauchent
6. Continuer à appuyer et accompagner les chercheurs d'emplois venant de l'étranger
7. Continuer à faire valoir et connaître les attraits et les avantages de vivre et travailler dans les comtés de Prescott-Russell

La rencontre virtuelle du 1 octobre 2021

Le 1 octobre 2021, plus de trente leaders municipaux, d'affaires, de services communautaires et d'immigration et autres ont participé à une rencontre virtuelle dans le but de palier à la pénurie de main d'œuvre dans la région de Prescott Russell. La liste des participants est incluse en annexe à ce rapport.

Sommaire des discussions

Accueil et objectifs de la rencontre

Caroline Arcand, directrice générale du Centre services à l'emploi de Prescott-Russell souhaite la bienvenue aux participants et souligne que le groupe peut bâtir sur plusieurs acquis en matière d'immigration et de collaboration dans Prescott-Russell.

- Bien que la ville de Hawkesbury ait été désignée comme Communauté francophone accueillante, le projet permet d'intervenir et d'apporter du soutien à l'ensemble de la région. Plusieurs activités de connexions communautaires se déroulent dans la région de Prescott-Russell
- La Cité gouverne et gère les Services pré-départ en immigration francophone pour le Canada (hors-Québec). Ceci est un programme visant à informer au préalable, les personnes toujours à l'international, avant leur venue au Canada, quant aux possibilités d'emploi et quant aux avantages de venir s'établir dans ce coin-ci du Canada
- Les municipalités possèdent des outils pour attirer les nouveaux arrivants
- Le CSEPR dispose d'une vidéo de sensibilisation auprès des employeurs. Cette vidéo met en vedette Potvin Construction
- Le CSEPR offre de la formation aux employeurs, aux fonctionnaires ainsi qu'aux travailleurs de l'Etat, incluant le personnel scolaire, sur l'intelligence interculturelle
- Les services d'établissement offerts par le Conseil économique et social d'Ottawa-Carleton (CÉSOC) et les services de coordination offerts par le Réseau de soutien à l'immigration francophone de l'Est ontarien (RSIFEO) représentent d'excellents services d'immigration offerts en collaboration avec un bon nombre d'organismes communautaires. Ces services cohabitent avec le CSEPR et desservent toute la région de Prescott-Russell

Dans l'éventualité d'un appel de proposition dans la cadre des candidats des municipalités, ces actions collectives ci-hauts devront être maintenues voire même élargies.

Il existe cependant des enjeux qui sont complexes et qui requièrent un investissement additionnel de temps et de ressources afin d'apporter des améliorations, par exemple :

- L'accès à un logement convenable et abordable et l'adéquation entre le logement et la main d'œuvre
- L'accès au transport public
- Le marketing des richesses et des attraits de Prescott-Russell auprès des travailleurs étrangers
- L'information, la sensibilisation et la formation de la population générale dans un contexte d'immigration, d'intégration, de diversité et d'inclusion.

Les participants ont ensuite partagé de l'information en soulignant les points suivants :

- La région est située entre deux grands centres soit Montréal et Ottawa. Défi de rétention des immigrants.
- L'Association des manufacturiers du Québec détient des informations qui pourraient être utiles au projet. [Accueil — MEQ](#)

- La pénurie de main d'œuvre représente plus de 18 milliards de dollars de perte à l'économie. Un rapport à ce sujet est à venir, de la part de MDB lequel sera présenté aux CUPR. De plus le CSEPR dispose déjà de plusieurs rapports traitant de cet enjeu.
- Le comité d'accès au logement s'est transformé récemment en OSBL nommé *Habitation* pour faciliter le logement abordable. Pascal Billard en est le Président.
- Dans cette région il faut une politique de main d'œuvre des entreprises agricoles
 - Emplois saisonniers
 - Faire venir des stagiaires de l'étranger – maintenant difficile de faire venir des stagiaires
 - Pas assez de relève dans les entreprises agricoles : pour cette raison, le CSEPR et le développement économique de la Corporation des comtes-Unis de Prescott-Russell ont développé une formation « fast-Track » en travail à la ferme.
- La ville de Hawkesbury travaille avec des consultants – une étude de besoins en matière d'accès au logement est déjà faite. Il y a très peu de terrains disponibles à Hawkesbury. Il a été suggéré de construire du logement abordable dans deux parcs de Hawkesbury qui ne sont pas utilisés et boisés. On note qu'il n'y pas de preneur (développeur) pour le projet. Les frais de location ne couvriraient pas les coûts d'opération. Habitation est invitée à venir faire une présentation à la Ville pour exposer ses objectifs comme OSBL.
- L'accès au logement est une priorité pour les municipalités. Approche qui mise sur le collectif. Habitations non utilisées – il faut examiner les possibilités.
- Pour l'attrait et le recrutement, il faut se démarquer comme :
 - Population bilingue
 - Milieu de vie où il fait bon vivre – qualité de vie
 - Ouverture à l'immigration
 - Promouvoir ces atouts dans les municipalités
- Contak utilise depuis six mois, des solutions de recrutement axés sur les besoins des employeurs. L'entreprise (dont le CSEPR est l'unique actionnaire) cible des pays qui ont les compétences recherchées par les employeurs. Les employeurs passent les candidats en entrevue. Contak fait les démarches dans une approche clé en main. Ceci a permis de faire venir plusieurs familles. Ce service est payant pour les entreprises.
- Il faut bien cibler les actions à mener à court terme et à long terme. À court terme, le problème de transport doit être réglé et il faut promouvoir la région. À long terme, on retrouve le défi de la rétention des travailleurs immigrants, en zones rurales. Au CÉSOC, taux de roulement à 70%. Ne pas recruter dans des pays disparates – miser sur les candidats qui ont des familles. Important pour la région d'avoir la capacité d'accueillir
- Les Airbnb ne représentent pas une solution efficace. Frais de location de 3 000\$ par mois.
- Selon les critères de IRCC les employeurs doivent être en mesure de démontrer les besoins. Le CSEPR, grâce à sa banque d'emplois interne, peut procurer les données statistiques et transiger avec les employeurs en question, pour valider les

besoins. L'Agence Contak oeuvre aussi au niveau du recrutement international et cette pratique de validation est maîtrisée.

- Hop In Technology, compagnie de logistique, a du personnel bilingue.
- Talent Beyond Boundaries a été sensibilisé à l'enjeu des francophones en situation minoritaire

Appui du député fédéral

Francis Drouin, député fédéral de Glengarry-Prescott-Russell, se porte volontaire pour le comité directeur. Il affirme qu'on peut compter sur son appui à 100%. Il propose de faire appel à d'autres intervenants notamment en services de garde. Mentionne l'initiative du CSEPR avec les Comtés unis pour le développement des compétences en aide-garderie.

Un plan d'action

Les participants s'entendent qu'ils et elles doivent se donner un plan d'action et un mode de fonctionnement. Ils passent donc immédiatement à une première étape en formant un comité directeur et quatre (4) groupes de travail afin d'aborder les enjeux identifiés.

Étape 1

Comité Directeur

Caroline Arcand - CSEPR

Francis Drouin - Député fédéral de Glengarry-Prescott-Russell

Benjamin Bercier – Municipalité La Nation

Melanie Desjardins – Directrice, Contak

Francis Miner – Ivaco Rolling Mills

Paul Toupin - La Cité

Éric Charlebois – SDCPR

Groupe de travail sur l'accès au transport

Carole Lavigne?

Sylvie Millette?

Stéphane Sarrazin

Benjamin Bercier

Émilie Viau

Groupe de travail sur l'accès au logement

Pascal Billard

Dominique Dussault

Benjamin Bercier

Vanessa Carriere

Paula Assaly

Jean-Francois Leclerc

Emilie Viau

Alain Lacelle ?

Groupe de travail sur la sensibilisation de la population générale

Apollinaire Yengayenge

Maxime Myre

Saint-Phard Désir, CÉSOC par l'entremise du RSIFEO

Éric Charlebois ?

Groupe de travail sur le Marketing

Caroline Gauthier, La Cité

Maxime Myre

Pascal Billard

Éric Charlebois

PREMIÈRE ÉBAUCHE

Un représentant de la ville de Hawkesbury, à être nommé

Coordination

Les participants demandent que le CSEPR formalise la composition du comité directeur et des groupes de travail. Que le CSEPR participe à chacun des comités et que le CSEPR coordonne la première rencontre de chaque comité.

Étape 2

Organiser et activer le comité directeur

- Exprimer l'intérêt et le niveau de préparation de Prescott-Russell pour le Programme des candidats des municipalités auprès de IRCC
- Répondre aux appels de propositions (le cas échéant) dans le cadre du Programme des candidats des municipalités (PCM)
- Négocier des paramètres harmonisés et réalisables avec IRCC
- Identifier et recruter les participants, au besoin
- Adopter un plan d'action collectif
- Mandater et appuyer les groupes de travail

Mise en chantier des groupes de travail

- Convoquer la première rencontre
- Faire le bilan des acquis
- Adopter les résultats visés
- Recruter des membres et des ressources additionnelles, au besoin
- Définir les rôles et responsabilités des membres
- Planifier le travail à accomplir

Étape 3

Recommandations

Les recommandations suivantes découlent des échanges d'idées et d'informations ainsi que des mesures déjà entreprises dans Prescott Russell :

1. Établir un réseau de personnes clés comme contacts dans les entreprises participantes, chacune des municipalités des Comtés Unis de Prescott-Russell, les fournisseurs de services d'emploi, les établissements de formation et les organismes communautaires participants, incluant le CÉSOC, et le Réseau de soutien à l'immigration francophone de l'Est ontarien (RSIFEO).
2. Mettre en œuvre, sans délai, une stratégie de marketing pour faire valoir les attraits des comtés unis de Prescott Russell, de leurs municipalités, de leurs

- petites, moyennes et grandes entreprises ainsi que de leurs communautés auprès des populations cibles suivantes :
- a. les travailleurs qualifiés à l'étranger
 - b. les travailleurs étrangers qualifiés déjà au Canada et à proximité
 - c. les étudiants internationaux
 - d. les réfugiés
3. Mettre en place un système de gestion de projet ainsi que des outils de mesure et de communication continue des progrès et des résultats. Les indicateurs de performance pouvant servir à l'utilisation d'un tableau de bord sont inclus, à titre d'exemples, en annexe à ce rapport.
 4. Faire une collecte de données dès le départ du projet pour assurer une évaluation évolutive continue des progrès vers l'atteinte des résultats et des étapes d'évolution des groupes de travail.
 5. Entretenir des communications étroites et continues avec les responsables du dossier d'immigration au sein du gouvernement provincial et faire les liens appropriés avec le Programme ontarien des candidats de la province (POCP) et le développement économique de la province. Au Canada, l'immigration est une responsabilité partagée entre le gouvernement fédéral et les gouvernements des provinces.

Annexe A

Tableau de bord pour les groupes de travail

Le tableau de bord se construit à partir des objectifs visés par chacun des groupes de travail ainsi que des indicateurs de rendement choisis par le groupe. Ces indicateurs doivent être clairs et mesurables et en nombre restreint (3-5).

Le plan d'évaluation continue doit prévoir la source et la fréquence de collecte des données. Chaque groupe de travail est responsable de tenir à jour son tableau de bord avec l'appui du CSEPR.

Le Comité directeur est responsable de faire le bilan des tableaux de bord, d'en assurer le monitoring et de tenir à jour son propre tableau de bord qui vise les objectifs ultimes du Programme des candidatas des municipalités (PCM).

Les indicateurs ci-bas sont proposés à titre d'exemples seulement.

Transport

Indicateurs organisationnels

- Nombre de municipalités représentées sur le groupe de travail
- Nombre d'entreprises représentées sur le groupe de travail
- Nombre de réunions mensuelles
- Nombre de procès-verbaux produits
- Taux de satisfaction des membres du groupe de travail

Source d'information : membres du groupe de travail

Indicateurs de rendement par rapport aux résultats visés

- Nombre de municipalités desservies par un transport en commun intra régional (PR)
- Nombre de municipalités desservies par un transport en commun inter régional (PR et extérieur)
- Nombre de grandes entreprises ayant accès au transport en commun
- Nombre de moyennes entreprises ayant accès au transport en commun
- Nombre de petites entreprises ayant accès au transport en commun
- Nombre semi-annuel de travailleurs utilisant le transport en commun

Sources d'information : municipalités, entreprises, agences de transport

Logement

Indicateurs organisationnels

- Disponibilité d'une banque de données sur le logement

- Nombre de municipalités représentées sur le groupe de travail
- Nombre d'entreprises représentées sur le groupe de travail
- Nombre de réunions mensuelles
- Nombre de procès-verbaux produits
- Taux de satisfaction des membres du groupe de travail

Source d'information : membres du groupe de travail

Indicateurs de rendement par rapport aux résultats visés

- Nombre de logements disponibles
 - 1 chambre
 - 2 chambres
 - 3 chambres
 - 4 chambres
- Nombre de chantiers en développement
- Nombre de travailleurs en recherche de logement

Sources d'information : municipalités, développeurs, agences d'immeubles

Sensibilisation de la population

Indicateurs organisationnels

- Nombre de municipalités représentées sur le groupe de travail
- Nombre d'entreprises représentées sur le groupe de travail
- Nombre d'organismes communautaires sur le groupe de travail
- Nombre de réunions mensuelles
- Nombre de procès-verbaux produits
- Taux de satisfaction des membres du groupe de travail

Source d'information : membres du groupe de travail

Indicateurs de rendement par rapport aux résultats visés

- Nombre d'activités d'information/sensibilisation
- Nombre de participants aux activités
- Nombre de municipalités participantes
- Nombre de formations communautaires
- Nombre d'activités de jumelage

Source d'information : organismes communautaires, communauté francophone accueillante, RSIFEO

Marketing

Indicateurs organisationnels

- Nombre de municipalités représentées dans les groupes de travail
- Nombre d'entreprises représentées sur le groupe de travail
- Nombre d'organismes communautaires sur le groupe de travail
- Nombre de réunions mensuelles
- Nombre de procès-verbaux produits
- Taux de satisfaction des membres du groupe de travail

Source d'information : membres du groupe de travail

Indicateurs de rendement par rapport aux résultats visés

- Taux de pénétration des populations cibles
 - Travailleurs à l'étranger
 - Travailleurs étrangers au Canada ou à proximité
 - Étudiants internationaux
 - Réfugiés
- Nombre de visites des sites web pertinents

Source d'information : voir agence de marketing

Le Comité directeur et les résultats globaux - des indicateurs de rendement

Le Comité directeur assurera le suivi des résultats ultimes de chaque groupe de travail en préparation à l'appel de proposition du PCM

Le mandat du Comité Directeur est de recueillir des données sur l'état de préparation / et démontrer la capacité de la collectivité de Prescott-Russell à répondre à l'objectif du PCM. Il s'agit de documenter les preuves de cette disponibilité, de démontrer la capacité de Prescott-Russell, d'accueillir les nouveaux arrivants dans notre main-d'oeuvre.

Les membres dirigeront ce processus de travail et informeront le demandeur principal, au nom des municipalités de Prescott-Russell, de sa demande au PCM.

Un tableau de bord devrait être implanté et il pourrait se réaliser sous plusieurs formes. Le choix devra se faire en fonction des capacités de collecte de données et d'utilisation des nouvelles technologies des participants. Voici quelques liens et références pour guider le Comité Directeur dans le choix d'un modèle de Tableau de Bord

Annexe B

Rencontre de consultation sur le Programme des candidats des municipalités tenue le 1 octobre 2021 _____ Participants et participantes (34)

Nom	Organisation
Apollinaire Yengayenge	Collège La Cité
Benjamin Bercier	Municipalité de La Nation
Carl Dubé	IVACO Rolling Mills
Carole Muise	Agente de communication, CSEPR
Caroline Arcand	Directrice générale, Centre de service à l'emploi de Prescott-Russell (CSEPR)
Caroline Gauthier	Collège La Cité
Chantal Lessard	CSEPR
Christian Lanthier	Chambre de commerce Clarence-Rockland
Danika Bourgeois-Desnoyers et Éric Fontaine	Collège La Cité
Dominique Dussault	Ville de Hawkesbury
Émilie Viau	Canton de Alfred Plantagenet
France Gareau	CSEPR
Francis Drouin	Député fédéral de Glengarry-Prescott-Russell
Francis Miner	Gestionnaire, IVACO Rolling Mills
Jean-François Leclerc	Montebello Packaging Inc
Karl Parent	Chambre de commerce Clarence-Rockland
Luc Bélanger	?
Luc Morin	Directeur Association Investissement Industriel de Hawkesbury
Marie-Noëlle Lanthier	Municipalité de La Nation
Maxime Myre	Hawkmyer - Creative Solutions Agency
Mélanie Desjardins	Directrice des opérations, Contak
Murielle Huneault Pilon	CSEPR
Pascal Billard	Consultant SOL-AIR, Habitation
Paul Toupin	Directeur, La Cité des affaires, Collège La Cité
Paula Assaly	Maire, Ville de Hawkesbury
Pierre Leroux	Maire, Municipalité de Russell
Saint-Phard Désir	Conseil Économique & Social d'Ottawa Carleton (CÉSOC)
Sophie Reussner-Pazur	CÉSOC
Stéphane Sarrazin	Maire de la municipalité d'Alfred et Plantagenet
Thomas Noël	Nordik Windows Inc and Verdun Windows & Doors
Valérie Potvin	APotvin Construction, Clarence-Rockland
Vanessa Carrière	Municipalité de Russell
Virginie Legault	Adjointe de communication, CSEPR
André Lalonde	Facilitateur, Les sentiers du leadership
Lise Lortie	Facilitatrice, Les sentiers du leadership

Ébauche/modèle de résolution à faire adopter par chacune des municipalités

« Le Conseil municipal endosse le plan entamé par le Comité Directeur, créé au sein de la communauté, en vue que le Centre de services à l'Emploi de Prescott-Russell réponde, au nom du collectif, à l'éventuel appel de proposition de IRCC, dans le cadre du Programme de Candidats des Municipalités, sachant que ce programme fédéral vise la venue d'un nombre important d'immigrants économiques en zone rurale au Canada, pour y combler des postes spécifiques. »

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 131-2021

BEING, a By-Law to amend By-Law No. 4-2015 and By-Law No. 138-2015 to maintain and operate a waste management system:

WHEREAS, Part XII, Section 391 (1) of the Municipal Act, 2001 as amended, provides for municipalities to pass by-laws imposing fees or charges on persons,

- (a) for services or activities provided or done by or on its behalf;
- (b) for costs payable by it for services or activities provided by or done by or on behalf of any other municipality or local board;
- (c) for the use of property including property under its control.

AND WHEREAS, Section 11(3) of The Municipal Act, 2001 as amended authorizes municipalities to pass by-laws to establish, maintain and operate a waste management system;

THEREFORE, the Council of the Corporation of The Nation Municipality enacts as follows:

- 1) That section 7.1 to By-Law 4-2015 for the **Limoges Site** opening days be amended by deleting "Tuesday" and adding "Thursday."
- 2) That Schedule "A" to By-Law No. 138-2015 be amended by deleting: "All loads, regardless of size and type of vehicle, will be measured and charged a flat rate of .40 cents per cubic foot" and adding the following: "All loads will be measured and charged at the greater of \$2.00 or \$0.65 per cubic foot."

"That the cost be rounded to the nearest dollar."

"Administration fee of \$4.00 shall apply if the invoice is not paid on site."
- 3) That Schedule "B" to By-Law No. 4-2015 be amended as follows:

"That Item 2 be removed."
- 4) That all other sections of By-Law No. 4-2015 shall remain the same.
- 5) That this By-Law shall come into force on January 1st, 2022.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 6th DAY OF DECEMBER, 2021.

François St-Amour, Mayor

Josée Brizard, CAO-Clerk

SEAL

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 136-2021

Being a by-law to revise the assessment schedule and to issue a new plan of the watershed boundary for the property subject to a subdivision on the Richard Lafrance Municipal Drain.

WHEREAS, the work was undertaken in accordance with the provisions of Section 65 (1) and 65 (4) of the Drainage Act, R.S.O. 1990, Chapter D.17 as amended.

WHEREAS, the Drainage Superintendent deemed necessary upon the land severance request and the owner had already mentioned in the past that tile drainage systems had been installed and the charges sent for maintenance were not accurate of land assessed for the benefit in respect of a drainage works on Pt. Lot 7, Concession 8, asking that Richard Lafrance Municipal Drain.

WHEREAS, pursuant to Section 65 (1) Subsequent subdivision of land if, after the final revision of an engineer's assessment of land for a drainage works, the land is divided by a change in ownership of any part, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to apportion the assessment among the parts into which the land was divided, taking into account the part of the land affected by the drainage works.

WHEREAS, pursuant to Section 65 (4) subsequent disconnection from drainage works if, an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change.

AND WHEREAS the Council of The Nation Municipality accepted the report Drainage 03-2021 of the Drainage Superintendent with resolution 424-2021 dated June 28, 2021 to proceed on this request.

THEREFORE the Council of The Nation Municipality, pursuant to Section 65 (1) and Section 65 (4) of the Drainage Act enacts as follows:

1. That invoice 21029401 from Lascelles Engineers & Associates Limited in the amount \$ 6,780.00 for engineer fees to revise the assessment schedule and issuing a new plan of the watershed boundaries of the Richard Lafrance and Rolland Martel Municipal Drains be paid at 100% by the owner on roll number 02-12-001-008-01600.
2. That the owner be given one month to pay after which time it will be added to the 2022 municipal taxes in one instalment of principal and interest at 1.25% per month.
3. That By-Law 109-79 of the Township of Cambridge is hereby amended for future cost of maintenance on the Richard Lafrance Municipal Drain to assess the upstream lands and roads in the proportion and be determined by the new By-Law No. 136-2021 as stipulated in the Schedule of Assessment Revision here-attached.
4. This by-law shall come into force on the final passing thereof and may be cited as "RICHARD LAFRANCE MUNICIPAL DRAIN BY-LAW".

READ A FIRST, SECOND AND DULY PASSED UPON THE THIRD READING IN OPEN COUNCIL THIS 6TH OF DECEMBER, 2021.

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 137-2021

Being a by-law to revise the assessment schedule and to issue a new plan of the watershed boundary for the property subject to a subdivision on the Rolland Martel Municipal Drain.

WHEREAS, the work was undertaken in accordance with the provisions of Section 65 (1) and 65 (4) of the Drainage Act, R.S.O. 1990, Chapter D.17 as amended.

WHEREAS, the Drainage Superintendent deemed necessary upon the land severance request and the owner had already mentioned in the past that tile drainage systems had been installed and the charges sent for maintenance were not accurate of land assessed for the benefit in respect of a drainage works on Pt. Lot 7, Concession 8, asking that Rolland Martel Municipal Drain.

WHEREAS, pursuant to Section 65 (1) Subsequent subdivision of land if, after the final revision of an engineer's assessment of land for a drainage works, the land is divided by a change in ownership of any part, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to apportion the assessment among the parts into which the land was divided, taking into account the part of the land affected by the drainage works.

WHEREAS, pursuant to Section 65 (4) subsequent disconnection from drainage works if, an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change.

AND WHEREAS the Council of The Nation Municipality accepted the report Drainage 03-2021 of the Drainage Superintendent with resolution 424-2021 dated June 28, 2021 to proceed on this request.

THEREFORE the Council of The Nation Municipality, pursuant to Section 65 (1) and Section 65 (4) of the Drainage Act enacts as follows:

1. That invoice 21029401 from Lascelles Engineers & Associates Limited in the amount \$ 6,780.00 for engineer fees to revise the assessment schedule and issuing a new plan of the watershed boundaries of Richard Lafrance and Rolland Martel Municipal Drains be paid at 100% by the owner on roll number 02-12-001-008-01600.
2. That the owner be given one month to pay after which time it will be added to the 2022 municipal taxes in one instalment of principal and interest at 1.25% per month.
3. That By-Law 1993-10 of the Township of Cambridge is hereby amended for future cost of maintenance on the Rolland Martel Municipal Drain to assess the upstream lands and roads in the proportion and be determined by the new By-Law No. 136-2021 as stipulated in the Schedule of Assessment Revision here-attached.
4. This by-law shall come into force on the final passing thereof and may be cited as "ROLLAND MARTEL MUNICIPAL DRAIN BY-LAW".

READ A FIRST, SECOND AND DULY PASSED UPON THE THIRD READING IN OPEN COUNCIL THIS 6TH OF DECEMBER, 2021.

The Nation Municipality/Municipalité de La Nation
Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910
For The Date Range From 11/24/2021 To 12/08/2021

For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
12313	C	11/24/2021	318	ONTARIO GOOD ROADS ASSOCIATION	\$5,537.00	O
12314	C	11/24/2021	939	SSQ INSURANCE COMPANY INC.	\$214.03	O
12315	C	12/07/2021	7	A.L. BLAIR CONSTRUCTION LTD	\$54,905.27	O
12316	C	12/07/2021	107	CLIFTONDALE CONSTRUCTION LTD	\$4,969.18	O
12317	C	12/07/2021	181	GARAGE MENARD ET FRERE	\$253.12	O
12318	C	12/07/2021	193	HOULE MARIE	\$200.00	O
12319	C	12/07/2021	212	JP DESIGN	\$442.64	O
12320	C	12/07/2021	268	BURELLE RENTOOLS	\$514.15	O
12321	C	12/07/2021	281	MCINTOSH PERRY CONSULTING ENG.	\$9,719.21	O
12322	C	12/07/2021	290	MINISTER OF FINANCE	\$139,428.00	O
12323	C	12/07/2021	409	ST-ISIDORE VALU MART	\$31.74	O
12324	C	12/07/2021	552	GAGNE GABRIEL	\$200.00	O
12325	C	12/07/2021	666	ASSOCIATION D'HOCKEY MINEUR DE ST-ISIDORE	\$1,500.00	O
12326	C	12/07/2021	671	KB MEDIA E-MARKETING & WEB	\$66.67	O
12327	C	12/07/2021	687	CIBC MORTGAGES & LENDING SERVICING OPERATIONS	\$2,726.49	O
12328	C	12/07/2021	786	LANDERS AUTO GLASS & STEREO INC.	\$665.57	O
12329	C	12/07/2021	956	CLUB OPTIMISTE DE LIMOGES	\$1,000.00	O
12330	C	12/07/2021	956	CLUB OPTIMISTE DE LIMOGES	\$25.00	O
12331	C	12/07/2021	1098	BLAIR ASPHALT PRODUCTS	\$1,179.86	O
12332	C	12/07/2021	1267	ONTOWER INC.	\$77,254.60	O
12333	C	12/07/2021	1669	PICHE, DOMINIC	\$250.00	O
12334	C	12/07/2021	1884	FRANCHE BENOIT	\$700.00	O
12335	C	12/07/2021	2040	CLUB OPTIMISTE ST-ISIDORE	\$500.00	O
12336	C	12/07/2021	2273	CLAUDE LEVAC	\$247.35	O
12337	C	12/07/2021	2274	JULIE PRUD'HOMME	\$270.00	O
12338	C	12/07/2021	2429	DE REPENTIGNY ANDRE	\$260.00	O
12339	C	12/07/2021	2454	MILLER WATER SYSTEMS INC	\$1,067.85	O
12340	C	12/07/2021	2515	BOURGEOIS JACOB	\$199.62	O
12341	C	12/07/2021	2815	INTEGRATED DESIGN ENGINEERING & ARCHITECTURE	\$36,834.11	O
12342	C	12/07/2021	3035	REMCO RODRIGUES & BROWN MONICA	\$3,346.57	O
12343	C	12/07/2021	3036	CONSEIL DES PARENTS DE L'ÉCOLE ST-ISIDORE	\$500.00	O
12344	C	12/07/2021	3037	HERBERT & ROY	\$1,274.40	O
62444	E	12/07/2021	30	AUTO PARTS EXTRA PIECES D'AUTO	\$3,344.65	O
62446	E	12/07/2021	36	BDO DUNWOODY SRL/LLP	\$8,983.50	O
62447	E	12/07/2021	52	BORRIS LOUISE	\$442.20	O

The Nation Municipality/Municipalité de La Nation
Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910

For The Date Range From 11/24/2021 To 12/08/2021

For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
62448	E	12/07/2021	53	BOUGIE-NORMAND JOANNE	\$67.10	O
62449	E	12/07/2021	71	BYTOWN LUMBER	\$2,111.06	O
62451	E	12/07/2021	75	CADUCEON ENTREPRISES INC	\$1,085.66	O
62452	E	12/07/2021	80	MAXIBURO LTEE	\$562.64	O
62453	E	12/07/2021	84	CARRIERE & POIRIER EQUIPMENT	\$312.72	O
62454	E	12/07/2021	116	UNIAG COOPERATIVE	\$113.39	O
62455	E	12/07/2021	117	COOPERATIVE AGRICOLE D'EMBRUN	\$584.75	O
62456	E	12/07/2021	119	CRANE SUPPLY	\$2,841.60	O
62457	E	12/07/2021	152	EVANS UTILITY AND MUNICIPAL	\$192.38	O
62458	E	12/07/2021	158	FERNAND DENIS INC	\$706.29	O
62459	E	12/07/2021	175	G.D.S HYDRAULIC INC	\$158.54	O
62460	E	12/07/2021	200	IMPRIMERIE SERGE PRINTING	\$423.75	O
62461	E	12/07/2021	202	J.B. MOBILE MECHANIC INC	\$5,829.70	O
62462	E	12/07/2021	225	GFL ENVIRONMENTAL INC	\$8,679.79	O
62463	E	12/07/2021	238	LAPOINTE DRAINAGE	\$9,776.49	O
62464	E	12/07/2021	244	LE REFLET	\$3,066.82	O
62465	E	12/07/2021	262	LES SERVICES EXP INC	\$8,981.55	O
62466	E	12/07/2021	264	LEVAC PROPANE INC	\$1,688.79	O
62467	E	12/07/2021	269	LOCATION SHALKA RENTAL LTD	\$656.53	O
62468	E	12/07/2021	323	PAPETERIE GERMAIN INC	\$301.35	O
62469	E	12/07/2021	400	SOLENO INC	\$23,575.55	O
62470	E	12/07/2021	402	SOUTH NATION CONSERVATION DE LA NATION SUD	\$265.00	O
62471	E	12/07/2021	436	THE PUBLIC SECTOR DIGEST INC	\$333.35	O
62472	E	12/07/2021	445	TRIBUNE/EXPRESS	\$220.35	O
62473	E	12/07/2021	470	WALKERTON CLEAN WATER CENTRE	\$1,864.50	O
62474	E	12/07/2021	512	RECYCLE ACTION	\$3,245.93	O
62475	E	12/07/2021	569	ISOLARA SOLAR POWER	\$2,491.79	O
62476	E	12/07/2021	698	DESFORGES DANIEL	\$200.00	O
62477	E	12/07/2021	804	GAGNON WELDING & MACHINING INC	\$297.19	O
62478	E	12/07/2021	841	KB MEDIA CORP	\$423.75	O
62479	E	12/07/2021	1063	MALBEUF TECH SOLUTIONS	\$606.70	O
62480	E	12/07/2021	1095	PASCO EXCAVATION INC.	\$4,610.40	O
62481	E	12/07/2021	1257	HETEK SOLUTIONS INC	\$573.90	O
62482	E	12/07/2021	1276	CAPITAL CONTROLS	\$964.46	O
62483	E	12/07/2021	1336	ON CALL CENTRE	\$358.32	O

The Nation Municipality/Municipalité de La Nation
Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910

For The Date Range From 11/24/2021 To 12/08/2021

For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
62484	E	12/07/2021	1602	SKS LAW LLP/SRL	\$6,896.43	O
62485	E	12/07/2021	1710	BRIZARD, JOSEE	\$126.50	O
62486	E	12/07/2021	1842	SELECTCOM INC	\$11.62	O
62487	E	12/07/2021	1902	MATERIAUX PONT-MASSON RONA	\$508.25	O
62488	E	12/07/2021	2083	LEROUX CONSULTANT	\$14,533.09	O
62489	E	12/07/2021	2088	CASSELMAN TIRECRAFT	\$41.51	O
62490	E	12/07/2021	2261	MD AUTO CARE INC	\$71.95	O
62491	E	12/07/2021	2423	W.O. STINSON & SON LTD.	\$9,038.64	O
62492	E	12/07/2021	2886	LAR-MEX INC	\$632.91	O
62493	E	12/07/2021	3024	BOURDEAU METAL SHOP	\$1,319.74	O
BELL CANADA	E	12/07/2021	43	BELL CANADA	\$61.06	O
BELL CANADA	E	12/07/2021	44	BELL CANADA	\$542.40	O
BELL CANADA	E	12/07/2021	46	BELL CANADA	\$458.60	O
ENBRIDGE CONSUMER GAS	E	12/07/2021	146	ENBRIDGE CONSUMER GAS	\$2,243.64	O
HYDRO ONE NETWORKS INC	E	12/07/2021	198	HYDRO ONE NETWORKS INC	\$12,900.36	O
RECEVEUR GENERAL DU CANADA	E	12/07/2021	366	RECEVEUR GENERAL DU CANADA	\$41,939.62	O
SHAW DIRECT	E	12/07/2021	1729	SHAW DIRECT	\$89.24	O
VISA DESJARDINS	E	11/24/2021	465	VISA DESJARDINS	\$15,396.01	O
WORKPLACE SAFETY INSURANCE	E	12/07/2021	475	WORKPLACE SAFETY INSURANCE	\$1,842.92	O
TOTAL DECEMBER 6, 2021					\$555,879.36	

PAYABLES -BANK STATEMENT - JANUARY TO SEPTEMBER 2021
following pages - pages suivantes

PAYABLES -BANK STATEMENT - JANUARY TO SEPTEMBER 2021

	TR#	AMOUNT
Payroll Run 553: 12/26/2020 - 01/08/2021	212182	113,167.79
Payroll Run 554: 01/09/2021 - 01/22/2021	213008	110,645.83
Payroll Run 555: 01/23/2021 - 02/05/2021	214139	105,484.85
Payroll Run 557: 02/06/2021 - 02/19/2021	214806	112,011.78
Payroll Run 558: 02/20/2021 - 03/05/2021	215811	114,807.63
Payroll Run 560: 03/06/2021 - 03/19/2021	217187	111,340.42
Payroll Run 561: 03/20/2021 - 04/02/2021	218254	172,659.60
Payroll Run 562: 04/03/2021 - 04/16/2021	219179	103,656.87
Payroll Run 563: 04/17/2021 - 04/30/2021	220151	108,245.83
Payroll Run 566: 05/01/2021 - 05/14/2021	221045	111,568.15
Payroll Run 567: 05/15/2021 - 05/28/2021	221735	113,775.95
Payroll Run 569: 05/29/2021 - 06/11/2021	222645	118,696.71
Payroll Run 571: 06/12/2021 - 06/25/2021	223462	123,461.87
Payroll Run 572: 06/26/2021 - 07/09/2021	224421	127,268.73
Payroll Run 574: 07/10/2021 - 07/23/2021	225438	127,234.01
Payroll Run 576: 07/24/2021 - 08/06/2021	227307	124,638.79
Payroll Run 577: 08/07/2021 - 08/20/2021	228027	126,673.03
Payroll Run 579: 08/21/2021 - 09/03/2021	228639	122,309.49
Payroll Run 580: 09/04/2021 - 09/17/2021	229745	122,493.48
1ST PAYMENT OF ASSURANCE/DESJARDINS FIN. SECUR.	228767	27,868.00
APRIL, MAY & JUNE - INTERAC FEES	220142	1,076.33
APRIL, MAY & JUNE - INTERAC FEES	227193	1,076.33
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	214366	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	215182	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	219407	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	226915	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	228670	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTOR GRADER	230199	6,539.59
BRANDT FINANCE - 2020 JOHN DEER MOTORS GRADER	220138	6,539.59
BRANDT FINANCE-2020 JOHN DEER MOTOR GRADER	221762	6,539.59
BRANDT FINANCE-2020 JOHN DEER MOTOR GRADER	226875	6,539.59
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	214387	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	215188	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	219423	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	220191	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	226898	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	227198	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	228765	2,880.84
CNH CAPITAL CDA-CASE WHEEL LOADER 721F-2019	230216	2,880.84
CNH-CAPITAL CDA-CASE WHEEL LOADER 721F-2019	221771	2,880.84
COFFRET DE SURETÉ	214823	67.80
CWB STAMP MACHINE LEASING	230194	711.80
FRAIS DE SERVICE - ARRET DE PAIEMENT	221973	12.00
JAN, FEB & MARCH - INTERAC FEES	214370	1,076.33
LOAN PAYMENT - FLEET 2014	219415	3,432.94
LOAN PAYMENT - FLEET 2014	220140	3,432.94
LOAN PAYMENT - FLEET 2014	226877	3,432.94
LOAN PAYMENT - FLEET 2014	227192	3,432.94
LOAN PAYMENT - FLEET 2014	228673	3,432.94
LOAN PAYMENT - FLEET 2014	230206	3,432.94

LOAN PAYMENT - INNOVATION GARAGE & SALT DOME	214369	15,665.60
LOAN PAYMENT - INNOVATION GARAGE & SALT DOME	219411	15,665.60
LOAN PAYMENT - INNOVATION GARAGE & SALT DOME	220141	15,665.60
LOAN PAYMENT - INNOVATION GARAGE & SALT DOME	230205	15,665.60
LOAN PAYMENT - SALT DOME	214368	2,145.71
LOAN PAYMENT - SALT DOME	219414	2,145.71
LOAN PAYMENT - SALT DOME	220139	2,145.71
LOAN PAYMENT - SALT DOME	226876	2,145.71
LOAN PAYMENT - SALT DOME	227191	2,145.71
LOAN PAYMENT - SALT DOME	228672	2,145.71
LOAN PAYMENT - SALT DOME	230204	2,145.71
LOAN PAYMENT -0FLEET 2014	214367	3,432.94
LOAN PAYMENT ONTARIO INFRASTRUCTURE	220241	45,491.22
LOAN PAYMENT ONTARIO INFRASTRUCTURE	220242	119,250.76
LOAN PAYMENT ONTARIO INFRASTRUCTURE	226903	20,196.00
LOAN PAYMENT ONTARIO INFRASTRUCTURE	226904	39,607.16
LOAN PAYMENT-FLEET 2014	215184	3,432.94
LOAN PAYMENT-FLEET 2014	221765	3,432.94
LOAN PAYMENT-INNOVATION GARAGE & SALT DOME	215185	15,665.60
LOAN PAYMENT-INNOVATION GARAGE & SALT DOME	221766	15,665.60
LOAN PAYMENT-INNOVATION GARAGE & SALT DOME	226878	15,665.60
LOAN PAYMENT-INNOVATION GARAGE & SALT DOME	226916	15,665.60
LOAN PAYMENT-INNOVATION GARAGE & SALT DOME	228671	15,665.60
LOAN PAYMENT-SALT DOME	215183	2,145.71
LOAN PAYMENT-SALT DOME	221763	2,145.71
LOAN PAYMNET ONTARIO INFRASTRUCTURE	226902	43,893.76
LOANPAYMENT ONTARIO INFRASTRUCTURE	220259	61,029.39
MONTHLY INTERAC FEES	214824	43.10
MONTHLY INTERAC FEES	215186	65.57
MONTHLY INTERAC FEES	219417	7.77
MONTHLY INTERAC FEES	220143	50.25
MONTHLY INTERAC FEES	222028	89.62
MONTHLY INTERAC FEES	226911	59.26
MONTHLY INTERAC FEES	228678	100.23
MONTHLY INTERAC FEES	230209	72.62
MONTHLY INTERAC FEES-PANDA PAY	226908	66.23
REVERSE TR#229520	229609	300.00
SOLAR PANEL LOAN PAYMENT ONTARIO INFRASTRUCTURE	226901	37,154.41
STAMP MACHINE LEASING	219405	711.80
STAMP MACHINE LEASING	226874	711.80
TRANSFER FROM 60391 TO 60201	227194	138,992.54
TRANSFERT DE 60391 A 60148	228120	64,152.90
TRNSFERT DE COMPTE - DE 60391 A 60201	230217	134,760.11
VISIAL TOUCH POS	214386	282.50
VISUALTOUCH POS	215187	282.50
VISUAL TOUCH POS	219870	282.50
VISUAL TOUCH POS	228729	282.50
VISUALTOUCH POS	220192	282.50
VISUALTOUCH POS	221958	282.50
VISUALTOUCH POS	226900	282.50
VISUALTOUCH POS	228123	282.50
VISUALTOUCH POS	231710	282.50

TOTAL - PAYABLES -BANK STATEMENT - JANUARY TO	SEPTEMBER 2021	3,287,360.52
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TOTAL VOUCHER

\$3,843,239.88

From: ["info@nationmun.ca"](mailto:info@nationmun.ca)
To: [Josée Brizard](#); [Aimée Roy](#)
Subject: New submission from Dons Municipaux
Date: November 26, 2021 3:16:51 PM

Nom de l'organisation :

Pompiers de la caserne 200 (St-Bernardin)

Adresse postale

[REDACTED]

Numéro de téléphone

[REDACTED]

Adresse courriel

[REDACTED]

Nom de la personne ressource :

Gabriel Lalonde

Numéro de tél. de la personne ressource :

[REDACTED]

Courriel de la personne ressource :

[REDACTED]

Votre demande est pour :

- Une activité / événement

Montant demandé :

750.00

Si le montant est plus que l'année précédente, veuillez justifier :

Voici la liste d'activité à présent et une approximation des coûts:
Glissade sur neige: 300\$(location de niveleuse)
Rendonné en traîneau à cheval: 650\$
Rendonné en traîneau tiré par des chiens: 1800\$
Chocolat chaud et Timbits: 500\$
Tire d'érable sur neige: 200\$
Musique: 200\$(location d'équipement)

Nom de l'activité ou liste des activités :

Carnaval d'hiver

Description de l'activité ou liste des activités :

Voici la liste d'activité à présent et une approximation des coûts:
Glissade sur neige: 300\$(location de niveleuse)
Rendonné en traîneau à cheval: 650\$

Rendonné en traîneau tiré par des chiens: 1800\$
Chocolat chaud et Timbits: 500\$
Tire d'érable sur neige: 200\$
Musique: 200\$(location d'équipement)

Date de début / fin de l'activité ou dates des activités :

5 février 2022

Endroit(s) de l'activité / des activités :

Cours de la salle communautaire de St-Bernardin

Est-ce que vous chargez un frais d'admission?

- Non

Décrire comment la contribution de La Nation sera-t-elle reconnue :

affiche sur les lieux

Le cas échéant, l'organisme consent à remettre un rapport financier au Conseil de La Nation si demandé:

- Oui

Date de la soumission de cette demande

11/26/2021

From: ["info@nationmun.ca"](mailto:info@nationmun.ca)
To: [Josée Brizard](#); [Aimée Roy](#)
Subject: New submission from Dons Municipaux
Date: November 29, 2021 1:58:50 PM

Nom de l'organisation :

Chevaliers de Colomb St-Albert

Adresse postale

201 rue Principale
St-Albert, Ontario KOA 3C0
Canada
[Map It](#)

Numéro de téléphone

[REDACTED]

Adresse courriel

[REDACTED]

Nom de la personne ressource :

Richard Benoit

Numéro de tél. de la personne ressource :

[REDACTED]

Courriel de la personne ressource :

[REDACTED]

Votre demande est pour :

- Une activité / événement

Montant demandé :

500.00

Nom de l'activité ou liste des activités :

Décoration extérieur d'un sapin de 40 pieds de haut.

Description de l'activité ou liste des activités :

Acheter lumières Del, et location d'équipement (giraffe télescopique)
pour faire l'installation des lumières.
Main d'oeuvre fourni par bénévoles.

Date de début / fin de l'activité ou dates des activités :

Installation le 10 décembre 2021.
Illumination du 10 décembre jusqu'à la fête des Rois, le 9 janvier 2022.

Endroit(s) de l'activité / des activités :

Arbre est situé devant l'église de St-Albert.

Est-ce que vous chargez un frais d'admission?

- Non

Décrire comment la contribution de La Nation sera-t-elle reconnue :

Remerciements seront publiés dans le feuillet paroissial. Il t a aussi possibilité de le faire dans le journal Le Reflet, si ils offrent l'espace gratuitement.

Le cas échéant, l'organisme consent à remettre un rapport financier au Conseil de La Nation si demandé:

- Oui

Date de la soumission de cette demande

11/29/2021

From: Caroline Guimond
Sent: Wednesday, November 10, 2021 11:42 AM
To: Josée Brizard <JBrizard@nationmun.ca>; Duval, Luc (OPP)
Subject: RE: Project Life Saver

Hello,

As requested, here is a high level overview of Project Lifesaver:

Project Lifesaver combines radio technology with coordinated police response to locate wandering and disoriented people due to cognitive issues like dementia. With a decreased average rescue time, Project Lifesaver can reduce the potential for injury and save lives.

Participants in the Project Lifesaver program wear a personalized wristband that emits a tracking signal. When caregivers of registered participants notify 911 that their loved one is missing, a specialized police team responds, searching the area where the individual was last seen, and making use of a mobile-location tracking system. More information about the program is available on the Project Lifesaver website at <https://projectlifesaver.org/>.

Each wrist watch kit costs approximately \$470 and the transmitters for the police costs approximately \$6,400 each (Canadian dollars). Each organization involved will also be required to obtain detailed training.

The Alzheimer Society of Cornwall and District is in the process of securing funding for this initiative. We are also in the process of establishing partnerships with the Cornwall Police and local OPP detachments. We are working closely with other Alzheimer Society chapters who have successfully implemented this project in the past. We are working towards implementing this initiative prior to March 31, 2022.

Please let me know if you have any questions.

Sincerely,
Caroline

Caroline Guimond
Executive Director/Directrice générale
Société Alzheimer Society Cornwall & District

From: Josée Brizard <JBrizard@nationmun.ca>
Sent: Tuesday, November 30, 2021 7:44 AM
To: Caroline Guimond
Cc: Aimée Roy <ARoy@nationmun.ca>
Subject: RE: Project Life Saver

Hello Caroline

I will bring to council on December 6th
What range of contribution would you be looking for?

Best regards
Josee



Josée Brizard
Directrice générale - Greffière / Chief Administrative Officer - Clerk
La Municipalité de La Nation / The Nation Municipality
958 Route 500 Ouest / West
Casselman, Ontario, K0A 1M0
Phone: 613-764-5444, 235



From: Caroline Guimond
Sent: November 30, 2021 8:33 AM
To: Josée Brizard <JBrizard@nationmun.ca>
Cc: Aimée Roy <ARoy@nationmun.ca>
Subject: RE: Project Life Saver

Good morning,

That's great, thank you for letting me know. Any contribution would be very helpful. As mentioned below, each wrist band kit costs approximately \$470. The exact cost depends on the US/CAN exchange rate, since the equipment is purchased from the United States. If the Nation Municipality wanted to fund a few kits, that would be fantastic.

Here is a photo of the wrist band kit, for your information. The batteries must be changed once per month, so the kits comes with 12 batteries. The band can be placed around the ankle or wrist, and must be cut with scissors in order to be removed.



Thank you very much,
Caroline

Caroline Guimond
Executive Director/Directrice générale
Société Alzheimer Society Cornwall & District

Current Outbreaks

Please be advised that the following facilities are or were experiencing outbreaks.

Date Format: Year-Month-Day

DATE: 2021-12-02

FACILITY	LOCATION	TYPE OF OUTBREAK	ORGANISM	DATE REPORTED	DATE DECLARED OVER	DATE LAST MODIFIED
Chartwell Hartford Retirement Residence	Morrisburg	Respiratory	Coronavirus (NOT COVID)	2021-11-28		2021-11-28
Cornwall Community Hospital - 2600 POD	Cornwall	MSRA	MSRA	2021-11-23		2021-11-23
Lancaster Long Term Care	Lancaster	Scabies	Scabies	2021-11-05		2021-11-05
Auberge Plein Soleil	Alfred	Respiratory	Unknown	2021-11-02	2021-11-16	2021-11-16
Cornwall Community Hospital - JMP1 1600 Pod	Cornwall	Respiratory	COVID	2021-10-22	2021-11-19	2021-11-19
Cornwall Community Hospital - JMP2 2600 POD only	Cornwall	MSRA	MSRA	2021-10-18	2021-10-28	2021-10-28
Residence St-François	Casselman	Respiratory	COVID-19	2021-10-11	2021-11-10	2021-10-11
Sandfield Place LTC	Cornwall	Respiratory	COVID-19	2021-10-09	2021-11-01	2021-11-03

COVID-19 Institutional Outbreak Definition

As of April 7th 2021, the definition of a COVID-19 outbreak in an institution is two or more lab-confirmed cases (resident, staff and/or visitor) in a facility, within a 14-day period, that have an epidemiological link and where at least one person could have reasonably acquired their infection in the facility.

Local Influenza Activity

No influenza cases and outbreaks have been reported in our region.

- [For provincial influenza activity, click here.](#)
 - [For national influenza activity, click here.](#)
-
- [Click here to return to the previous page.](#)
 - [Click here to return to the home page.](#)



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Flambées en cours

Prenez note qu'une flambée est en cours dans les établissements suivants.

Format de la date : année-mois-jour

DATE: 2021-12-02

ÉTABLISSEMENT	LIEU	TYPE DE FLAMBÉE	ORGANISME IDENTIFIÉ	SIGNALÉ RAPPORTÉ	DATE DE LA FIN DE LA FLAMBÉE	DERNIÈRE MISE À JOUR
Chartwell Hartford Retirement Residence	Morrisburg	Respiratoire	Coronavirus (PAS COVID)	2021-11-28		2021-11-28
Cornwall Community Hospital - 2600 POD	Cornwall	MSRA	MSRA	2021-11-23		2021-11-23
Lancaster Long Term Care	Lancaster	Gale	Gale	2021-11-05		2021-11-05
Auberge Plein Soleil	Alfred	Respiratoire	Inconnu	2021-11-02	2021-11-16	2021-11-16
Cornwall Community Hospital - JMP1 1600 Pod	Cornwall	Respiratoire	COVID	2021-10-22	2021-11-19	2021-11-19
Cornwall Community Hospital - JMP2 2600 POD only	Cornwall	MSRA	MSRA	2021-10-18	2021-10-28	2021-10-28
Résidence St-François	Casselman	Respiratoire	COVID-19	2021-10-11	2021-11-10	2021-10-11
Sandfield Place LTC	Cornwall	Respiratoire	COVID-19	2021-10-09	2021-11-01	2021-11-03

Définition d'une écloison de COVID-19 dans un établissement

À partir du 7 avril 2021, la définition d'une écloison de COVID-19 dans un établissement consiste de la présence d'au moins deux cas confirmés en laboratoire (résidents, personnel ou visiteurs), dans une période de 14 jours, lesquels sont reliés par un lien épidémiologique où il est raisonnable de croire qu'au moins une personne peut avoir contracté l'infection à l'établissement.

Activité grippale dans la région

Aucun cas d'influenza et flambées est signalé dans la région.

- [Cliquer ici pour connaître l'activité grippale dans la province](#)
- [Cliquer ici pour connaître l'activité grippale au pays.](#)

- [Cliquez ici pour retourner à la page précédente.](#)
- [Cliquez ici pour retourner à la page d'accueil.](#)



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November 29, 2021

AMO Policy Update – AMO Board Approves Indigenous-Municipal Relationship Agreement Guidance Document for Municipalities

Municipal leaders are being looked to set the tone and be part of the constructive societal change in Indigenous Relations that is needed and expected. A question we have been hearing from members is how municipal governments leaders and staff can support the healing, learning, and restoration needed to strengthen reconciliation with Indigenous friends, neighbours, and communities.

Relationship Agreements can be helpful in building relationships and identifying areas of mutual concern and interest. By going through the process of creating an agreement, municipalities and Indigenous communities can continue (or begin) the process of developing mutual understanding and ongoing conversations. Completing this process will better equip all those involved to engage in meaningful, respectful conversations and solutions when issues do arise.

A guidance document is now available to support AMO members in creating [Indigenous-Municipal Relationship Agreements](#). It was developed by the AMO Indigenous Relations Task Force and recently approved by the AMO Board of Directors. The goal of a relationship agreement is the establishment a long-term relationship of practical cooperation and commitment that is respectful of the Indigenous community. The agreement must also recognize the need for ongoing compatibility, coordination, and understanding between the parties.

Since August 2021, the AMO Board has endorsed three documents to support our members in establishing and strengthening relationships with Indigenous communities. All three documents, including the Indigenous-Municipal Relationship Agreements, can be accessed [here](#).

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December 2, 2021

In This Issue

- Indigenous-Municipal relationship agreement guidance document now available.
- Invitation to submit EOI for the acquisition/lease of land in Ontario.
- ROMA 2022: Program update.
- New dates added for AMO's Navigating Conflict for Elected Officials training.
- Save the date - Municipal Energy Symposium coming this spring!
- ?Excess soil regulation changes - AMO webinar Friday.
- Canoe webinar: RothIAMS facility assessment.
- Include a Road Needs Study in your 2022 budget.
- ?2022 Ontario Municipal Leaders Summit on Antisemitism.
- Ontario Trillium Foundation Resilient Community Fund.
- Careers: AMO and Halton.

AMO Matters

A guidance document is now available to support AMO members in creating [Indigenous-Municipal Relationship Agreements](#).

Provincial Matters

CBRE Limited, on behalf of Infrastructure Ontario (IO), is inviting interested parties to propose land sites across Ontario to set up a science complex with laboratory, ancillary office space, storage, and fleet/equipment management facilities. More details [here](#).

Eye on Events

ROMA 2022: Rural Opportunities will deliver nine concurrent sessions on issues important to rural municipalities in Ontario today. Delegates will have the opportunity to attend live sessions, as well as view all content for thirty days following the live event. View the updated program [here](#).

AMO's in demand training on skills for elected officials to navigate conflict relations is available for two more sessions in 2022. Sign up for the February 16/17th or April 6/7th sessions [here](#). Limited seats available.

AMO and LAS are excited to host the Municipal Energy Symposium to be held virtually on March 31 & April 1, 2022. Explore municipal roles in energy generation and conservation, and future considerations related to climate change post COP26. Full program, key topics, and registration information will be available in early 2022. Mark your calendars - this is one event you don't want to miss.

Join AMO on December 3rd from 1:00-2:30pm to discuss upcoming changes to the [On-Site and Excess Soil Management Regulation](#) (O. Reg 406/19) and the recently launched [Excess Soil Registry](#). [Click here for registration details](#).

LAS

Last chance to hear from Canoe in 2021! Join us December 8 at 11 am to connect with RothIAMS, our awarded vendor in the Facility Assessment and Planning category. Hear real-world examples of how Asset Management, Capital Renewal, or Maintenance Plans can improve your municipal buildings. [Register here](#).

Does your community need a road needs study next year? The [Road & Sidewalk Assessment Service](#) provides high-quality data and the tools to use it effectively. [Contact Tanner](#) to learn more or to get a no-obligation quote.

Municipal Wire*

The Centre for Israel and Jewish Affairs (CIJA) is hosting an Ontario Municipal Leaders Summit on Antisemitism on January 21, 2022. This virtual event will be Chaired by Vaughan Mayor the Hon. Maurizio Bevilacqua. [Register](#) today.

The last day to apply to the [Ontario Trillium Foundation Resilient Community Fund](#) is December 8. AMO's Health and Safety Partner, [4S Consulting Services Inc.](#) can help eligible municipalities (populations less than 20,000) apply for the grant to address health and safety requirements. Contact [Aditya Yellapantula](#) for further details.

Careers

[Membership Services Advisor - AMO](#). AMO is one of Ontario's most influential policy organizations. AMO is looking for a progressive individual to join its Membership Services team. Your job will be to play a key role in supporting Ontario's elected municipal officials in their complex leadership roles by being ahead of the curve on emerging trends and issues that impact decision making and building sustainable, inclusive communities. If you have the experience and interest in leading Ontario's municipalities into the future, apply for the Membership Services Advisor role today. Deadline: December 2, 2021.

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process through research, analysis, report writing, project planning and coordination. Apply in confidence to: careers@amo.on.ca. Deadline: December 17, 2021.

[Digital Enterprise Architect - Halton Region](#). The role includes establishing the strategic direction of systems supporting the Region, driving innovation and establishing architecture roadmaps and blueprints. Apply [online](#) by December 29, 2021.

[Deputy Chief/Manager Program Development & Quality Improvement - Halton Region](#). Reporting to the Chief/Director, Paramedic Services, this role requires excellent decision making and problem solving skills within a fast paced, complex environment. Apply [online](#) by December 14, 2021.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

LAS Local Authority Services

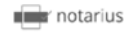
MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

AMO's Partners



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November 25, 2021

In This Issue

- British Columbia floods and extreme weather appeal.
- Invitation to submit EOI for the acquisition/lease of land in Ontario.
- ROMA 2022: Submit your questions for the Provincial Ministers' Forums.
- New dates added for AMO's Navigating Conflict for Elected Officials training.
- ClearRisk webinar: Risk Management Information System.
- Road assessment in an amalgamated municipality.
- Final Canoe webinar for the year - RothIAMS.
- Opportunities for municipalities to explore innovation with Mitacs.
- Long-term care governance and leadership training.
- Careers: AMO, Amherstburg, Fort Erie, Durham, Kitchener, Halton and Simcoe.

AMO Matters

Municipalities in Ontario wishing to assist communities in BC, affected by recent flooding, can provide support through the [Canadian Red Cross](#).

Provincial Matters

CBRE Limited, on behalf of Infrastructure Ontario (IO), is inviting interested parties to propose land sites across Ontario to set up a science complex with laboratory, ancillary office space, storage, and fleet/equipment management facilities. More details [here](#).

Eye on Events

This year's ROMA Conference again features 2 Ministers' Forums. If you are a municipally elected official and registered for the event, [submit your questions](#) for one of the two Ministers' Forums. The deadline to submit is January 14, 2022.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for two more sessions in 2022. [Sign up](#) for the February 9 - 10 or April 6 - 7 sessions. Limited seats available.

On December 2, join AMO and [ClearRisk](#) to learn about the latest competitive offering. ClearRisk is offering AMO members an accessible, comprehensive, risk management information system to streamline the analysis of claims, incidents, and exposures. Coupled with robust reporting functionality, the platform helps municipalities reduce TCOR while enhancing local risk management programs. [Register today](#).

LAS

The City of Temiskaming Shores recently amalgamated. How did the municipality of 11,000 find a cost-effective method to assess and repair its 114 km road infrastructure for citizens and visitors? Read more in our [latest blog](#).

Canoe's final webinar for the year showcases RothIAMS on December 8 @ 11 am.

RothIAMS provides facility assessment and professional services under the [Canoe Procurement Group](#). Join us to hear real-world examples of how Asset Management, Capital Renewal, or Maintenance Plans can improve your municipal buildings. [Register here](#).

Municipal Wire*

[Mitacs](#) is a not-for-profit organization, funded by federal and provincial governments to foster innovation in Canada. [Municipalities](#) can now access matching funds to address local priorities through their internship programs.

AdvantAge Ontario, the association representing municipal and non-profit long-term care homes, is offering a [three-part webinar series](#) designed for long-term care board and committee of management members.

Careers

[Membership Services Advisor - AMO](#). AMO is one of Ontario's most influential policy organizations. AMO is looking for a progressive individual to join its Membership Services team. Your job will be to play a key role in supporting Ontario's elected municipal officials in their complex leadership roles by being ahead of the curve on emerging trends and issues that impact decision making and building sustainable, inclusive communities. If you have the experience and interest in leading Ontario's municipalities into the future, apply for the Membership Services Advisor role today.

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process through research, analysis, report writing, project planning and coordination. The Intern will help identify issues of importance to municipal government and help demonstrate impacts of the issues and appropriate responses. Apply in confidence to: careers@amo.on.ca. Deadline: December 17, 2021.

[Chief Administrative Officer - Town of Amherstburg](#). The CAO helps develop the future vision, plans, goals and objectives of the Town and leads the team in the implementation of this vision. The driving force behind a collaborative, consultative leadership model, the CAO will manage change at every level of the organization. Interested candidates apply [online](#).

[Manager, Accounting Services/Deputy Treasurer - Town of Fort Erie](#). This position will cover a parental leave and an additional 18-month contract. In this position, you will lead and manage accounting and financial systems and processes. [Apply online](#) by 12:00 Noon on Sunday, December 5, 2021.

[Manager, Corporate Initiatives - Regional Municipality of Durham](#). Reporting to the Director of Strategic Initiatives, the Manager will develop strategies and policies. Two positions are available - the first is focused on the development and implementation of the Regional Strategic Plan while the second leads and coordinates policy development and review on a range of complex issues. [Apply online](#) no later than December 12, 2021.

[Director, Legislated Services/City Clerk - City of Kitchener](#). As the division's Director/City Clerk, you will be responsible for the management and administration of both citizen-facing and internal corporate services in several legislated areas such as Council & Committee Services; Corporate Records & Archives; Licensing; and Mail Services. [Apply online](#) by December 10, 2021.

Director, Financial Services & Payroll - Halton Region. Reporting to the Commissioner of Finance & Regional Treasurer, the Director, Financial Services & Payroll provides expertise in the provision of accounting, financial reporting and payroll services. Apply Online December 14, 2021.

Supervisor, Accounting - County of Simcoe. The Supervisor is responsible for supervising staff and performing financial requirements within their portfolio. This would include accounting, budgeting, forecasting and reporting on a daily, monthly and annual basis. Submit your application online by December 3, 2021.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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**Lundi le 29 novembre 2021,
Saint-Bernardin, Ontario.**

**Corporation de la Municipalité de la Nation,
958 route 500 Ouest
Casselman, On K0A 1M0**

Objet : Don municipal 2021

Messieurs et Mesdames, membres de la Municipalité de la Nation,

Au début de l'automne, le Comité consultatif de Saint-Bernardin (sous-comité des Services Communautaires de Prescott-Russell) recevait un chèque de 300.00\$ qui devait servir à financer nos activités.

Comme nous sommes toujours à traverser la fameuse Pandémie, il nous est impossible d'avoir nos rencontres mensuelles.

Cependant nous nous devons de vous tenir au courant de la gamme de services offerte, par le dit organisme. Premièrement comment prendre rendez-vous pour recevoir le fameux vaccin, à qui s'adresser pour obtenir le passeport vaccinal et j'en passe.

Naturellement ceux-ci continuent à offrir le transport à l'épicerie, rendez-vous chez le médecin, à la Pharmacie, la banque, coiffeur, repas à domicile, clinique de soins de pieds etc. etc. etc. Un service de répit pour les proches-aidants, est également disponible depuis un certain temps. Chaque cas est étudié individuellement et selon son budget.

Comme vous pouvez le constater, Les Services Communautaires répondent à un besoin criant, dans la Communauté. Ils s'efforcent de maximiser les sous à leur pleine capacité.

Merci de croire à sa raison d'être, dans notre collectivité, et ce, en nous appuyant financièrement.

**Bien à vous,
Agathe Poirier, présidente
Du Comité consultatif de Saint-Bernardin,
(Sous-comité des Services Communautaires
De Prescott-Russell).**

Ministry of Infrastructure

Broadband Strategy Division

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministère de l'Infrastructure

Division des stratégies pour l'accès à large
bande

777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5



MEMORANDUM TO: Municipal CAOs

FROM: Jill Vienneau
Assistant Deputy Minister
Broadband Strategy Division

DATE: December 1, 2021

RE: Building Broadband Faster Act Guideline and Regulations

As you may be aware, the Ontario government has committed to ensuring that communities across Ontario have access to high-speed internet by 2025 and has committed nearly \$4 billion funding-based opportunities for unserved and underserved communities.

On September 9, 2021, the Government also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

In April 2021, the Government of Ontario enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The BBFA will help to remove barriers and support a more streamlined approach to the timely deployment of reliable, high-speed broadband infrastructure in unserved and underserved areas throughout Ontario.

On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and two BBFA **regulations (“Prescribed Loss or Expense” and “Designated Broadband Projects”)**, effective as of that date.

The Guideline and regulations support a new, more coordinated process and set out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of broadband infrastructure. We will also put in place a Technical Assistance Team to provide implementation support to municipalities and other partners involved in high-speed internet projects.

The government has also proposed future legislative and regulatory amendments, as explained in the **Statement of Intent** (included in the Guideline). The Ministry is actively consulting on the proposed legislative measures, including with the Association of Municipalities of Ontario (AMO), before bringing forward amendments. If passed, these additional measures would provide greater certainty, and ensure the successful implementation of broadband projects.

The Ministry will be hosting a webinar in early 2022 on the Statement of Intent and Guideline. Further information will be provided in the coming weeks, including an invitation to you and/or your representative to participate.

Thank you for your support and should you have any questions, please do not hesitate to contact the Ministry.

Yours sincerely,

Original signed by

Jill Vienneau

Attachment: Building Broadband Faster in Ontario Guideline





Building Broadband Faster in Ontario

Provincial statement of intent and a guideline to support accelerated broadband deployment

Release Date: November 30, 2021
Version 1.23

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Part 1 Provincial Statement of Intent

1.1 Provincial Statement of Intent to support accelerated broadband deployment

The Government of Ontario has committed almost \$4B to connect every region of Ontario to reliable, high speed internet by the end of 2025.

In April 2021, the Ontario Legislature passed the *Supporting Broadband and Infrastructure Expansion Act, 2021*. A key outcome of this legislation was that it enacted the *Building Broadband Faster Act, 2021* (BBFA). The main purpose of the BBFA is to expedite the delivery of broadband projects of provincial significance by removing barriers to building broadband projects.

Since the introduction of the BBFA, the Province has consistently identified the expectation that all partners involved in broadband deployment would work collaboratively to further reduce administrative barriers, support timely broadband deployment and contain costs.

To further support broadband deployment, the Province intends to move ahead with a suite of measures, including this Guideline (see Part 2 of this document), proposed regulations under the BBFA and the *Ontario Energy Board Act* (OEBA), a process for addressing make-ready and pole-attachment costs and the introduction of proposed legislative amendments, with the goal of taking every measure possible to ensure every household and business in Ontario has access to high-speed internet.

The suite of proposed new regulatory and legislative measures would help to make provisions outlined in the Guideline binding, with appropriate enforcement mechanisms. Together, they would help to achieve the government's commitment to 100 percent connectivity by the end of 2025.

Guideline

The Ministry of Infrastructure and Infrastructure Ontario have developed the Guideline to reduce barriers, speed up broadband deployment and support the successful implementation of the BBFA. Stakeholders and partner ministries provided input into the development of the Guideline. The Guideline reflects current legislative and regulatory authority under the BBFA and OEBA and will be updated if additional powers/measures are put in place.

In summary, the Guideline:

- Sets out new and best-practice processes and timelines when internet service providers (ISPs) work with local distribution companies (LDCs) and other parties to deploy internet fibre through third-party hydro pole attachments and accessing rights-of-way (ROW) to deploy fibre underground.
- Introduces a new information and data gathering platform - the Broadband One Window (BOW). The platform is an electronic system to support timely approvals, permitting, and locate decisions related to broadband projects. Parties are being asked to also provide relevant infrastructure data through this platform to enhance

- information sharing and proactively anticipate and address issues.
- Establishes the role of a new Technical Assistance Team (TAT) that would provide support, informal advice and assistance to municipalities, ISPs and LDCs on the implementation of the Guideline and implementation of provincial broadband projects.

Regulations

To further support rapid deployment of broadband infrastructure, the Province intends to bring forward proposals to make a number of regulations under the BBFA and OEBA. These include:

1. **Two BBFA regulations** (effective November 30, 2021)
 - A. Regulation to designate provincial broadband projects. This regulation would define designated broadband projects as those *“where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purpose of deploying broadband and high-speed internet infrastructure in Ontario.”* The BBFA grants the Minister of Infrastructure the following authorities, with respect to designated broadband projects:
 - i. Issue notices to municipalities that broadband project proponents require municipal service and right of way access to complete necessary work related to such projects.
 - ii. Make orders requiring the municipal service and right of way access necessary to facilitate delivery of a designated project, and the proponent and the municipality shall comply with that order.
 - iii. Issue notices requiring electricity distributors and transmitters to coordinate with broadband project proponents to complete necessary work related to such projects where a distributor or transmitter has not met a regulated requirement. (Note: this authority would come into effect if proposed OEBA regulations are made - see item 2 below).
 - iv. Where a party noted above fails to complete required work, the Minister would be authorized to order the completion of work or authorize the proponent to undertake the work to facilitate delivery of a designated project. (Note: this authority would come into effect if proposed OEBA regulations are made - see item 2 below).
 - B. Minister’s regulation to enable pay-for-delay and pay-for-redesign claims when there are cost impacts created by delays or avoidable mistakes by underground infrastructure owners. This regulation would enable an internet service provider to make a claim for damages to the Ontario Land Tribunal when a member of Ontario One Call creates a delay in the construction process and/or need for redesign due to inaccurate locates or delays in the locate process beyond a 10 business-day period set out in the BBFA specific to broadband projects.

2. Regulations under the OEBA

The Ministry of Energy will develop proposed regulations under the OEBA, which will include:

- A. Setting the wireline pole attachment charge methodology and requiring local distribution companies (LDCs) to consult with internet and telecom service providers as part of their long-term capital planning processes. This regulation is, subject to required approvals, expected to take effect on January 1, 2022 in order to reduce costs for ISPs.
 - B. Requirements for LDCs to comply with Guideline provisions including (but not limited to): performance timeline standards and processes related to pole attachments and make-ready work, including when those standards may be *temporarily* suspended, situations when internet service providers may employ contractors to complete such make-ready work, and data sharing requirements in order to enable the Broadband One Window platform. These regulation(s) are, subject to required approvals, anticipated to be in place February 2022.
 - C. If required, establishing a process governing payments to LDCs related to make ready costs.
3. **BBFA regulation on administrative penalties:** In alignment with Ministry of Energy regulations, MOI proposes that a regulation would be made prescribing penalties associated with non-compliance with Minister's Orders under the BBFA.

Proposed Legislative Amendments

In order to enhance enabling authority and compliance mechanisms to accelerate broadband infrastructure deployment, the Province proposes to introduce legislative amendments in winter 2022. If passed by the Legislature, the suite of proposed provincial authorities and mechanisms would:

1. Require municipalities to comply with a service standard:
 - Key focus is to direct turn around time for rights of way permits
2. Require infrastructure data sharing by municipalities and other parties:
 - Comprehensive data to be provided proactively for all designated projects
3. Require the use of One Window by municipalities:
 - One Window as the single, digitized platform required for permit application through implementation
4. Ontario One Call:
 - Under the BBFA, require electronic asset data sharing by members of Ontario One Call with IO using the One Window platform

Related Changes Led by the Ministry of Government and Consumer Services (MGCS)

MGCS is developing a legislative proposal under the *Ontario Underground Infrastructure Notification System Act, 2012* (the One Call Act) to address issues with late locates and enhance locate delivery across the province. These changes will apply to and benefit broadband projects as well.

The Province proposes to introduce targeted legislative amendments in winter-spring 2022 to address immediate pressure points in the locate delivery system, enhance governance and oversight, and improve compliance tools. Proposed changes are under development and subject to consultation. If passed by the Legislature, these amendments would include:

1. Mandating the use of a dedicated locator model where a single locator is pre-identified to better provide the excavator/project owner with control over timing of locates.
2. Standardizing and extend locate validity periods to 90 days, eliminating the frequency of relocates and improving the remarking process to be more efficient.

Additional Mechanisms to Accelerate Broadband Deployment

Broadband Coordinator

Subject to direction from the Minister of Infrastructure, Infrastructure Ontario will act as a "Broadband Coordinator" to operate the One Window platform and help mediate disputes, including payments to LDCs related to make ready costs if such a process is not established through commercial arrangements.

Technical Assistance Team

A technical assistance team will be established to support LDCs and municipalities with high-speed internet projects with implementation and compliance supports.

Dispute Resolution

Both the Broadband Coordinator and the Technical Assistance Team would support informal dispute resolution to prevent escalation to formal dispute resolution bodies to the extent possible.

Provincial Interministerial Committee

MOI will establish an oversight committee that will focus on streamlining deployment and resolving matters across ministries that arise and could impact on projects.

Part 2 Building Broadband Faster Act Guideline

2.1 General and Administrative Provisions

Purpose of the BBFA Guideline

This Guideline serves as a companion guide to the *Building Broadband Faster Act, 2021* (BBFA). It is a key tool in enabling the Government's Accelerated High-Speed Internet Program (AHSIP) that was announced in March 2021 which together with provincially funded broadband projects aim to provide access to high-speed internet to 100 percent of Ontario households by the end of 2025. The Guideline has been designed to enhance the co-ordination and engagement among project stakeholders related to the deployment of high-speed internet infrastructure, including streamlining processes associated with attaching high-speed internet wirelines to Local Distribution Company (LDC)-owned electric utility poles and providing timely access to municipal and provincial rights-of-way (ROWs). It is recognized that Internet Service Providers (ISP), also known as Telecommunications Service Providers (TSPs), need timely access to LDC poles and ROWs. Efficiencies in the process and recommended by this Guideline can have a positive impact on project-level costs, complexity and timelines related to the efficient deployment of broadband networks.

The Guideline is a tool that can be used by, but is not limited to use by, LDCs, ISPs/TSPs, Ontario One Call and their respective third parties in coordinating installation and service provision as well as Infrastructure Ontario (IO), the Ontario Ministry of Transportation (MTO), municipalities, Indigenous communities and government partners such as the Electrical Safety Authority (ESA) and the Ontario Energy Board (OEB).

This Guideline provides recommended guidance in order for participants to:

- Encourage early and good faith communication and collaboration among participants;
- Expedite the safe and cost-effective delivery of designated broadband projects;
- Meet the Ontario government's goal to connect every region in Ontario to essential, reliable, high-speed internet by the end of 2025; and,
- Facilitate municipalities and LDCs providing timely access to their infrastructure on reasonable terms, including municipal rights-of-way and LDC owned poles to support high-speed internet projects.

Enhancing the impact of this Guideline

The Ontario government has committed to ensuring that every community has access to high-speed internet by the end of 2025. This Guideline, if followed correctly, will be a vital tool in helping to achieve this ambitious goal.

MOI and its AHSIP delivery partner, IO, recognize that parties and stakeholders that play a role in broadband deployment must all be equally compelled to comply with the provisions, processes and timelines outlined in the Guideline in order to provide a positive impact to faster broadband deployment as part of high-speed internet projects in the province.

Under the Statement of Intent (section 1.1), the Government of Ontario is planning for a suite of regulatory and legislative measures to be put in place in order to make mandatory the provisions in this Guideline. It is the expectation of the government that as these structures are put in place, all parties must do their utmost to comply with the provisions contained in this Guideline.

ISPs in Ontario are federally regulated and to support their performance under the Guideline, MOI will look to make these provisions mandatory for ISPs involved in designated broadband projects as part

of project contracting.

Once these measures, approved and proposed, are fully in place, MOI will update the Guideline to reflect these requirements.

Additional Background

While the Government of Ontario has been working to expand access to high-speed internet throughout the Province for several years, the COVID-19 pandemic highlighted the essential role of reliable high-speed internet for participating fully in today's economy, including through the workplace, educational institutions, telemedicine and online commerce. As of September 2021, an estimated 700,000 premises, representing about 1.4 million people in Ontario, lack access to basic broadband connectivity, defined by the Canadian Radio-television and Telecommunications Commission (CRTC) as speed levels of 50 Mbps download/10 Mbps upload.

To address this, in March 2021, Ontario announced a commitment of nearly \$4 billion to connect every region to high-speed internet by the end of 2025 as part of the AHSIP. This is the largest single investment in high-speed internet, in any province, by any government in Canadian history.

As part of its plan, Ontario also announced a new innovative procurement process to help connect underserved and unserved communities. This procurement launched in September 2021 and is being led by Infrastructure Ontario. Combined with existing application-based programs underway, the procurement process, with a reverse auction, will help ensure that every home and business in Ontario has access to high-speed internet by the end of 2025.

In March 2021, Ontario also introduced the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The legislation received Royal Assent in April 2021 and enacted the BBFA and made amendments to the *Ontario Energy Board Act, 1998* (OEBA).

The purpose of the BBFA is to expedite the delivery of designated broadband projects, prescribed under regulation, by streamlining processes and removing barriers that may result in additional costs and delays in reaching these unserved and underserved communities across Ontario. This legislation builds on the Government's 2019 Up to Speed: Ontario's Broadband and Cellular Action Plan (The Action Plan), which outlined a plan to expand broadband and cellular access into unserved and underserved communities.

Link to the SBIEA, which includes an explanatory note: [Supporting Broadband and Infrastructure Expansion Act, 2021, S.O. 2021, c. 2 - Bill 257 \(ontario.ca\)](#).

Link to the BBFA: [Building Broadband Faster Act, 2021, S.O. 2021, c. 2, Sched. 1 \(ontario.ca\)](#).

To Whom this Guideline Applies

This Guideline is intended to apply to:

- A Successful Proponent, who is legally bound by the Project Agreement entered into with the Government of Ontario for a designated broadband projects which are being funded by Ontario
- LDCs whose service territories include coverage of the geographic areas where there are designated broadband projects or LDCs who otherwise anticipate performing or supporting high-speed internet projects and wish to adopt practices within it .
- Ontario municipalities whose municipal boundaries include the geographic areas where there are designated broadband projects.

- Members of Ontario One Call in facilitating timely locates of underground infrastructure.
- Any other person with infrastructure within a right-of-way for a designated broadband project and any other person whose cooperation is required to carry out a designated broadband project.

These parties are hereto defined as 'provincially funded project stakeholders'.

This Guideline would also be of benefit for other relevant parties, including locate service providers (LSP), construction contractors, engineering providers, geography information systems providers, and surveyors.

Role of Infrastructure Ontario

IO, in supporting the program management of AHSIP activities on behalf of MOI, may carry out the following tasks related to designated broadband projects :

- Working collaboratively with broadband stakeholders and parties to help support the implementation of this Guideline, including but not limited to working proactively with Municipalities and LDCs to ensure timely co-ordination with ISPs
- Developing, administering, maintaining and supervising the Broadband One Window (BOW) platform, including development of an application guide
- Developing a uniform contract that could be used between ISPs and LDCs
- Undertaking a mapping exercise to establish eligible project areas
- Developing resources for applicants and proponents
- Verifying project milestone completion
- Assessing and reporting on funding recipients' progress, performance, and compliance with funding conditions
- Publishing reports, approved by MOI, on broadband funding performance

Role of Parties in Provincially Funded Broadband Projects

This Guideline is meant to provide recommended guidance and best practices to all parties engaging in designated broadband projects which are being funded by Ontario.

The provincially funded project stakeholders are expected to engage in good faith, without prejudice, in a manner consistent with the spirit of partnership and collaboration. Stakeholders are expected to ensure that they conduct their work in such a way that ensures the safe deployment and ongoing operation of broadband, municipal, transportation, electrical, and other infrastructure assets.

The legislative authorities outlined in the OEBA and its regulations and the BBFA and its regulations are primarily envisioned in their application as backstops/safeguards in the event that cooperation or negotiation between provincially funded projects does not result in an adherence to Performance Timelines (PTs) and any other aspect of the Guideline.

Application

This Guideline is intended to apply to any any designated broadband project. The practices articulated

in the Guideline could be adopted for other broadband projects in Ontario.

Applicable Law

Nothing in this Guideline is meant to limit the obligations that any party has to comply with any other applicable law, including but not limited to the latest versions of:

- The BBFA;
- The OEBA;
- Ontario Regulation 22/04 (Electrical Distribution Safety) made pursuant to the *Electricity Act, 1998* (“Electrical Distribution Safety Regulation” or “Ont. Reg. 22/04”);
- Canadian Standards Association C22.3 No.1, the Electrical Distribution Safety regulation notes CSA Standard C22.3 No. 1-15 (or latest) for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems as amended from time to time;
- *Occupational Health and Safety Act* (OHSA) and Regulations;
- Ontario Regulation 164/99 (Electrical Safety Code) made pursuant to the *Electricity Act, 1998* (“Ontario Electrical Safety Code” or “OESC”) and,
- *Ontario Underground Infrastructure Notification System Act, 2012* (One Call Act).

Amendments to the Guideline

Amendments to this Guideline must be approved by the MOI in consultation with the Minister of Energy (ENERGY) and posted on the MOI website.

Bulletins

MOI may, at times, publish non-binding bulletins to this Guideline. The purpose of these bulletins is to provide specific information on issues, conflicts and/or misunderstanding where there is a need for immediate or additional clarification. Bulletins will be posted as supplements to this Guideline and will allow provincially funded project stakeholders to subscribe to an RSS feed for posted updates.

2.2 Accelerating Access to LDC Poles and Rights-Of-Way

This section sets out processes and timelines that are recommended to be followed by LDCs and municipalities and is limited to any designated broadband project in respect of which the Successful Proponent has confirmed its intention to use the Broadband One Window (**BOW**) platform for the provincially funded project

Attaching to LDC-Owned Poles

This section outlines the BOW authorization process for LDC owned pole attachments, including the engineered design requirements as well as the applicable standards to which stakeholders are expected to adhere.

If there is agreement for parties to use the BOW, the general steps to acquire an LDC-approved authorization application to access an LDC owned pole are set out in Table 1 below.

If parties are not using BOW, a Successful Proponent and an LDC are free to negotiate and agree upon any terms and conditions outside what is set out below.

Table 1: Aerial Route on LDC-Owned Poles

	Activity	Process Details
1	Determination of possible route	<ul style="list-style-type: none"> • The Successful Proponent determines possible route using best industry practices including digital maps, available information from BOW and existing network records • The Successful Proponent submits planned route to BOW and requests outstanding information from LDCs and existing attachers • IO circulates notification of planned/possible route to all known implicated parties (i.e., municipalities, LDCs, Enbridge and other telecoms)
2	Field inspection/survey	<ul style="list-style-type: none"> • The Successful Proponent and LDC coordinate prior to field inspection/survey of the poles applied for and determine who will be developing engineered designs as the ESA guidelines allow for both owner (i.e., the LDC) developed designs and applicant (i.e., the Successful Proponent) developed plans or work instructions • LDCs and existing attachers provide information requested by Successful Proponent
3	Professional Engineer Approved Design Drawings <ul style="list-style-type: none"> • Structural analysis • Telecom attachment • Any power make-ready 	<ul style="list-style-type: none"> • The Successful Proponent or LDC (as agreed) conducts pole loading structural analysis, prepares P.Eng. approved design drawings (certifying that the design meets the requirements of CSA 22.3 No.1-15 (or latest) and Ontario Reg. (22/04) and determines what telecom and power make-ready work, if any, needs to be completed for safe attachment. Ontario Reg. 22/04 notes CSA Standard C22.3 No. 1-15 for overhead distribution lines and CSA Standard C22.3 No. 7-15 for underground systems. For Successful Proponent led-designs, the Successful Proponent must provide materials to the LDC to review and to inform subsequent steps. • Appendix 1: Application Requirements, Templates and Forms provides templates of Basic Drawing Requirements and Design Requirements that may be used
4	Determination of Sequencing of Make-Ready Work <ul style="list-style-type: none"> • Triage of power make-ready work • Determine requirements needed to accommodate make-ready work. 	<ul style="list-style-type: none"> • The Successful Proponent or LDC (as agreed during coordination prior to field inspection/survey) determines whether any power make-ready work can be completed safely in parallel with any attachment (including any temporary work) or whether power make-ready work needs to be completed prior to attachment (i.e., "triage" of power make-ready work). • Appendix 2: Further Reducing Complex Make-Ready Work provides guidance on triage of power make-ready work

	Activity	Process Details
5	Authorization application approval <ul style="list-style-type: none"> • Authorization application form • Professional Engineer Approved Design Drawings • Full Pole Loading Structural Analysis 	<ul style="list-style-type: none"> • The Successful Proponent submits to BOW an application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis to the BOW. To ensure quality submissions, it is recommended that this analysis is conducted using industry standard software. • IO, as administrator of the AHSIP, reviews application (see Preliminary Authorization Review Checklist below) to ensure all required information has been submitted • LDC reviews and approves application. Timelines may be suspended for any issues or deficiency identified by the LDC (including if the LDC has any planned work that may impact the provincially funded project that has not been previously flagged) if reported to IO via the BOW. • LDC engages directly with Successful Proponent to address any deficiencies in authorization application documents. If there are disputes, parties are encouraged to resolve these among themselves in a spirit of collaboration. • Appendix 1: Application Requirements, Templates and Forms provides information to be included on each application form including Professional Engineer Approved Design Drawings and Full Pole Loading Structural Analysis
6	LDC issues quote for Power Make-Ready Work	<ul style="list-style-type: none"> • LDC (if completing the make-ready work) provides a quote for any make power ready work and the Successful Proponent provides Purchase Order or certified cheque as determined by the LDC
7	Advising timing of construction (with ROP)	<ul style="list-style-type: none"> • Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that must be adhered to
8	Advising timing of construction (without ROP, note that #7 would not apply in this instance)	<ul style="list-style-type: none"> • Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT
9	Completion of Make-Ready Work	<ul style="list-style-type: none"> • The Successful Proponent and LDC negotiate coordination of any power and telecom make-ready work, including planning any necessary outages . See the Section on One-Touch Make-Ready below. • Where an LDC is unable to complete the make-ready work within the PTs outlined in Table 2 below, the Successful Proponent is expected to use a pre-qualified contractor to conduct the power and telecom make-ready work at its own cost and risk. The LDC is expected to ensure that there are no unintended obstacles to the granting of access to its electricity infrastructure.
10	LDC issues authorization	<ul style="list-style-type: none"> • LDC issues authorization via BOW or through existing process
11	Wireline attachments	<ul style="list-style-type: none"> • The Successful Proponent coordinates with other Telecom carriers to conduct any other telecom make-ready work at

	Activity	Process Details
		this time as the Successful Proponent installs its attachment with the same crews
12	As-built drawings submitted to LDC	<ul style="list-style-type: none"> The Successful Proponent installs attachment and submits "As Built" drawings to an LDC including an acceptable Record of Inspection form. Appendix 1: Application Requirements, Templates and Forms provides a template Record of Inspection form. The connection of any required bonding of the communication strand should be requested at this time and the LDC may provide a separate quote and obtain a purchase order (PO) for this work as a separate project from the application process
13	LDC conducts post-build inspection	<ul style="list-style-type: none"> The LDC conducts any post-build inspection. The LDC may recover reasonable costs of post-build inspection from the Successful Proponent. As a term of the project agreement, the TSP should provide a "120-day indemnity clause" to the LDC stating that if the Successful Proponent has done the power make-ready work during which time any faults/problems are deemed to be the responsibility of the Successful Proponent unless it can proven otherwise. The details are set out below under the heading "120-day Indemnity Clause"
14	Authorization closed	<ul style="list-style-type: none"> LDC invoices Successful Proponent based on actual costs once any outstanding issues discovered in the inspections are resolved

Table 2: Performance Timelines Aerial Route on LDC-Owned Poles

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
1	Determination of possible route ^{3 4}	N/A		
2	Field inspection/survey	5	10	20
3	Professional Engineer approved design drawings <ul style="list-style-type: none"> Structural analysis Telecom attachment 	35	40	60

¹ PT provided in the first four activities (determination of possible route; field inspection/survey; P.Eng. approved design drawings; and determination of make-ready work) are only intended to apply to LDCs (i.e., in instances where they choose to conduct this work for owner-developed designs or if they choose to accompany the Successful Proponent for the field inspection/survey).

² Applications submitted for more than 200 poles in one submission may be subject to negotiation and discussion of timelines to ensure feasibility.

³ LDCs should note whether they will opt in or out of participating in the field inspection/survey within 5 business days.

⁴ LDCs should advise within 5 business days whether they will opt in or out of participating in the field survey.

	Activity ¹	Performance Timeline (Business Days)		
		Up to 30 poles	30-60 poles	60-200 poles ²
	<ul style="list-style-type: none"> Any power make-ready work 			
4	Determination of sequencing of make-ready work <ul style="list-style-type: none"> Triage of power make-ready work Determine requirements needed to accommodate make-ready works 			
5	Authorization application approval <ul style="list-style-type: none"> Authorization application Form Professional Engineer Approved Design Drawings Full Pole Loading Structural Analysis 	15	20	40
6	LDC issues quote for power make-ready In the instances where there is no make-ready and the permit can be issued at this point, a buffer of 5 business days may be added to this step to issue the permit (as step 9 would no longer apply)			
7	Advising timing of construction (in instances where ROP is required)	5 (in advance of start date)	5 (in advance of start date)	5 (in advance of start date)
8	Advising timing of construction (where ROP is not required)	5	5	5
9	Completion of make-ready work⁵	Simple 25 Complex 40	Simple 30 Complex 60	Simple 35 Complex 80
10	LDC issues authorization	5	5	5
11	Wireline attachments	Subject to permit validity timelines as stipulated by the LDC		
12	As-built drawings submitted to LDC			
13	LDC conducts post-build inspection	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification	Within 120 of receipt of completion notification
14	LDC closes authorization	20	20	20

⁵ There is an understanding that approximately 10% of the poles in any given run may require complex make-ready; this timeline is in reference to the make-ready work on those poles.

IO Preliminary Review Checklist

Upon receipt of a new authorization application, IO will perform the following cursory review steps:

- Review the authorization application form and confirm that all information has been filled out completely and accurately
- Confirm that the required design drawings are included with the authorization application form and appear to comply with the Drawing Requirements
- Confirm that the required Pole Loading Structural Analysis files are attached

If the above criteria are included and complete in the application package, the authorization will be assigned an application number, which will be communicated to the Successful Proponent and LDC for tracking purposes. It will then be forwarded to the LDC for detailed review.

One-Touch Make-Ready

As part of the AHSIP, this Guideline provides for several mechanisms, processes and tools to expedite access to LDC poles while also ensuring that safety standards are met. This Guideline adopts the One-Touch Make-Ready (**OTMR**) process as an option whereby Successful Proponents and LDCs should coordinate resources and elect that one crew of resources, rather than multiple crews, undertake the work to prepare poles for new attachments and subsequently attach to the LDC pole.

This Guideline adopts as a baseline the Electrical Safety Authority (**ESA**)’s definition of “make-ready work” which is as follows: “make ready work” to consist of the practice of rearranging, installing or removing equipment in order to safely accommodate additional infrastructure in or on a supporting structure of a distribution line. The following are the different types of make-ready work that may occur:

1. Telecommunications-Related (“Telecom”) Make-Ready

Telecom make-ready is all work performed within the Communications Space dealing with telecom attachments. This work primarily involves rearranging or removing existing telecom strand, fibre and other equipment (e.g., splice enclosures, power supplies) in order to:

- Make space in the Communications Space for the new telecom attachment
- Fix inadequate separation between existing telecom attachments (but does not include working in the power space of the pole)
- Fix inadequate ground clearance for existing telecom attachments

TSPs are encouraged to proactively work with their host LDCs to accommodate the timely and responsive relocation of telecom assets and infrastructure from poles which the LDC has identified as being in need of replacement or upgrade.

2. Simple Power Make-Ready

Simple power make-ready is non-complex work that is performed outside of the Communications Space, including the following:

- Replace missing copper ground wire on pole
- Rearrange or shorten transformer conductor dips (e.g., drip loops) encroaching in the Communications Space
- Tension and move (i.e., raise) the neutral to create required separation from the telecom attachments
- Relocate solar panels and smart meters that are blocking access to the Communications Space

While not strictly “make-ready work”, after the telecom strand has been installed, ISPs and LDCs should continue to consult electrical safety codes, standards and other documents applicable in the circumstances.

3. Complex Power Make-Ready

Complex power make-ready is work that is conducted primarily within the Power Space requiring specialized crews. Some of it is required to correct deficiencies in the power facilities, including:

- Pole replacement, including transferring existing power attachments to the new pole
- Reframe top of pole
- Replace insulators
- Relocate transformers (that are too low)

See Appendix 2: Further Reducing Complex Make-Ready Work for innovative approaches to make ready work.

Pre-qualified Contractors for OTMR

The PTs for an LDC conducting power make-ready work with its own internal or sub-contracted resources are set out in Table 2 above. Where an LDC indicates to a Successful Proponent that it is unable to meet its PTs, the Successful Proponent may, employ pre-qualified contractors to conduct any power make-ready work in addition to its own telecom make-ready work. Other telecom parties within the communication space are encouraged to authorize the Successful Proponent to conduct any Telecom make-ready work on its infrastructure.

A Successful Proponent availing itself of the OTMR process should sign a 120-day indemnity clause agreement (see below).

LDCs are encouraged to maintain a list of contractors that are pre-qualified to:

- Operate within the power space; and
- Operate within both the power space and the communications space.

Where LDCs fail to maintain such a list, a Successful Proponent may propose a qualified contractor for an LDC’s approval. LDCs are expected to act reasonably in approving or denying a contractor proposed by the Successful Proponent

Deploying resources that are qualified to operate in both the power and communications spaces will allow a Successful Proponent to conduct any make-ready work and attachments in a safe, efficient and timely manner.

The LDC may mandate reasonable requirements for contractors relating to issues of safety and reliability, such as the use of particular hardware or equipment (e.g., LDC-approved bolts, screws or other parts) with respect to make-ready work.

120-day Indemnity Clause

For power make-ready work conducted by the Successful Proponent, a 120-day indemnity clause, which should be included in each agreement entered into between the LDC and TSP, is expected to take effect once the Successful Proponent has submitted “As Built” drawings to an LDC including a completed Record of Inspection form. This provides the LDC and any existing ISPs attached to the LDC pole time to conduct their own inspections and also provides the TSP with clarity related to the timelines associated with telecom equipment deployment.

LDCs and existing ISPs must notify the Successful Proponent of any damage to their respective infrastructure within the 120-day period following the date on which the Successful Proponent submitted “As Built” drawings to an LDC including a completed Record of Inspection form. The LDC-TSP contract is anticipated to include provisions that deem that unless a Successful Proponent can demonstrate otherwise, the damage will be assumed to be caused by the Successful Proponent. Further provisions of the contract are anticipated to stipulate that within 30 days of receiving a notice from an LDC or existing ISP, the Successful Proponent should remedy the identified damage at its own expense or attempt to otherwise resolve the matter with the LDC or existing ISP through the dispute resolution process provided for in the contract.⁶

Appendix 1: Application Requirements, Templates and Forms provides a template 120-day Indemnity consent agreement.

The 120-day indemnity clause could include:

- The Successful Proponent acknowledges that the LDC is relying on the ISP’s own inspection in approving the authorization
- The Successful Proponent understands and accepts all risks with respect to its work
- The Successful Proponent accepts remediation costs with respect to any temporary installations it installs
- Any damage that occurs to the structure within 120 business days of completion of the Successful Proponent’s work will be prima facie assumed to have been caused by the Successful Proponent unless it can demonstrate another cause
- While the OTMR process allows time for the review of Successful Proponent-proposed designs, authorizations for the AHSIP process must be stamped by a professional engineer, assuming the LDC does not review or challenge engineering but instead conducts an inspection post deployment
 - The Successful Proponent may either accept the risk of having to redo work if corrections are required or may proactively request pre-deployment or simultaneous inspection by the LDC to confirm what is required with respect to its application
 - If the Successful Proponent compromises safety, electrical system reliability or acts in a manner that is prohibited by the contract, the Successful Proponent’s ability to avail itself of the OTMR process can be revoked by an LDC with written reasons

Accessing Buried Routes on Municipal Rights-of-Way

This section outlines the BOW Municipal Consent (and Road Occupancy Permit, where required) Application process. The recommended general steps and PTs to acquire an approved Municipal Consent and Road Occupancy Permit to access a municipal right-of-way (ROW) are as follows:

Table 3: Buried Route on Municipal Rights of Way

	Activity	Process Details
1	Underground Drawings of proposed route	<ul style="list-style-type: none"> The Successful Proponent prepares underground drawings of the proposed route using any data that is in the BOW as well as any other information sources (e.g., Google maps). Appendix 1: Application Requirements, Templates and Forms provides Standard Utility Offsets drawing as well as specific drawing requirements that may be used for municipalities who do not currently have such drawings available.
2	Submissions of preliminary drawings (“mark-up circulation”)	<ul style="list-style-type: none"> The Successful Proponent submits preliminary drawings to infrastructure owners via the BOW. IO circulates preliminary drawings (i.e., conducts a mark-up circulation) to all parties that have infrastructure in the ROW (i.e., municipalities, LDCs, Enbridge and other telecoms). Respondents review and advise IO of any conflicts between the proposed running line and their buried assets within the specified time (specified in the PT on Table 4) of receiving the mark-up circulation from the BOW. IO provides revised mark-up circulation to the Successful Proponent. The Successful Proponent uses mark-ups to resolve any conflicts and finalize drawings.
3	Municipal application submitted to municipality via BOW <ul style="list-style-type: none"> Drawings showing potential route Municipal Consent Road Occupancy Permit if required by municipality 	<ul style="list-style-type: none"> A complete application includes: <ul style="list-style-type: none"> Drawings showing the potential route Application form for Municipal Consent Road Occupancy Permit application if required by municipality Appendix 1: Application Requirements, Templates and Forms provides a template for Municipal Consent that may be used by municipalities who do not currently have such forms available. A municipality may require that an ISP obtain a Road Occupancy Permit. IO reviews application to ensure all required information has been submitted and forward complete application to municipality for approval.
4	Municipality reviews complete application and issues Municipal Consent (with reasonable conditions) and Road Occupancy Permit where applicable.	<ul style="list-style-type: none"> Municipality reviews and approves application. The clock will stop for any issues or deficiencies (including if the municipality has any planned work that may impact the provincially funded project that has not been previously flagged). The municipality engages directly with the Successful Proponent to address any deficiencies in permit application documents

	Activity	Process Details
5	Locate request lodged through Ontario One Call	<ul style="list-style-type: none"> • Successful Proponents are encouraged to use a dedicated locator. Appendix 4: Ontario One Call provides more information on the Dedicated Locator Model. • The Successful Proponent and municipality work to resolve any potential conflicts (e.g., redesign running line with consent). • Locates are to be conducted within the PT set out in the BBFA (i.e., and noted in Table 4). This is regardless of whether a dedicated locator is used or whether individual infrastructure owners use their own locators.
6	Advising timing of construction	<ul style="list-style-type: none"> • Some municipalities may require a Road Occupancy Permit and have associated timelines and processes that may be adhered to. • Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly prior to work commencement within the established PT.
7	ISP performs construction followed by restoration of the ROW	<ul style="list-style-type: none"> • The Successful Proponent and municipality work together to resolve any conflicts where existing facilities are not located as shown in the mark-up or locates. • The Successful Proponent performs the construction and restores surfaces, unless the municipality has indicated otherwise, within a reasonable time determined by the municipality.
8	Notice of work completion and As-built drawings submitted to municipality via BOW	<ul style="list-style-type: none"> • The ISP submits to the BOW a Notice of Work Completion and As-Built drawing detailing any amendments from an initial plan. • The BOW forwards the Notice of Work Completion and As-Built drawing to the municipality. • Appendix 1: Application Requirements, Templates and Forms provides a template Notice of Work Completion and As-Built drawing that municipalities may use.
9	Municipality inspection any restoration work	<ul style="list-style-type: none"> • The municipality may inspect restoration work and follows up with the Successful Proponent for any outstanding issues.

Table 4: Performance Timelines for Buried Route on Municipal Rights of Way

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
1	Underground Drawings of proposed route	Successful Proponent with timelines set out in Project Agreement.	
2	Owners of buried assets review and respond to submissions of preliminary drawings (“mark-up circulation”) in BOW	20	20
3	Municipal application submitted to municipality via BOW	Successful Proponent with timelines set out in Project Agreement.	

	Activity	Performance Timeline (Business Days)	
		Up to 30 km of ground	30 km + of ground
4	Municipality reviews complete application and issues Municipal Consent (with reasonable conditions) and Road Occupancy Permit where applicable	10	15
5	Infrastructure owners respond to locate request lodged through Ontario One Call <ul style="list-style-type: none"> For both dedicated locator model or standard process (individual infrastructure owners use their own locators) 	10	10
6	Advising timing of construction ⁷	5 (in advance of start date)	5 (in advance of start date)
7	ISP performs construction followed by restoration of the ROW	Negotiated with municipality. Successful Proponent with timelines set out in Project Agreement.	
8	Notice of work completion and As-built drawings submitted to municipality via BOW	15	20
9	Municipality inspection any restoration work	As negotiated with municipality	

Accessing Provincial Highways

This section outlines the Ontario Ministry of Transportation's (**MTO**) Public Service Commitment (**PSC**) of 35 days. A Successful Proponent will require an Encroachment Permit for any installation or works upon, under or within the limits of a Provincial Highway ROW placed by someone other than MTO.

The general steps to acquire an Encroachment Permit to access a Provincial Highway ROW are as follows:

1. The Successful Proponent submits a permit application to MTO via the Highway Corridor Management System. The Successful Proponent notifies the BOW that it has submitted a permit through the Highway Corridor Management System.
2. The MTO has a general PSC of 35 days between the time the Successful Proponent submits their permit application via Highway Corridor Management System to the time the MTO issues its encroachment permit.
3. Successful Proponents are encouraged to raise any concerns with the MTO and the MOI in the event that the MTO does not meet its PSC.

⁷ Some municipalities may have shorter timelines for notice of work to issue a Road Occupancy Permit, Successful Proponents may adhere to municipality timelines instead of PT. Where a Road Occupancy Permit is not required, the Successful Proponent notifies the municipality directly within 5 days prior to work commencement.

2.3 Technical Assistance Team (TAT)

IO may establish a Technical Assistance Team (TAT) to assist with various aspects under this Guideline. More specifically, the TAT may:

1. Provide technical assistance, negotiation support and quality assurance to various permit and authorization applicants.
2. Provide extra support for those smaller municipalities and LDCs who may struggle to meet the demands of the AHSIP.
3. Work with Successful Proponents, LDCs, municipalities and other parties involved in the deployment of broadband to reduce barriers for provincially funded projects.

The TAT may also:

1. Provide informal mediation support in mitigating and managing conflicts, supporting collaborative dialogue between parties.
2. Serve a quality assurance and application support function to reduce errors and missing information in applications for authorizations and permits.
3. Offer a technical capacity to help interpret standards, for example supporting ISPs looking to identify feasible new means and methods to accelerate broadband deployment within the regulated safety framework.

Resolving Disputes

The Guideline contemplates and recommends that parties will collaborate to resolve disputes amongst themselves in a spirit of cooperation. Where a resolution cannot be reached, informal disputes may be referred to IO for assistance in finding a resolution parties can agree upon. Parties seeking to make use of IO's mediation support should adopt the use of BOW to ensure IO has sufficient and detailed project information necessary to provide assistance in the dispute. Appropriate parties may choose to escalate the dispute to an appropriate resolution body.

Appendix 1: Application Requirements, Templates and Forms

Application Requirements and Guidance Documents

This section includes reference guidance for:

1. [As-Built Drawings and Records](#)
2. [Drawing Requirements](#)
3. [P.Eng. Design Drawings Requirements and Structural Analysis](#)
4. [Standard Utility Offsets](#)

Sample Template and Forms

This section includes the following sample templates and forms:

5. [Sample One-Touch Make-Ready Agreement](#)
6. [Sample Application for Aerial Attachment](#)
7. [Sample Materially Insignificant Declaration](#)
8. [Sample Certificate of Deviation](#)
9. [Broadband One Window Record of Municipal Access Agreements](#)
10. [Sample Application for Municipal Consent](#)
11. [Sample Application for Road Occupancy](#)
12. [Sample Notice of Completion](#)
13. [Sample Record of Inspection Form](#)

As-Built Drawings and Records

GENERAL

Municipal, regulatory and other approving authorities often call upon Successful Proponents (and their engineering consultants) to provide records of completed works.

The purpose of this Guideline is to provide guidance for the preparation of record drawings or documents, as well as the preparation of as-built drawings or documents.

The records, documents and as-built drawings should be supplied to the LDC or Municipality within the PT stipulated in the Guideline.

As a minimum, the drawings / documents should include, but are not limited to:

- Any offset dimensions for above grade installed facilities from the specified locations including poles, down guys, pedestals, fibre-optic splice closures , attachment heights;
- Any offset dimensions for below grade installed facilities from the specified locations, including but not limited to trenches, subsurface chambers, subsurface boxes and vaults;
- All references to pictures taken;
- Any changes to bonding or grounding;
- Any new additional items installed that were not on the original design drawings;
- Any items not installed that were not on the original design drawings; and,
- Any materials that were substituted from the materials on the original design drawings.

The Professional Engineers Ontario (PEO) has published a document titled *Preparing As-Built and Record Documents*, which provides the distinction between As-Built and Record information. These are summarized below.

Records

- Record documents are prepared based on information that was observed by a practitioner or by someone under the practitioner's supervision. After a practitioner has reviewed the record documents and is satisfied that they are accurate, the practitioner must seal the documents.
- For record documents, the original design practitioner's seal should be removed. Practitioners preparing record documents must apply their seal.

As-Built

- As-built documents are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed.
- As-built documents should not be sealed. The original design engineer's seal must be removed when preparing as-built documents.

Successful Proponents may also want to reference the ESA's Guideline for Third Party Attachments.

AERIAL DRAWINGS

Once the new plant has been installed or the modifications to an existing attachment have been completed (regardless of whether Standard Designs, or an Approved Plan were used), the construction should be inspected and approved in accordance with the following references:

- Ontario Regulation 22/04;
- ESA – Technical Guidelines for Inspection and Approval of Construction; and
- ESA – Guideline for Third Party Attachments

A Professional Engineer or ESA or a Qualified Person identified in the Local Distribution Company's (LDC) Construction Verification Program must prepare a Record of Inspection and a Certificate of Construction.

For telecommunication plant installations, the LDC could complete the construction inspection themselves, have the Proponent do it, or both. It is dependent upon the territory and the LDC involved.

Typically, the inspector (note: this is not an ESA inspector) performs a post construction inspection since pole line installations are visibly verifiable after construction. The exceptions are the installation of anchors and ground rods / plates which are buried and not visibly verifiable after construction. It is advisable to observe these before they are buried or the red lines from the construction contractor will need to be relied upon.

The "Record" of this inspection can be in the form of marking compliances and deviations on the Issued for Construction drawings, work instructions assembled from Standard Designs, or a separate document (for example). Any unacceptable deviations should be noted on the Record of Inspection for resolution by the appropriate party. Once the unacceptable deviations have been remedied, the Record of Inspection can be finalized, signed and dated by the Professional Engineer or ESA or Qualified Person, and a Certificate of Construction can be completed.

The Certificate of Construction can be a separate document or it can be a stamp or signature added to the Record of Inspection and/or construction drawings. It should include the following information:

- name and signature of the inspecting Professional Engineer, ESA representative or qualified person;
- name of the LDC; and,
- confirmation that the construction meets the plan, work instruction, or Standard Design; and date of certification.

The Record of Inspection and Certificate of Construction are to be sent to the LDC who must retain them in the event of an ESA audit.

UNDERGROUND DRAWINGS

For buried telecommunications installations, any necessary design modifications and field changes made by the Successful Proponent or requested by the road authority or municipality during construction are to be included.

It is important to predetermine the level of post construction deliverable that is required, as this will impact the level of inspection that is required. For buried installations, after the construction has been

completed and most items are concealed (except pedestals for example) inspection accuracy will be limited. During construction inspection will provide the best scenario for accuracy.

During construction “field returns” may be Issued for Construction (IFC) drawings marked up by the construction contractor, the construction inspector, or both.

This information is then added to the original IFC drawings and updated to the final version. Refer back to the GENERAL section of this document to determine what the final version of drawing is called (Record Drawing vs. As-Built Drawing).

The information changes from the field returns that are placed on the final drawing are more easily identified with a cloud around the change, along with a drawing version or issuance number in a triangle beside the cloud.

Both the field returns and the final drawing are to be retained by the Proponent as well as copies sent to the approving authorities that permitted the construction.

Drawing Requirements

GENERAL

This section contains guideline information only to assist Successful Proponents / ISPs and governing/approving authorities of rights-of-way such as municipalities with the preparation of drawings that will assist in the permitting process. These guidelines are not prescriptive or binding, rather they provide good practice for drawing preparation.

This Guideline, along with the other appropriate standards form the basis for complete submissions. Successful Proponents should confirm if the minimum drawing requirements are outlined within the LDC Occupancy Agreement or within the Municipal Consent agreement.

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance for the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to the BOW. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

BASIC DRAWING REQUIREMENTS

The basic requirements apply to all drawings.

- a. Title block (name & address of Successful Proponent, date, north point, drawing/project number, location of project)
- b. Name & phone number of the Project Manager for the specific application
- c. Language: English/French as appropriate
- d. Scale & Dimensions: Metric
- e. Scale Size: (e.g., 1:1000, 1: 500, 1: 250)
- f. Legend of symbols
- g. Key Map
- h. Certified standards that have been applied
- i. Street names: clearly indicated

PROJECT SPECIFIC DRAWING ORIENTATION REQUIREMENTS

The orientation requirements apply to all drawings.

- a. North Point
- b. Key Map
- c. Street names: clearly indicated
- d. Sidewalks, driveways, curbs, trees, buildings, bridges, rivers, railroads, other utilities if they add clarity to specific issues
- e. Lot lines and/or buildings, and house numbers
- f. Horizontal offset measurements from proposed facilities to existing infrastructure (ie poles, buildings, other utilities, traffic, street lighting, signs, bridges etc.) and above grade elements that may be in conflict (e.g., trees, shrubs, pedestals, street lights, bus shelters etc.)

PROJECT SPECIFIC DRAWING REQUIREMENTS - AERIAL

The project specific requirements apply for every segment proposed on the drawings as they apply to aerial drawings. These sheets contain the specific construction details required for the approving authority (e.g., municipality) to grant permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of above grade structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Easements as applicable
Lot number	Property lines
Concession Number	Guard Rails
City, Town or Township	Fencing
Edge of Roadway, pavement and curbs	River features
Horizontal and vertical clearances	Bridges

Notes:

- a. Sidewalks, driveways, trees, buildings, bridges, rivers, railroads, other utilities to be included if they add clarity to specific issues
- b. Clearly indicated poles and strands and their ownership for aerial designs
- c. Proposed cable and Support Strands clearly indicated with heavier line style
- d. Proposed cable to be over-lashed to existing support strand and indicate owner of that support strand
- e. Indicate which side of the pole the wire is to be attached
- f. Slack storage & splice can locations
- g. Electrical bonding locations
- h. Proposed ground rods
- i. Dips and/or risers
- j. Ducts, guards, and/or concrete work on poles for dips and/or risers
- k. Cable dip/riser details
- l. Proposed and existing Successful Proponent anchoring
- m. Make ready work anticipated by the Successful Proponent with the Owner's poles or third-party Attachments
- n. Railroad, major highway, & river crossing engineering details & associated profiles
- o. Pole height contact detail (by drawing or table) indicating dimensions above grade for all existing telecommunications / CATV contacts by name, streetlight contacts, lowest Hydro contacts (neutral, secondary, primary, transformers, unprotected Hydro riser/dips) for both new and existing support strands.
- p. Horizontal offset measurements for proposed pole contact close construction to buildings, other non-Owner overhead systems (e.g., traffic, street lighting, signs), and/or bridges.
- q. Wiring, wire routing, and Attachment methods to the pole.
- r. Caution notes that impact the safe installation of the facilities
- s. Clear indication of road names

PROJECT SPECIFIC DRAWING PROVISIONS - UNDERGROUND

The project specific provisions apply for every segment proposed on the drawings as they apply to buried drawings. These sheets contain the specific construction details needed for the approving authority (e.g., municipality) to make a determination of granting a permit and for the Successful Proponent (or their contractors) to build. The minimum recommended content to be contained in the drawing area are described below.

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of subsurface structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Details of proposed road crossing profiles
Lot number	Property lines
Concession Number	Easements as applicable
City, Town or Township	Guard Rails
Edge of Roadway, pavement and curbs	Fencing
Roadway crossings as applicable	Horizontal and vertical clearances
Depth of cover	Joint trench profile, as applicable
Bridges	River features

Notes:

- a. Railroad, major highway, & river crossing engineering details & associated profiles should be explicit.
- b. Construction notes should detail the size, location and types of conduits, vaults, cables/fibre or other facilities.
- c. The method of construction (drilling, boring, ploughing, other) should be provided.
- d. Profile view of the buried facilities that displays the depth of installation relative to grade and its position within the trench (trench and road crossing profiles) for all road types.
- e. Caution notes that impact the safe installation of the facilities are to be included.
- f. A plan view showing proposed running lines in relation to the streets, curbs, driveways, sidewalks and property lines.
- g. Profiles of the running line at crossing locations or as otherwise dictated by the Approving Authority for permit acquisition.
- h. Representation of new (bold) and existing (normal line weight) Successful Proponent cables and duct.
- 1) Text labeling the size (diameter) of all existing and new distribution cables shown on the drawing within the Construction Notes block.
- i. Representation of other utilities' facilities if required by the Approving Authorities.
- j. A Construction Notes block that identifies on an "arb by arb" basis the scope of work to be completed. This information includes (but is not limited to) where to install cable / conduit, vaults, and pits and the proposed method of construction for example.
- k. Numeric "arbing" should be sequential throughout the entire project design drawing.
 - a. Arbs at match lines from drawing to drawing should be the same numeric value.
 - b. Each page requires beginning and ending arbs to show the construction identified on the page.

- c. Where possible create match line at a permanent landmark (i.e. utility pole, pedestal, lot line).
- l. All risers to aerial drawings should identify associated drawings by their designated drawing number.
- m. Construction notes must be specific to the work activity identified in the limits of each individual page as noted by the beginning and ending arbs. If there is an ADDITIONAL NOTES Block, it must contain at a minimum the following mandatory notes as required by the Successful Proponent:
 - DRAWINGS ARE NOT TO SCALE. THE CONTRACTOR SHOULD VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THIS COMPLETE PACKAGE, INCLUSIVE OF ALL EXHIBITS PRIOR TO COMMENCING WORK.
- n. Details for any equipment to be installed are to be included only on the page where it is represented in the plan view.
- o. All pedestals should have an inset on the drawing showing both the dimensions of the vault and above grade portions.
- p. When required by the approving authority (e.g., municipality), include tree canopy dimensions and tree protection details on the page where it is represented in the plan view.
- q. For underground projects, locations of vaults are to be shown relative to curbs or other fixed monuments.
- r. A full Bill of Material should be included if required from the approving authorities (e.g., municipalities).

MULTI-SHEET PROVISIONS

All sheets of multi-sheet drawings should be of the same type within a specific project.

- a. All information sheets (Schedules, Exhibits) to be identified by alphabetical designation in the title block as A, B, C and so on.
- b. All drawing sheet numbering should include the drawing number and total number of drawings, as "Drawing 1 of 1," "Drawing 1 of 2," or "Dwg 1 of 2", "Dwg 2 of 2" and should be uniform for all related sheets.
- c. The drawing area indicating the proposed construction should be oriented such that North points to the top of sheet by an industry accepted North Arrow symbol.
- d. Where projects have both aerial and buried requirements, aerial portions and buried portions should be on separate design drawings, each following their design requirements.
- e. Continuation notes (where the break occurs to be continued on a different page) should be clearly indicated.

TITLE BLOCK PROVISIONS

The title block should contain the minimum information stated below.

- a. Key map
- b. Legend
- c. Successful Proponent Logo
- d. Revision Information
- e. Design Firm Logo, Address, Phone Number (if a Design Firm is used)
- f. Project Number
- g. Project Data: Project Type, Project Name, Scale, Date, Drawing Number and the sheet number of the total number included

COVER SHEET

The first sheet of a drawing set should be a "Cover Page" and always contain the following information:

- a. Successful Proponent logo and applicable office location
- b. Project Name as provided by Successful Proponent
- c. Project Location, including street and city reference
- d. Project Type (e.g., Buried Fibre Optic Installation)
- e. Successful Proponent Project Number
- f. Design Firm Project Number
- g. Drawing List (use full titles; e.g., 'SCHEDULE A - KEY MAP')
- h. Design firm logo, address, phone number
- i. Drawing date to match the latest revision date; positioned at bottom centre of page under Design Firm logo
- j. Map of sheets, outlining the sheet numbers on a map
- k. Initial date of drawing creation

Bottom of Page:

- l. Block with Successful Proponent contact for approving authority (e.g., municipality) information
- m. Block with Successful Proponent Planning contact information
- n. Block with approving authority (e.g., municipality) contact information
- o. Number of page designation required (alphabetical or numerical or both)
- p. Revision block showing all changes; identify change and drawing page number and date
- q. Permit Kilometers block showing totals for the project

SPECIALTY PERMITS

Specialty permits may be required based on the route selected and whether the proposed running line for the facilities falls within the jurisdiction of the governing authority (e.g., municipality). The Successful Proponent will be required to contact or access published materials in order to determine any specific drawing requirements for each type of permit.

SAMPLE DRAWINGS

Sample drawings are shown below for a typical telecommunications installation.

ISP COMPANY LOGO

PROJECT NAME: CRAIG RD. FIBRE INSTALLATION
 PROJECT LOCATION: CRAIG RD., WHITE ST. TO JOHN RD.
 PROJECT TYPE: AERIAL FIBRE OPTIC INSTALLATION
 ISP PROJECT #: XXXXX
 ENGINEERING PROJECT #: 2021-XXXX

DRAWING LIST

SITE SPECIFIC DRAWINGS	DRAWING NUMBER
KEY MAP	A
NOTES	B
LEGEND	C
AERIAL TYPICALS	D
CRAIG RD.	1 OF 2
CRAIG RD. & JOHN RD.	2 OF 2
DESIGN DATA	E1-E2
SPLICE SCHEMATIC	F
BILL OF MATERIALS	G

POLES WITH EXISTING ATTACHMENT	0
ADDITIONAL POLES REQUESTED FOR ATTACHMENT	0
PERMIT METERS	
TOTAL	0
ROUTE SUMMARY	
CABLE TYPE	###
STRAND SIZE	###
POLE OWNER DISTRIBUTION	
HYDRO	0
ISP	0
MAKE READY SUMMARY	
HYDRO	0
TOWN/CITY OF ----	0
ISP 1	0
ISP 2	0

CONSULTANT'S LOGO

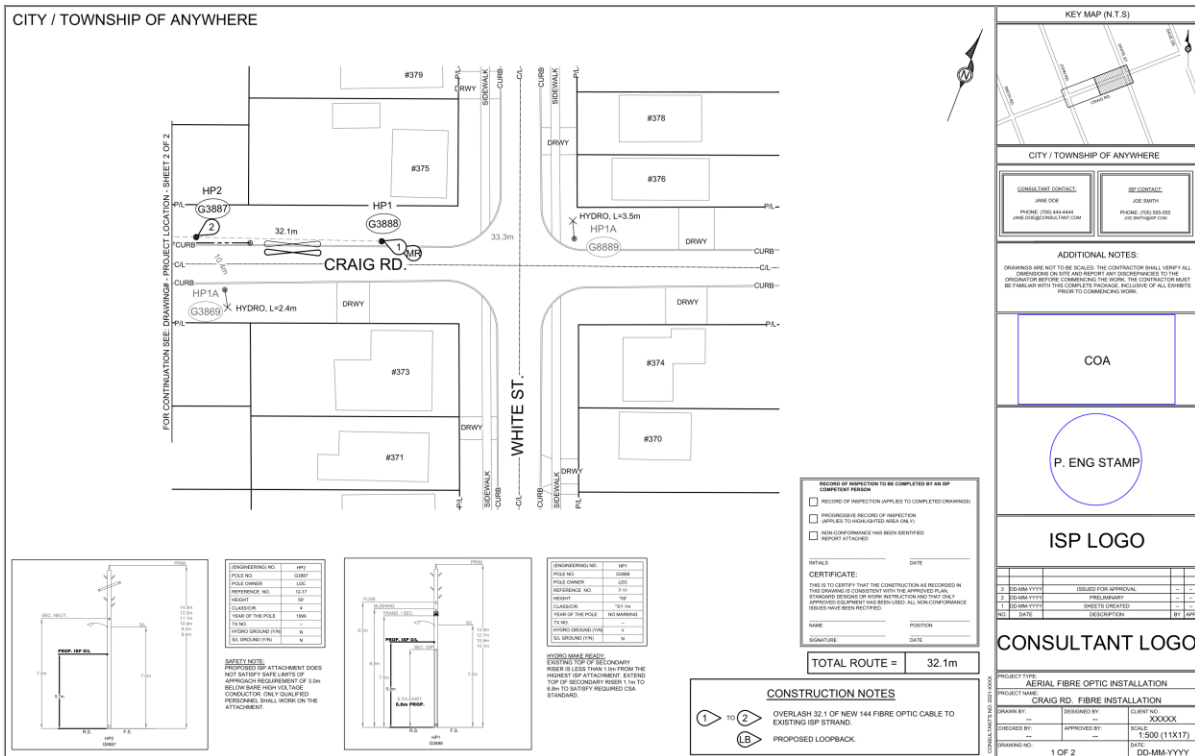
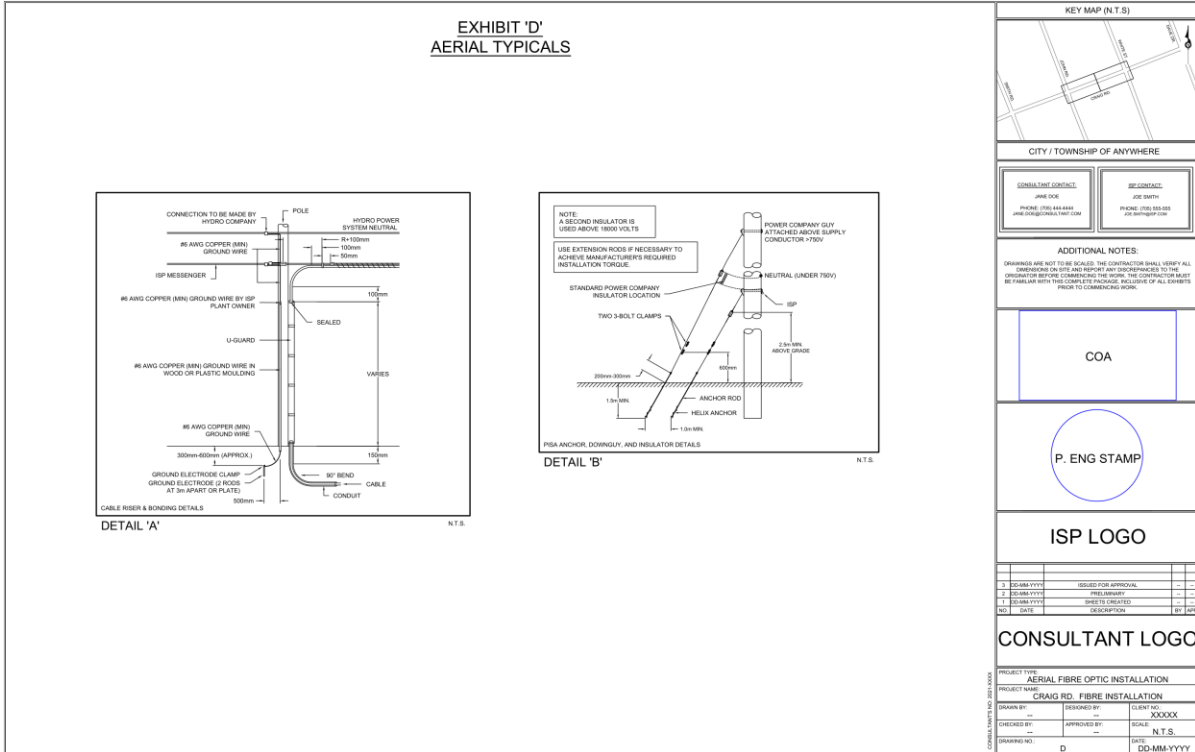
TODAY'S DATE

CONSULTANT CONTACT JANE DOE PHONE (705) 444-4444 JANE.DOE@CONSULTANT.COM	ISE CONTACT JOE SMITH PHONE (705) 555-5555 JOE.SMITH@ISE.COM
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SCHEDULE 'A' KEYMAP



CITY / TOWNSHIP OF ANYWHERE									
CONSULTANT CONTACT JANE DOE PHONE (705) 444-4444 JANE.DOE@CONSULTANT.COM	ISE CONTACT JOE SMITH PHONE (705) 555-5555 JOE.SMITH@ISE.COM								
ADDITIONAL NOTES: DRAWINGS ARE NOT TO BE SCALED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THE COMPLEY PROVIDED. RESOLVE OF ALL DISCREP PRIOR TO COMMENCING WORK.									
COA									
P. ENG STAMP									
ISP LOGO									
<table border="1"> <tr> <td>NO.</td> <td>DATE</td> <td>DESCRIPTION</td> <td>BY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		NO.	DATE	DESCRIPTION	BY				
NO.	DATE	DESCRIPTION	BY						
CONSULTANT LOGO									
PROJECT TYPE: AERIAL FIBRE OPTIC INSTALLATION PROJECT NAME: CRAIG RD. FIBRE INSTALLATION									
DRAWN BY: _____ CHECKED BY: _____ DRAWING NO: A	DESIGNED BY: _____ APPROVED BY: _____ SCALE: N.T.S. DATE: DD-MM-YYYY								



P.Eng. Design Drawings, Structural Analysis and Design Provisions

GENERAL

This document, relating to the design and construction of telecommunications facilities either in proximity to Local Distribution Companies' (LDC) electrical plant, or in proximity to buried utilities is intended to be used in conjunction with the latest issuances of Ontario Reg. 22/04, the Electrical Safety Authority (ESA) Bulletins and requirements, CSA Standards 22.3 No.1 (Overhead Systems) and CSA Standards 22.3 No. 7 (Underground Systems), and *the Occupational Health and Safety Act* (OHSA). The Successful Proponent is responsible for compliance with all rules and applicable municipal, provincial, or federal laws, codes, and regulations. In all situations, it is the responsibility of the Successful Proponent to be familiar with and adhere to the OHSA, CSA standards during installation, maintenance, and related activities involving their facilities attached to any LDCs facilities.

OVERVIEW

Aerial

The Successful Proponent is to be aware that LDC's poles are part of an overhead electrical distribution system, and that all of the power lines attached to the poles should be presumed energized at all times. All persons, including the Successful Proponent's employees and contractors, must exercise caution and take all reasonable precautions when working on or near electric utility poles and/or near high-voltage lines.

Where Federal and Provincial regulations directly address construction activity in the vicinity of overhead electric lines, and violators are subject to criminal penalties and civil liabilities, these laws apply to employers, contractors, owners and any other parties or persons responsible for or engaged in construction activities.

The Distribution Pole includes:

- a) Pole-Top Zone
- b) The Electrical Supply Zone or Supply Space
- c) Neutral Zone or Clearance Zone
- d) Communications Space

The Pole-Top Zone is the pole space located at the top of the pole above the energized portion of the pole.

The electrical supply zone or supply space is reserved for electrical supply facilities. Most supply space wiring consists of uninsulated conductors. The supply space may include separate facilities operating at different voltages; for safety reasons, typically the highest voltages are located uppermost on the pole.

The neutral zone is the safety zone, or "neutral" space, between the lowest electrical supply conductor or equipment and the highest communication cables or equipment.

The communications space is the lower portion of pole containing telecommunications attachments, and other communications cables.

Underground

All proposed buried telecommunications facilities must be designed and installed in compliance with local, provincial, and national standards. The running lines for cable must comply with the approved

offsets defined by the ESA (Regulation 22/04) governing road and municipal authority. Additional approvals may also be required for access to other rights-of-way including creek or waterway crossings, or railway crossings and facilities must be designed and installed in compliance with the requirements of the respective governing authority (e.g., municipality).

DESIGN, ENGINEERING AND CONSTRUCTION PROVISIONS

Design Considerations - Aerial

1. The design should be designed to meet CSA 22.3 No. 1.
2. Telecommunication attachments should be installed as high as permissible within the Communication Space on the pole.
3. Where there are no previous attachments on the pole, the first attachment should typically be placed at the highest position that complies with the minimum clearance, separation and spacing (clearance) requirements specified by CSA 22.3 No. 1 specifications, as amended from time to time, and the standards of the LDC. In such cases, subsequent attachments should be made at the next highest position while maintaining minimum required clearances from the ground, supply and other communication facilities.
4. If a pre-existing violation is identified, new attachments can be installed only if the new attachments can meet CSA 22.3 No. 1 specifications, CSA C22.3 No. 5.1, clearance requirements, or the existing attachments are adjusted to provide adequate clearance.
5. For attachments proposed on LDC poles located on private property, prior permission must be obtained from the property owners. An LDC assumes no responsibility for securing any permission that may be required, and the Successful Proponents should not assume that permission exists based solely on the presence of an LDC's facilities.
6. An LDC will not obtain or negotiate rights-of-way for the benefit of a Successful Proponent and no guarantee is given by an LDC of permission, from property owners, municipalities or others. Successful Proponents should in all cases be solely responsible for obtaining consent, where necessary, from landowners and governmental entities involved.

Construction Considerations - Aerial

1. Communications cables are typically designed for installation on the same side of poles (typically the street side) as LDC's neutral and secondary conductors and any existing communications cables. In the absence of any existing installations on LDC's poles, communications cables should be installed on the street side of poles.
2. Communications cables should be designed for installation within the communication space as high off the ground as possible and to conform to CSA 22.3 No. 1 specifications and/or LDC's Standards.
3. The Successful Proponent must ground and bond its messenger in accordance with requirements of the CSA 22.3 No. 1 specifications and the OHSAA, as amended from time-to-time. Only LDC and its approved contractors are authorized to bond the telecom bonding wire to the LDC neutral conductor. The Successful Proponent should leave on the pole a coil of bonding wire of sufficient length to allow LDC or its contractor to uncoil the wire and make the final bonding connection to the LDC neutral conductor.
4. Communication cables should be identified by tagging every cable at every pole. Existing untagged cables should be identified at every pole during normal maintenance. Untagged cables may be treated as unauthorized attachments.

5. The Successful Proponent is responsible for coordinating adjustments of existing attachments with appropriate third parties; prior permission to adjust existing cable facilities between any new Successful Proponent and any existing attacher should occur before any adjustments are made.
6. Horizontal or vertical extension arms should not be used by the Successful Proponent to achieve required vertical clearances and/or horizontal separation.
7. The Successful Proponent should avoid 3rd party cable risers on three-phase primary cable riser poles, or poles with pole-top switches.
8. Only one U-Guard is allowed per pole.
9. Overlashing should be permitted only on cable attachments and telecommunications attachments. The owner of the cable supporting the overlashed installation is responsible for maintaining both the supporting cable and the overlashed cable in compliance with CSA 22.3 No.1.
10. Overlashing to a Successful Proponent's existing cable can be accommodated under the same design criteria as other communication installations, including post-installation inspection and pole loading. The Successful Proponent may apply for a materially insignificant attachment if the results support the submission of a declaration.
11. Make-Ready work should be performed before any proposed overlashing will be performed.
12. The communications grounding system should be on the opposite side of the pole from LDC ground wire with the grounds connected together at the base of the pole.
13. All guying should be considered as part of the structure, with a design/installation consisting of proper tension to support the attachment(s). Guying locations are typically installed at Successful Proponent's dead-ended facilities, line deflections and/or when a LDC guy is present. Guying adds stability to a pole structure, with one end of the cable secured to the pole structure, and the other anchored to the ground at a distance from the pole structure's base.
14. Each company should independently guy and anchor its respective facilities. Guying is required for third-party attachments in all cases where such facilities add an unbalanced tension load to the pole.
15. Guy anchors are part of an LDC's post-Installation Inspection review. Communication cables must be properly guyed and anchored before tensioning. Successful Proponent must install separate guying and anchoring devices to secure their cables. The Successful Proponent is responsible for ensuring that communication cables are independently guyed and anchored.
16. Attachment to LDC's anchors are not permitted.
17. The Successful Proponent should coordinate with the LDC for all vegetation trimming necessary on or around its attachments, both during and after installation. The LDC may or may not provide any vegetation trimming services for communication facilities.

Design Considerations - Underground

The design should be designed to meet CSA 22.3 No. 1. The telecommunication plant should adhere to (but not limited to) the following to satisfy client, Right of Way authority and applicable specifications requirements;

- minimum depths of cover;
- minimum separation from other infrastructure or objects;
- grounding and bonding; and,
- joint trenching design where applicable.

Construction Considerations - Underground

The Successful Proponent should ensure that a Road Occupancy Permit (ROP) and/or Municipal Consent (MC) is obtained prior to commencing any activities in the ROW. All conditions of the ROP and any conditions required by the Municipal Access Agreement (MAA) should be adhered to.

Before commencing the work, the Successful Proponent's contractor should obtain locates to inform themselves of the location of all existing services and infrastructure that may be impacted by their installation activities.

AERIAL DRAWINGS

For submissions based on approved standard designs developed the Successful Proponent, the Successful Proponent will need to supply information to the LDC to ascertain that the proposed attachment is in accordance with the approved standard designs. After review and approval by the owner the permission is granted to proceed with construction. These submissions need only to be prepared by a competent person, as defined by the LDC.

For submission based on the Successful Proponent providing the work plans and work instructions assembled by a P.Eng, the LDC will grant permission to proceed after a review of the design.

The P.Eng stamped drawings are to be prepared using industry applicable software that has been approved for use by the LDC. The outputs of the software should include, for each affected pole, the relevant information for each of the items below:

- Location Analysis Summary
- Design Properties
- Load Case Properties
- Loading
- Pole Strength
- Pole Static Analysis
- Wire End Points and Wires
- Downguys and Anchors
- Cross Arms
- Insulators and other Equipment (e.g., Transformers, Streetlight Arms etc.)
- Strength Case Appendix
- Load Case Appendix

All drawings should conform to the drawing provisions noted above. A pole profile is required for each affected pole indicating existing and proposed attachments. See Figure 1.

The *ESA Guideline for Third Party Attachments* can be referred to for additional information.

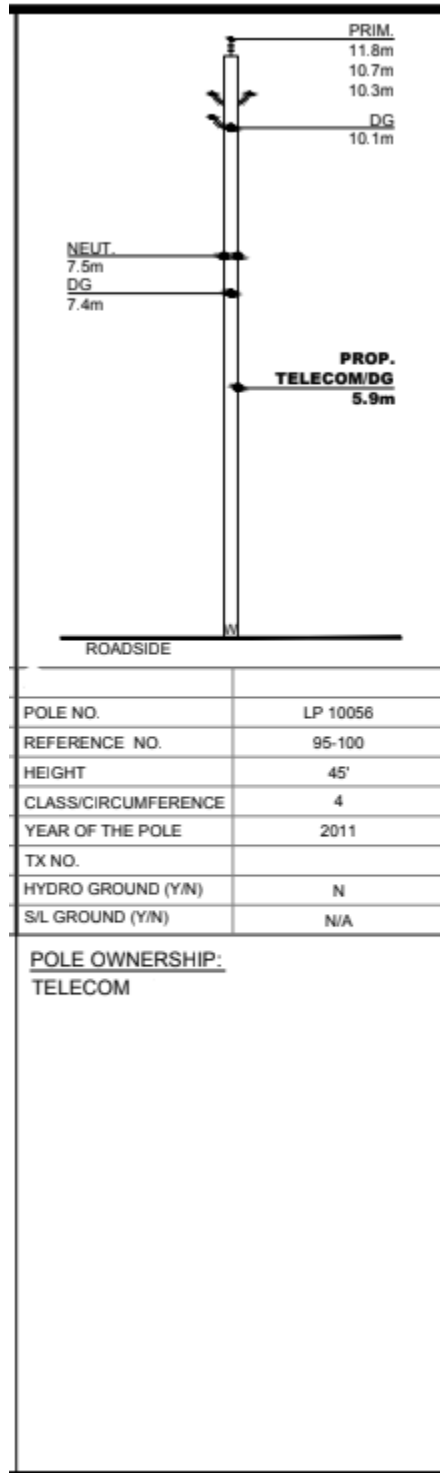


Figure 1: Sample Pole Profile

The drawings should include the seal of the responsible P.Eng, as well as a signed Certificate of Approval (COA). See Figure 2.

CITY/TOWN OF ANYWHERE			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Company Info </div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>TELECOM CONTACT</small> JOE SMITH <small>OFFICE TEL: (705) 888-8888</small> <small>JOE.SMITH@TELECOM.COM</small> </div>	
ADDITIONAL NOTES: <small>DRAWINGS ARE NOT TO BE SCALED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ORIGINATOR BEFORE COMMENCING THE WORK. THE CONTRACTOR MUST BE FAMILIAR WITH THIS COMPLETE PACKAGE, INCLUDING OF ALL EXHIBITS PRIOR TO COMMENCING WORK.</small>			
<div style="border: 1px solid blue; width: 80%; margin: auto; padding: 20px;"> <p style="font-size: 24px; margin: 0;">COA</p> </div>			
<div style="border: 1px solid blue; width: 80%; margin: auto; padding: 20px;"> <div style="border: 1px solid blue; border-radius: 50%; width: 60%; margin: auto; padding: 20px;"> <p style="font-size: 24px; margin: 0;">P.ENG STAMP</p> </div> </div>			
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> CUSTOMER LOGO </div>			
3	DATE	ISSUED FOR APPROVAL	XX XX
2	DATE	PRELIMINARY	XX XX
1	DATE	SHEETS CREATED	XX XX
NO.	DATE	DESCRIPTION	BY APP
PROJECT TYPE:			
AERIAL FIBRE OPTIC INSTALLATION			
PROJECT NAME:			
ANY RD., CITY/TOWN, ON.			
DRAWN BY:	DESIGNED BY:	CLIENT NO.:	
XX	XX	XXXXX	
CHECKED BY:	APPROVED BY:	SCALE:	
XX	XX	N.T.S.	
DRAWING NO.:		DATE:	
A		DATE	

Figure 2: P.Eng Stamp Example

The drawings should also include:

- Key Map
- Constructor installation requirements
- Constructor documentation requirements
- Aerial construction information
- Summary of buried and aerial permit kilometers
- Distribution of pole ownership quantities
- A Make-Ready summary, by attachment owner

- Aerial typical details
- Design data summary tables indicating:
 - Vertical separations at each pole
 - Ground clearance at each span
 - In-span clearances between supply and communications cables
 - Estimated ruling span sag and tension
 - Hydro and communication guy & anchor data used
 - Loading results
- Proposed down guy and anchor summary
- Bill of Materials

Sample One-Touch Make-Ready Sample Agreement

The sample agreement provided below is intended to serve as a sample only, users should consult legal counsel to ensure the agreement is adapted to their specific needs and circumstance.

This Agreement is made as of _____, _____:

BETWEEN:

[Local Distribution Company], a _____ licensed by the Ontario Energy Board under Part V of the *Ontario Energy Board Act*

(the "**LDC**")

AND:

[Successful Proponent], a _____ incorporated under the laws of _____

(the "**Successful Proponent**")

WHEREAS:

- A. The Successful Proponent is carrying out the construction of broadband network infrastructure (the "**Project**") under the Province of Ontario's *Ontario Connects: Accelerated High Speed Internet Program*.
- B. The Project is a *Designated Broadband Project* under **[The Building Broadband Faster Act Guideline]** (the "**Guideline**").
- C. On the date hereof, the LDC has granted the Successful Proponent a permit (the "**Permit**") to attach broadband network infrastructure to the LDC's support structure(s), as described in further detail in the Permit (the "**Attachment**").
- D. Pursuant to the one-touch make-ready process set out in Section **[2]** of the Guideline, the LDC has advised the Successful Proponent that the LDC is unable to undertake and complete the power and telecom make-ready work on the LDC's support structure(s) required in connection with the Attachment (the "**Make-Ready Work**") in accordance with the applicable performance timelines set out in the Guideline.
- E. In order to expedite completion of the Attachment, the Successful Proponent desires to undertake and complete the Make-Ready Work at its own cost and risk.
- F. Pursuant to Section 2 of the Guideline, as a condition to undertaking and completing the Make-Ready Work at its own cost and risk, the Successful Proponent must enter into this Agreement with the LDC.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- 1. The Successful Proponent acknowledges and hereby agrees that the LDC has, in the context of issuing the Permit, reviewed whether sufficient spare capacity is available on the structure(s) to accommodate the Attachment but the LDC will not conduct a pre-work inspection for

compliance of the structure(s) with construction standards and/or health and safety risks for workers or the public.

2. The Successful Proponent further acknowledges and agrees that the LDC is relying on the information and assessment provided by the Successful Proponent with respect to any structural or other issues with the structure(s) which are inconsistent with applicable construction standards.
3. The LDC hereby authorizes the Successful Proponent to undertake and complete the Make-Ready Work in accordance with this Agreement and the applicable requirements of the Guideline and the Permit.
4. If, as of the date hereof, the LDC has provided the Successful Proponent in writing a list of contractors pre-qualified by the LDC to carry out the Make-Ready Work, the Successful Proponent must select a contractor from such list to carry out the Make-Ready Work. Otherwise the Successful Proponent may propose a qualified contractor for the LDC's approval, and such approval by the LDC should not be unreasonably withheld, conditioned or delayed.
5. The Successful Proponent may proceed with its Attachment prior to the completion of the Make-Ready Work if:
 - a. the Successful Proponent has reviewed any structural or other issues with the structure(s) which are inconsistent with applicable construction standards and a professional engineer ("**P. Eng.**") of or for the Successful Proponent has certified that the Attachment can nevertheless proceed in a safe manner, in compliance with applicable law;
 - b. a P. Eng. of or for the Successful Proponent has provided to the LDC a signed request and declaration in the form attached as Sample Materially Insignificant Declaration to the Guideline (Appendix 1) stating that the Attachment is "materially insignificant" (within the meaning given to such term in the Electrical Safety Authority guidelines), and the LDC has confirmed to the Successful Proponent in writing that the LDC deems the Attachment to be "materially insignificant".

The LDC must review and respond to the request and declaration described in Section 5.b above within the performance time period specified in the Guideline.

6. The Successful Proponent acknowledges that the structure(s) will be deemed to be under its control during the performance of the Make-Ready Work for the purposes of compliance with Electrical Safety Authority requirements and guidelines and health and safety obligations arising from the Canada Labour Code and its regulations.
7. In the event that the Attachment cannot be safely performed until Make-Ready Work can be permanently completed, the Successful Proponent may apply to the LDC for a temporary facility, for Successful Proponent's exclusive use, to bypass a structure requiring Make-Ready Work (a "**Temporary Facility**"). The Successful Proponent acknowledges that any request for the installation or use of a Temporary Facility which comes in contact with a structure of the LDC or which may increase the maintenance or replacement costs of a structure of the LDC should be submitted in advance to the LDC, in the standard form requested by the LDC (if any), accompanied by detailed, signed and sealed (P.Eng.) plans of the proposed Temporary Facility and other documents that may be required by the LDC.
8. Each application for a Temporary Facility should be made in a separate application by the Successful Proponent. In addition, any modification, addition or removal that the Successful

Proponent wishes to make to its Temporary Facilities requires the filing of a new application. The Successful Proponent acknowledges that such application may be submitted to a technical committee comprised of technical experts from the LDC and other owners of support structures and that the Successful Proponent may be invited to present its request to the committee. The LDC reserves the right to accept the request as submitted, to propose an alternative at the Successful Proponent's expense, to return the request to the Successful Proponent if it is incomplete, or to reject the request within **[30]** days. If the Successful Proponent believes that a type of Temporary Facility could be performed without P.Eng. stamped plans or otherwise deviating from the Temporary Facilities process set out herein, the Successful Proponent may submit a proposal with a process specific to that type of Temporary Facility to the technical committee for evaluation.

9. The Successful Proponent agrees to clearly identify its Temporary Facilities as being in the Successful Proponent's name with the notation "Temporary Facility" and, upon completion of the work on the Temporary Facilities, to perform, at its expense, the work to remediate or make the Temporary Facilities permanent within **[90]** days of the completion of the preparatory work including the removal of any Temporary Facilities owned by the Successful Proponent such as poles, conduits, pads, overhead conduits, etc., unless another time period is agreed upon by the parties, after which time the temporary facility will be considered an unauthorized attachment. Any unidentified temporary facility will be considered an unauthorized attachment.
10. Upon completion of the Attachment and Make-Ready Work, the Successful Proponent should deliver to the LDC "As Built" drawings for the Attachment and Make-Ready Work which should include a completed record of inspection form in accordance with the Guideline.
11. The Successful Proponent agrees that any and all damages of any nature whatsoever which may reasonably be considered to result or arise directly or indirectly from the Successful Proponent's performance of the Make-Ready Work and/or the installation, use or modification of any Temporary Facility, in each case which occurred during or within a period of 120 days following delivery by the Successful Proponent of "As Built" drawings for the Attachment and Make-Ready Work pursuant to Section 10 above, should be deemed to have been a result of the Successful Proponent's work, except to the extent that the Successful Proponent can demonstrate that another reason was the cause of such damages.
12. During the 120-day period described in Section 11 above, the LDC and any existing internet service provider attached to the relevant structure (an "**Existing ISP**") should have the opportunity to conduct inspections of the Make-Ready Work and any Temporary Facility work for the purpose of identifying any damage, and must notify the Successful Proponent of any damage to their respective infrastructure prior to the end of such 120-day period. Except to the extent the Successful Proponent can demonstrate that its Make-Ready Work or Temporary Facility work did not cause such damages, the Successful Proponent should, at its own cost, rectify the damages identified by the LDC and/or the Existing ISP within 30 days of receipt of written notice of such damages by the Successful Proponent, unless a longer period of time is agreed between the parties, acting reasonably.
13. The Successful Proponent should notify the LDC's representative as soon as possible of any incident, non-conformity or other situation affecting safety or the integrity of one or more structures arising from or following the execution of the Make-Ready Work and/or the installation, use or modification of a Temporary Facility in order to allow the LDC to carry out any necessary verification and work required to rectify the situation.
14. The Successful Proponent should inform the LDC upon completion of its work and certify that the Make-Ready Work and/or the installation, use or modification of a Temporary Facility, as

applicable, was conducted safely in compliance with the work conditions required by the Successful Proponent's engineer in consideration of the work to be done.

15. The Successful Proponent acknowledges that the Make-Ready Work and any Temporary Facility work is subject to the conditions set forth herein and in the Permit and that the Successful Proponent's rights to perform the Make-Ready Work and any Temporary Facility work hereunder may be revoked at any time by the LDC if, in the LDC's reasonable opinion, the Successful Proponent is conducting the work in a manner inconsistent with industry standard, including, without limitation, in the event of a breach or failure to respect the conditions set out herein or in the Permit, a failure by the Successful Proponent, its personnel or contractors, to comply with applicable health and safety standards or if the LDC becomes aware of any incidents relating to unsafe practices likely to endanger a person's health or safety. The LDC should provide written notice to the Successful Proponent which should include the LDC's reasons for its decision.
16. The Successful Proponent acknowledges and agrees that it should exercise its rights and perform its obligations under this Agreement at its own cost and risk without recourse to the LDC.
17. This Agreement will be interpreted in accordance with the laws and regulations of the Province of Ontario and the laws and regulations of Canada applicable therein, without regard to conflict of laws principles. Any dispute between the parties hereunder should be resolved pursuant to the dispute resolution procedures in Section **[3]** of the Guideline.
18. No amendment to this Agreement should be effective unless it is made in writing and signed by the parties hereto. Neither party may transfer or assign this Agreement or any part thereof, or its rights, duties or obligations under this Agreement, without the prior written consent of the other party.
19. This Agreement may be signed in counterparts and such counterparts may be delivered by facsimile or by other acceptable electronic transmission, each of which when executed and delivered should constitute an original document; these counterparts taken together should constitute one and the same Agreement.
20. This Agreement has been executed on behalf of the LDC and Successful Proponent as of the date first written above:

[INSERT LEGAL NAME OF LDC]

By: _____
Name:
Title:
By: _____
Name:
Title:

I/We have the authority to bind the corporation.

[INSERT LEGAL NAME OF SUCCESSFUL PROPONENT]

By: _____
Name:
Title:
By: _____
Name:
Title:

I/We have the authority to bind the corporation.

Sample Application for Aerial Attachment

PART 1: REQUEST INFORMATION FROM LDCs

GENERAL

Date Requested: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

POLE DATA

Pole Information (note: the information needs to be verified in the field).

Number: _____

Height: _____

Class: _____

Installed Date: _____

Primary Conductor:

Size: _____

Tension: _____

Type: _____

Neutral

Size: _____

Tension: _____

Type: _____

Secondary conductor

Size: _____

Tension: _____

Type: _____

Plans:

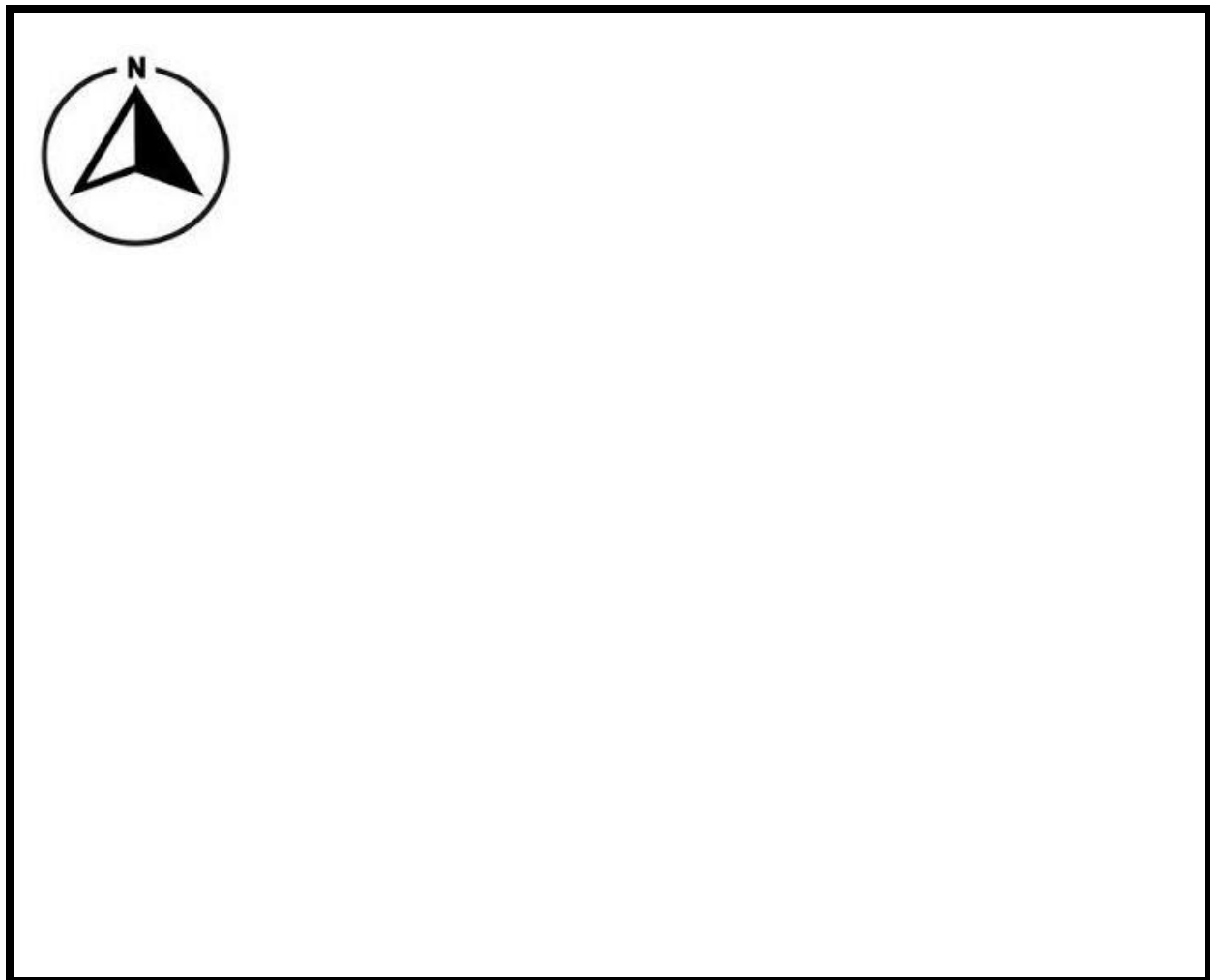
Are there any LDC plans to replace or upgrade the pole within the next 5 years, and if yes, when?

PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



PART 2: SUBMIT PERMIT APPLICATION

Any specific technical requirements, dependent on the LDC, can either be provided on forms or included within the drawings. All application fees are to be provided at this time.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Aerial Attachment on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

Has permission been granted to use the support strand? _____

Design Standards to be applied - Owner developed? _____

Design Standards to be applied - Successful Proponent developed? _____

Design Standards to be applied - USF? _____

Design Standards to be applied - Other? _____ Standards by? _____

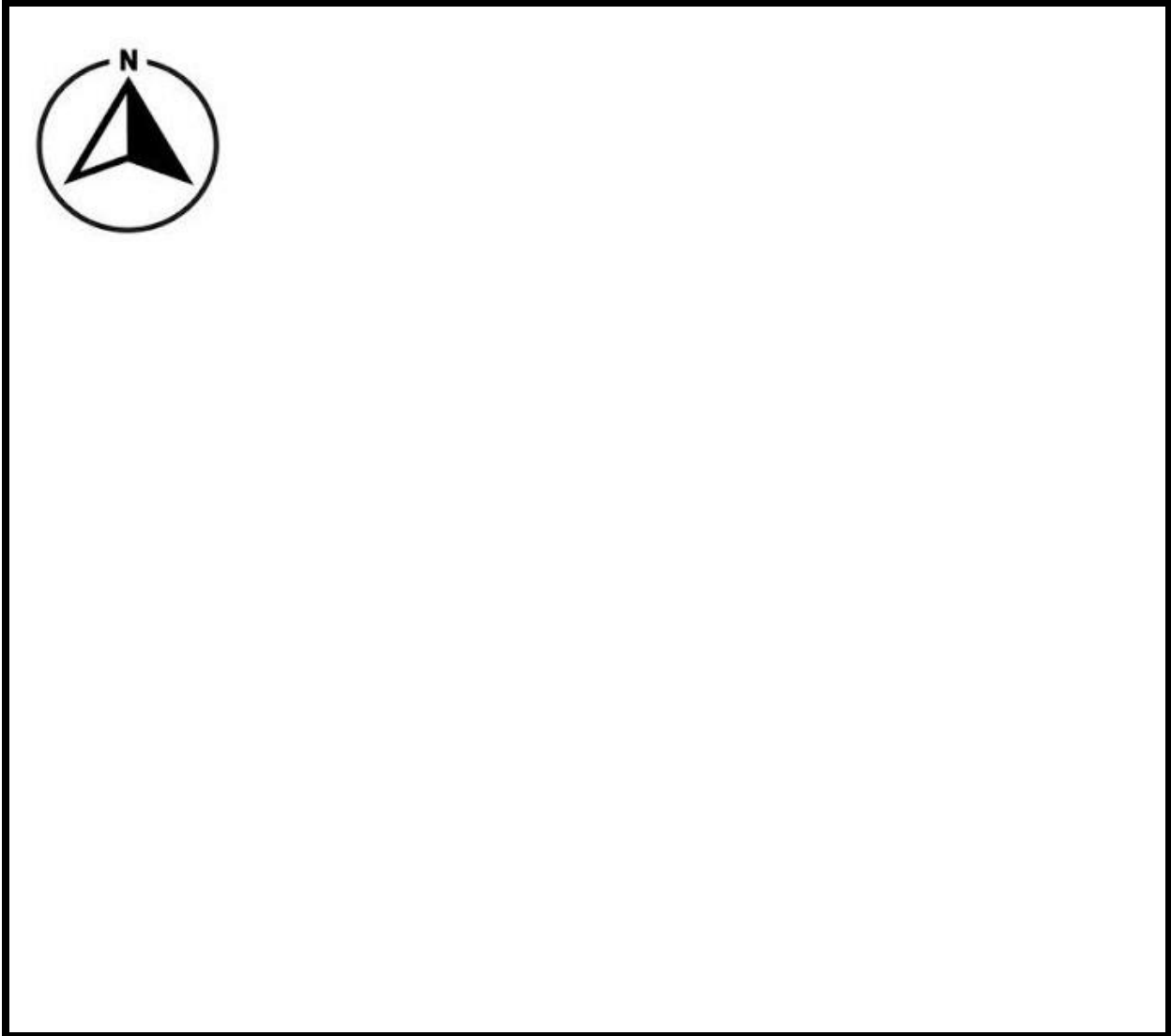
PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

Street: (Where work is being requested)	
Pole Owner:	
Applicant's Project No:	
Number of Poles Applicant is overlashing to existing Strand	
Existing Support Strand Owner	
Existing Support Strand Owner Permission Granted By: (Contact) Name & Number	
Additional Comments	

SUBMISSION REQUIREMENTS

A complete Aerial Attachment Permit Application requires submission of:

- o the required Application Fee;
- o the Drawings completed in accordance with the requirements stated; and
- o The appropriate sections completed application on this form.

RETURNED BY THE LDC

Once the LDC has received and reviewed the Application, the information below should be completed by the LDC or its agent.

Permit Number _____

Approved by _____

Title _____

Date of Approval _____

Comments _____

Deposit Amount \$ _____

Sample Materially Insignificant Declaration

BACKGROUND

ESA Bulletin DB-07-15v2, *Distributor Information Bulletin*, contains direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to “materially insignificant” alterations to electrical equipment. ESA views “materially insignificant” (MI) alterations to consist of any work that does not materially change the existing electrical equipment, typically relating to forces on poles & strength of poles. ESA recognizes that some forms of overlashing, , including but not limited to flags, traffic signs and flower baskets may be deemed “materially insignificant”. The following are key points from the bulletin.

Where the Successful Proponent is undertaking the P.Eng. Design Drawings and they indicate that the proposed work is “materially insignificant”, the Permit Application should include a request and a declaration signed by a P.Eng. that the attachment be considered “materially insignificant”.

As per ESA’s direction, the LDC may exempt “materially insignificant” work from the audit requirements of Sections 7 and/or 8 of Regulation 22/04 and that work will be deemed in compliance with Regulation 22/04.

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

Date of Signed Occupancy Agreement: _____

CONTACT INFORMATION

Provide the contact information for the party requesting the Materially Insignificant Alteration on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

PROJECT DESCRIPTION

Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Existing LDC Support Strand to be used _____

Existing ISP Support Strand to be used? _____

Has permission been granted to use the support strand? _____

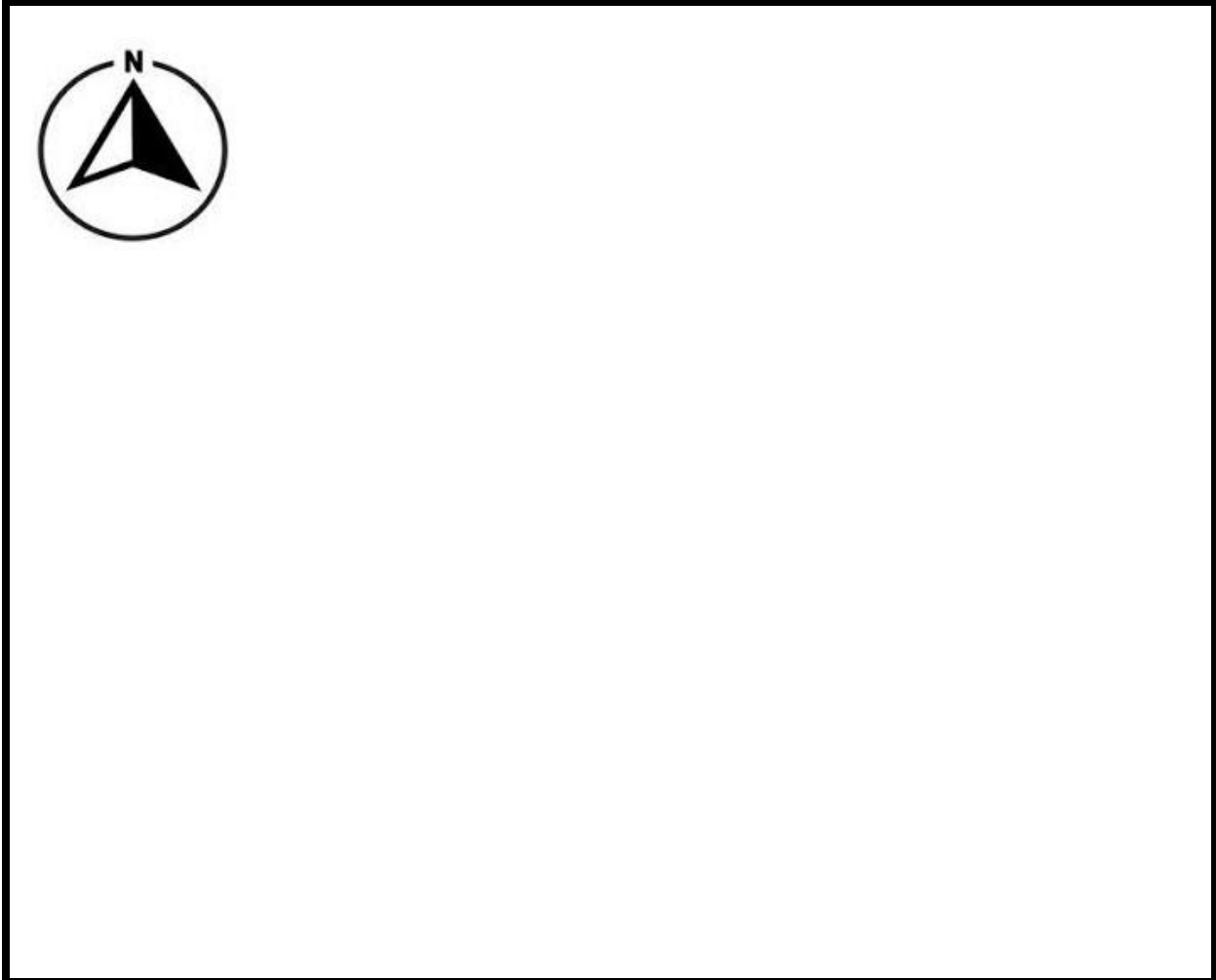
PROJECT LOCATION

Provide details that describe the submission geographically.

Project Location Information			
Lot Numbers or Address	Nearest Intersection	Township, Village, Town or City	Region, County or District

Drawing Number	Street	From Location	To Location	Comments

Provide a sketch of the location of the proposed attachments, including streets and the locations of the affected poles.



Provide a Description of the Proposed Work

MATERIALLY INSIGNIFICANT ALTERATION DECLARATION

The Materially Insignificant Alteration Declaration (MIAD) provides the basic information regarding incremental pole loading resulting for service cable over-lash to an existing permitted attachment.

The MIAD provides the data along with proposed parameters and conditions that confirm that the proposed attachments will not cause any material structural or loading change.

The declaration, dependent on the project, standards, span lengths and location, can be submitted:

- Either as a single form for the entire project;
- As a form for each pole affected;
- As a form for a grouping of poles.

Consideration is still required for:

- The Successful Proponent to perform a survey to confirm the existing facilities and to prepare drawings for submission.
- Defects that directly affect the structural capacity of the pole (i.e. physical damage such as vehicle damage to a pole or anchor) should be communicated to the pole owner.
- The existing separations and clearances have already been approved by the prior design and or audit. If not, calculations by the Successful Proponent will be required.
- That any additional strands added do not affect the existing already approved clearances.
- An existing installation, where the grounding or bonding have already been approved on the basis of the prior design or audit.

Materially Insignificant Alteration Declaration

The installation work covered by this document meets the safety requirements of Regulation 22/04 as the work does not change the existing electrical equipment or materially change the forces on poles and strength of poles.

Name

Date

Signature and Professional Designation

ENGINEERED DRAWINGS

Where required by the LDC, the Successful Proponent should submit engineered drawings to facilitate installation and to provide complete records.

Sample Certificate of Deviation

CERTIFICATE OF DEVIATION APPROVAL

ESA bulletin DB11-12-v2, *Distributor Information Bulletin, 2* contains direction on when a Certificate of Deviation may be applied and the conditions where Approval for the deviation is permitted. More information, including examples, can be found in the Distributor bulletins section of www.esasafe.com.

Accepting deviations can be done through the use of a "Certificate of Deviation Approval". All deviations are to be listed on the Certificate of Deviation Approval. A *Certificate of Deviation Approval* must be signed by a P.Eng. (either the ISP or LDC's P.Eng depending on the party developing the engineered designs)

A sample is seen below.

Certificate of Deviation Approval	
The installation work covered by this document meets the safety requirements of Section 4 of Regulation 22/04 with the following deviations:	
Name	Date
Signature and Professional Designation	

CERTIFICATE OF DEVIATION - CERTIFIED LISTS

ESA Distributor Bulletin DB-02-16-v1, provides guidance on when a Certificate of Deviation for Certified lists can be applied. It provides direction on how an LDC may demonstrate compliance with Regulation 22/04, with respect to deviations from required standards. ESA accepts that a certified list of deviations from section 5 "When safety standards met" of Regulation 22/04, approved by a P.Eng., is acceptable to meet the requirements of Regulation 22/04. More information, including examples, can be found in the Distributor bulletins section of [esasafe.com](http://www.esasafe.com).

A sample is seen below.

LDC COMPANY NAME & LOGO

Certificate of Deviation Approval for Non-Standard Items. This certifies that the below list of deviations from CSA standards will not materially affect the safety of any person or property, if not resolved immediately. These items can be resolved over time through maintenance, pole line rebuild and street light replacement programs.

The items covered by this Certificate are deemed to not be an imminent safety hazard for workers that are "qualified" to work in the communications space on poles, based on their knowledge, training and experience levels required. This Certificate is not intended to be applied to new pole lines or any situation where a pole is being replaced anyways. In those cases, it is expected that the entire pole be brought up to 100% CSA standards compliancy.

The workers are "qualified" in their ability to recognize electrical hazards and other potential safety concerns, which may cause them to implement specific safety measures or work procedures to avoid the item. They are required to take a training module called "Health and Safety Guidelines for Contractors - Working at Heights Module", among other requirements before they are deemed qualified.

This Certificate can only be applied to Third Party Company projects, at their discretion, by inclusion of this Certificate into their attachment application. On a per attachment application basis, the exact poles and pole spans where this Certificate of Deviation Approval is being applied will be clearly identified on a separate form, completed by a competent person. A suitable form is attached to this Certificate, but similar forms are also acceptable. Third Party Company and the LDC may agree to identify some of these items through existing Joint Use Processes, or other agreed methods, rather than this form.

Prepared by: _ _ _____	Date: _____
Name of P.Eng. _____	Signature: _____

Broadband One Window Record of Municipal Access Sample Agreements

A Municipal Access Agreement (MAA) is a legal agreement that provides telecommunication companies the ability to construct, maintain, relocate and operate their equipment within rights-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

The One Window system can be used to maintain a database confirming all applied for MAAs, confirming all executed MAAs, maintain a map of which municipalities require an MAA and provide an interface for submission.

MAA FORM

Successful Proponent: _____

Individual Applicant's Name: _____

Application date: _____

Applicant's email: _____

Applicant's Phone: _____

Applicant's Consultant Name: _____

Consultant's email: _____

Consultant's Phone: _____

Municipality Name: _____

Existing MAA in Place (Y/N): _____

Date of Application: _____

Date of Executed Agreement: _____

Expiry date of MAA: _____

SAMPLE MAA CONTENTS

Use of ROWs
Permits to Conduct Work
Manner of Work
Remedial Work
Permits to Conduct Work
Relocation of Plant
Permits to Conduct Work
Term and Termination
Insurance
Liability and Indemnification
Environmental Liability
Force Majeure
Dispute Resolution
Notices
General

Sample Application for Municipal Consent

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Municipal Consent on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

PROJECT DESCRIPTION

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right Of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____

Directional drilling or boring required _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

SUBMISSION PROVISIONS

In some jurisdictions, the Successful Proponent will be required to obtain approvals from all other regulatory authorities prior to submitting the MC application, showing all owners’ facility locations and confirming no conflicts exist.

The Successful Proponent should also have considered if a joint-build venture with any other facility owner was considered, agreed to or declined.

Where required under the guidelines established by the Professional Engineers of Ontario, the application drawings should be signed and sealed by a Professional Engineer.

All minimum horizontal and vertical clearances to existing facilities should be maintained in accordance with published specifications. Stated clearances may be reduced with the written permission of the affected facilities owner(s).

The Successful Proponent may choose to 'bundle' several drawings together as a single application for projects which involve continuous installation over large distances. These should be summarized and listed in the table below.

For pole line installations, all existing poles, poles to be removed and proposed poles are to be shown. This includes all guying and anchoring.

Drawing Number	Street	From Location	To Location	Comments

SUBMISSION REQUIREMENTS

A complete Municipal Consent Application requires submission of:

- o the required Application Fee;
- o the Drawings completed in accordance with the requirements stated;
- o This completed application form; and
- o Confirmation of all other required approvals from other agencies.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be completed by the Approver.

Municipal Consent Number _____

Approved by _____

Date of Approval _____

Comments _____

Deposit Amount \$ _____

Additional Comments _____

Sample Application for Road Occupancy

This permit expires 6 months from the date of issue

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

CONTACT INFORMATION

Provide the contact information for the party requesting Road Occupancy Permit on behalf of the Successful Proponent.

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK

*Enter **Yes** or **No** for each of the items below for the proposed work within the Right of Way.*

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Underground Work _____

Aerial Work _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Expected Date of the work to commence _____

Expected Date of the completion of the work _____

Provide a Description of the Proposed Work

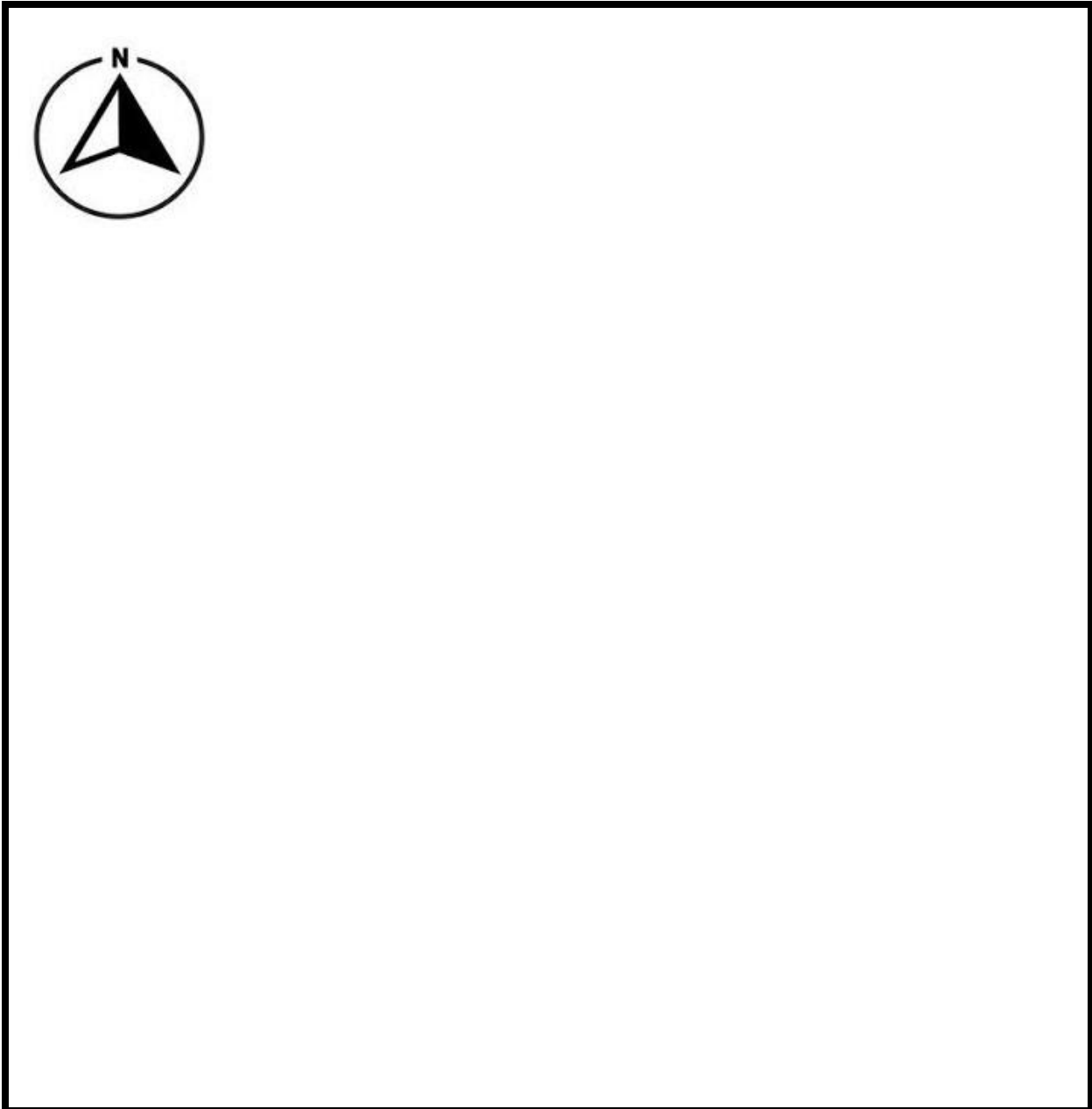
AFFECTED ASSETS

Indicate which assets may be affected by the work

Roadway	Sewers
Signs	Curbs
Gutters	Drains
Sidewalk	Boulevard (grass)
Trees	Storm sewers
Pedestals	Traffic Lights
Street Lights	Fire Hydrants
Bus Shelters	Interlocking Brick
Multi-Use Trails	Bollards

WORK LOCATION

Provide a sketch of the location of the work, including lots, streets, the locations of buildings and the location of the construction/work zone.



MUNICIPAL CONSENT NUMBER

Provide the approved consent number.

RESTORATION DETAILS

Provide the anticipated restoration requirements and timing.

SUBMISSION REQUIREMENTS

A complete Road Occupancy Permit Application requires submission of:

- The required Application Fees (application fee plus encroachment deposit);
- This completed application form;
- Completed submission of Insurance related requirements;
- The work location sketch; and
- Written confirmation has been provided to all other affected infrastructure owners.

PERMIT DETAILS

1. The Successful Proponent must have a valid Municipal Access Agreement (MAA) if applicable and must follow the requirements of the MAA or any and all By-laws governing work on public lands imposed by the City/Town/Region.
2. Permits are to be issued by the Utility Coordinator. Up to seven business days are required for processing.
3. The Deposit and Administration and Inspection fees should be paid by the Successful Proponent.
4. The Successful Proponent should notify all affected property owners in writing before work commences. The notification will include utility name, expected duration, contact name and phone number. Short term emergency repair work is excluded from this clause.
5. The Successful Proponent must submit the amount and agree to the terms for Liability Insurance as stated by the City/Town/Region.
6. The Successful Proponent agrees to indemnify and save harmless the City/Town/Region, its officers, employees, servants and agents from and against all liability, claims, demands, suits, arising out of or in any way connected with the granting of this Permit and/or said construction or excavation.
7. The Successful Proponent waives as against the City/Town/Region, its officers, employees, servants and agents any claims that it may have arisen out of or in any way connected with the granting of this Permit and/or the said construction or excavation.
8. The Successful Proponent will provide any cash deposit required by the City/Town/Region with the permit application. The balance of the deposit should be returned twelve (12) months after the

work has been completed if all conditions of the MC are met. Any costs in excess of the deposit amount will be billed to the Successful Proponent.

9. Prior to issuing a permit, the Successful Proponent must have proof of all required approvals and permits.
10. Prior approval must be obtained from the City/Town/Region for closing or restricting any road at any time except under emergency circumstances. The hours of work for closing or restricting any road at any time should be at the discretion of the Municipal Engineer.
11. The Successful Proponent will be charged for the erection and maintenance of detour signs along the detour route at a rate in effect at that time.
12. In case of emergency work, notice should be given and an application for permit made as soon as possible after commencement of the work, namely on the same day, or, if too late in the day, then within one hour of the opening of the Municipal/Regional Office on the following work day.
13. The Successful Proponent should prior to the commencement of any work, obtain stakeouts from all Owners of underground plant and should comply with any instructions from the plant Owners when working in proximity to their plant. All existing plant must be protected, supported, backfilled and compacted to the satisfaction of the plant owner.
14. The Successful Proponent should adhere to all required backfill and restoration requirements.
15. The City/Town/Region reserves the right to do any remedial or restoration work that in the opinion of the City/Town/Region has not been adequately performed by the Successful Proponent. The City/Town/Region will invoice the Successful Proponent for the cost of such remedial or restoration work.
16. The Successful Proponent guarantees and warrants that with ordinary wear and tear the said work should for a period of twenty-four (24) months from the date of completion, remain in such condition and will meet with the approval of the City/Town/Region and that they will, upon being required by the Municipal Engineer, make good in a manner satisfactory to the Municipal Engineer any imperfections therein due to materials used in the construction thereof or workmanship.
17. No open cutting of the roadway will be allowed between November 1 to April 15 unless agreed to prior by the City/Town/Region.
18. Door Hanger Notification letters, in accordance with City/Town/Region requirements, must be provided to all residences affected by the work. This includes trenchless technologies installing utility assets.
19. The Successful Proponent should file a "Notice of Project" with the Ontario Ministry of Labour prior to commencing any work on the road allowance for works exceeding \$50,000. A copy of the notice should be submitted to the City/Town/Region.
20. All works should be carried out in compliance with the Occupational Health and Safety Act times and should adhere to the rules and regulations as set out in the Ontario Traffic Manual Book 7. The applicant should supply all signs, flashers and barricades required to close lanes and detour traffic around the immediate working area.
21. All trees in the working area should be protected in accordance with the stated requirements of the City/Town/Region.

- 22. A copy of this Road Occupancy Permit, the Conditions of approval and stakeout information should be on site at all times.
- 23. All work must be in compliance with the Approved Municipal Consent drawings.
- 24. The permit holder is encouraged to take pre-construction photos of the entire area within the project limits. These must be made available upon request by the City/Town/Region in the event that disputes arise regarding responsibility for damages.
- 25. All excess material must be removed off-site at the expense of the permit holder.

RETURNED BY THE MUNICIPALITY

Once the Municipality has received and reviewed the Application, the information below should be sent back by the Approver.

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

Fees Owing \$ _____

Additional Comments _____

Sample Notice of Completion

BACKGROUND

The Successful Proponent is to submit a *Notice of Work Completion* followed by As-Built drawings detailing any changes from the initial plan

GENERAL

Date Submitted: _____

Successful Proponent Name: _____

Successful Proponent Phone: _____

Work Location (nearest major intersection): _____

(Individual) Prime Contact Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

TYPE OF WORK COMPLETED

Indicate each of the items below that have been completed.

Underground Work _____

Aerial Work _____

New Installation _____

Replace Existing Facilities _____

Upgrade Existing Facilities _____

Alter Existing Facilities _____

Excavation Required _____ Length (m) _____ Width (m) _____

Directional drilling or boring required _____ Length (m) _____

Date of the completion of the work _____

Comments

PERMIT NUMBERS

Complete the fields as applicable.

Municipal Consent Number _____

LDC Permit Number _____

ROP Permit Number _____

Approved by _____

Date of Approval _____

Comments _____

RESTORATION DETAILS

Provide any future required restoration requirements and timing.

Sample Record of Inspection Form

A “record of inspection” means a record prepared by a professional engineer, ESA, or a qualified person identified in the owner’s construction verification program, detailing the inspection of a constructed or repaired portion of an electrical distribution system with respect to the safety standards set out in section 4 of the Regulation.

A record of inspection is to include sufficient description to identify the work and equipment inspected. A record of inspection can consist of an engineered plan, an as-built drawing, or a set of work instructions signed and dated by a professional engineer or ESA or a qualified person. A sample Record of Inspection is seen below.

RECORD OF INSPECTION FOR PLANNED CONSTRUCTION

Project Name _____

Project Location _____

MC Number _____

ROP Number _____

INSPECTION TYPE	COMPLY?		COMMENTS or DETAILS OF NON-COMPLIANCE
	YES	NO	
The approved plan has been followed, and construction was completed in accordance with the certified design drawings			
OR			
Standard designs applied correctly and construction completed in accordance with certified standard designs			
OR			
Like-for-Like or replacement of existing construction presents no undue hazard: <ul style="list-style-type: none"> • Metal parts are grounded • Live parts are adequately barriered or insulated • Minimum clearances to buildings, signs and grounds are maintained • Structure has adequate strength (replaced with same or better) 			
AND			
Approved equipment was used			

Name: _____

Title: _____

Signature: _____

Date: _____

If a non-compliance is identified, the details should be identified and an action plan stated. Additionally, the completion date and verification date should be stated, followed by a Non-Compliance Correction Inspection. An example is provided below.

Details of Non-Compliance	Corrective Action Required
At Pole P1234, the telecom was installed 0.7m lower than shown on the design drawings.	At pole 1234, telecom to be raised to comply with the drawings. Drawing #100-101, Rev 1, Sheet 3 <i>Telecom raised on Sept 22, 2021</i>

<p>Non-Compliance Correction Inspection</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Drawing Number: _____</p>

All field records from the CVP process should be attached with the Record of Inspection, as well as any field records from the Corrective Actions taken.

Appendix 2: Further Reducing Complex Make-Ready Work

This Guideline stipulates that unless otherwise agreed to between a Successful Proponent and an LDC, designs and construction should be done to CSA standards (or other standards recognized by ESA under Regulation 22/04). Where an LDC requests that designs and construction be done to higher LDC specific requirements the LDC may be required to justify its specific requirements to the OEB on the grounds that the requirements for attachment are not reasonable.

Examples of these alternative approaches may include:

Underground Dips

“Underground Dip” refers to deviating from a contiguous aerial proposed route and “dipping” down a pole to transition to a “buried” path for a limited distance until an aerial attachment is again feasible. Typically, this “dipping/riser” exercise would take place prior to making a physical attachment to the actual pole that requires complex make-ready work. This approach requires the placement of an “Anchor & Down Guy” to support the single sided attachment strain being applied to the pole. This exercise will need to be repeated at the next pole where a “Riser/Dip” will be placed to transition back up the pole and continue the linear aerial proposed route.

Temporary Attachments

- Installation of a horizontal extension arm may allow for the required amount of attachment separation (depending on its length - typically 18”). This may, in some instances, temporarily create a safe working space until the required amount of space is available.
- Space crowding entails installing a typical permanent attachment as normal, but at less than the required separation. This resolution only works for ISP-related separation (not with power separation compliance) and can possibly impact the pole’s structure by having holes through the pole less than 12” apart. However, this structural concern may not be an issue if the pole is being replaced to resolve a complex make-ready issue. Another concern is if a splice enclosure proposed, if so, rubbing can occur and ultimately cause damage to the ISP.
- Pole boxing allows for the new attachment to be placed on the opposite side of the pole from which all other attachments were installed. This is only feasible in the event that the pole needs to be replaced and at the time of replacement the new pole is placed in a position where the “boxing event” can be remedied without cutting the cable. Typically this approach needs to be executed near a road with clear, unobstructed access.

Appendix 3: Broadband One Window

Broadband One Window (BOW) Platform

Broadband projects can be extremely complex undertakings in the absence of efficient coordination and collaboration between the many infrastructure parties involved including ISPs. These stakeholders are responsible for a myriad of coordination processes designed to ensure matters such as public safety, permitting, and approvals. In order to be effective, the coordination processes require cooperation from all parties under predictable conditions, with timely and pertinent information sharing.

The Broadband One Window (**BOW**) platform is a combination of:

- a Geographic Information System (**GIS**) platform
- a Utility Coordination Dashboard (**UCD**)
- a Utility Infrastructure Repository (**UIR**)
- a Corridor Management System (**CMS**)
- an Electronic Document Management System (**EDMS**)

The **BOW** was designed to support the design, procurement, construction and management of provincially funded projects through enhanced information sharing, process coordination and monitoring.

The **BOW** uses web-based software platforms applying the capabilities of Microsoft Power BI for reporting and analysis, Environmental Systems Research Institute (ESRI) ArcGIS for spatial and mapping information and Jira for case (ticket) management.

The **UCD** component provides a streamlined, integrated approach to project management, performance tracking and case management. It also provides scalable and flexible business intelligence, enablement and visualization capability for the broadband program.

The **UIR** component collects infrastructure data required to support the completion of provincially funded project, enables proactive decision making, provides a repository for the data and a framework for sharing, viewing and accessing the data. In addition, the UIR has the ability to expand to include all future broadband projects regardless of the build type.

The **CMS** is to help local governments and *utilities* manage public capital assets.

The **EDMS** supports broadband infrastructure by adding spatially enabled joint-use management software to manage telecommunications equipment attachments on LDC poles to assist agencies in improving their communications, streamlining workflows, and tracking historical work data.

The BOW platform allows the IO, in consultation with any project stakeholder, to review the impact(s) of any application or project activity. Early identification of issues at the planning stage for the project and the continuous updating would eliminate some of the issues and delays that are seen today.

In summary, the BOW would be a portal for all infrastructure owners to integrate, standardize and streamline project implementation, project management, performance tracking and real-time project status with the goal of expediting the installation of additional infrastructure to adequately provide broadband services to the Province of Ontario. Ultimately, the BOW would be able to:

- Receive applications to obtain *utility* infrastructure data

- Standardize the application and processing activities for permits and authorizations
- Present live key project KPIs
- Standardize project tracking processes

The BOW would increase certainty and predictability and ultimately provide the capability to support smaller municipalities and smaller LDCs to meet their project delivery for the provincially funded initiative. BOW access would be available to all stakeholders in provincially funded projects but limited to their specific assigned projects and activities. As such, ISPs would only see content and data relevant to their projects, municipalities would only see projects within their border and LDCs would only see projects within their licensed service area.

Interoperability is possible in two ways: (1) real-time integration with ArcGIS Online or (2) Nightly batch updates/extractions. In both cases each organization would cover its respective costs. Organizations with existing platforms may seek applicable arrangements through IO who would determine a feasible approach as appropriate.

Mapping & Geographic Information Systems (GIS)

Geospatial data, or data with a geographic component, combines locational, attribute and temporal information that is collected through geospatial mapping. The technique of geospatial mapping uses software to analyze data about geographical or terrestrial databases through the use of a GIS. These are programs, or a combination of programs, that work together to help users effectively display geospatial data through management, manipulation, customization, analysis and creation of visual displays.

Geospatial data are most useful when they can be discovered, shared and used, which is one capability of the BOW process while maintaining the security and confidentiality of sensitive information pertaining to critical infrastructure. Geospatial-enabled data provides visual insight into project and program status, various subsurface utility engineering (**SUE**) quality levels, major milestones of each unique project and identifies risks and conflicts at a program level. By implementing this functionality through the BOW platform, geospatial data enable users to convey information in location-based analytics using intuitive and interactive data visualization to make informed decisions, visualize trends, and monitor status in real time.

The acquisition, integration and consolidation of geospatial data sources from multiple parties and infrastructure sources in one central location on the BOW platform would provide easy access, transparency and enhancement of project information. This would result in a streamlined process for decision making, route selection and determination on the option to select underground or aboveground locations for broadband infrastructure placement, which would assist in expediting the installation of additional infrastructure to adequately provide broadband services across the Province of Ontario.

All parties submitting drawings of buried infrastructure should follow the requirements outlined in the American Society of Civil Engineers (ASCE) 38-02, ASCE 75 or CSA S250 for all submitted information to IO. The ASCE 38-02, ASCE 75 is generally two-dimensional data focused and CSA S250 is a more modern quality standard which reflects modern technical developments to specify accuracy in three-dimensional data collection.

Application Submission Requirements - CSA S250, ASCE 38-02 or ASCE 75

In 2002, the ASCE published the ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" document, outlining a credible system to classify quality of utility location information in design plans. The standard defines SUE requirements and sets out guidance for

the collection and depiction of subsurface utility information. ASCE 38-02 sets out guidelines for how to qualify the accuracy of mapping existing infrastructure and relay information to a drawing.

All submitted existing subsurface utility information on engineered drawings and designs should meet or exceed the system requirements outlined in ASCE 38-02 and ASCE 75, to ensure alignment in SUE information provided in the BOW Application and to result in better designs, enhance damage prevention efforts and develop strategies to reduce risk by improving the reliability of information.

The standard defines four quality levels outlining methods used to determine the location of underground assets: Quality Level A, Quality Level B, Quality Level C and Quality Level D. Refer to Figure 1 and Table 1.

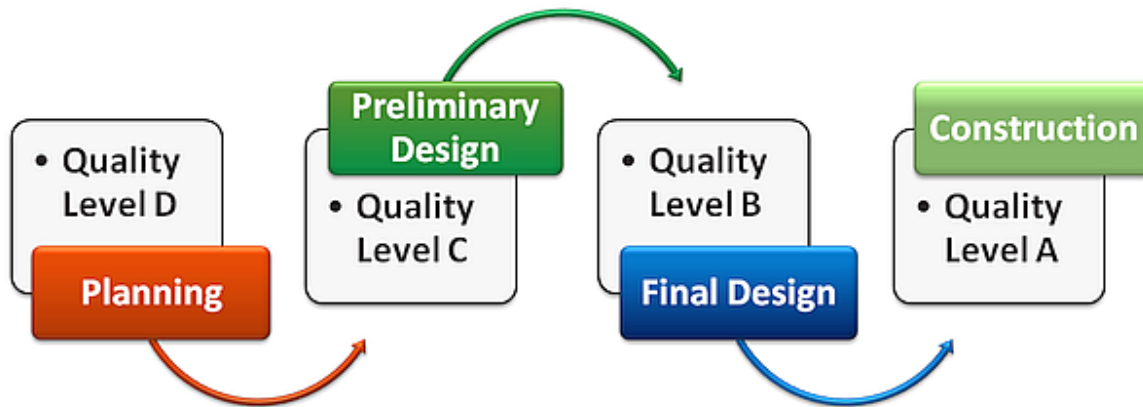


Figure 3: Four SUE Levels

Table 1: SUE Levels

Level D:	Utility records are requested, researched by the utility, marked-up and returned to the requester.
Level C:	Using surface surveying techniques, above ground features of subsurface utilities are identified and recorded.
Level B:	Using surface geophysical equipment and techniques, subsurface utilities are determined and are associated with the horizontal position on the ground surface.
Level A:	Where existing records of underground site conditions may be incorrect, incomplete or have multiple cables buried over several years, SUE Level A allows the physical discovery of buried cables. This is a large contributor to avoiding conflicts. Exposing and recording the size and configuration of a subsurface utility, and its precise vertical and horizontal location is crucial. Using subsurface geophysical equipment and techniques, subsurface utilities are determined and recorded in three dimensions and are associated with the horizontal position on the ground surface.

The basic deliverable for utility information is in Computer Aided Design (**CAD**) file format or a plan sheet that assigns quality levels A, B, C or D to each asset. Quality level A data typically requires a supplemental data form for additional information.

In 2011, the Canadian Standard Association (**CSA**) published "Mapping of Underground Utility Infrastructure", CSA S250. This standard defines SUE and sets guidance for the collection and depiction of subsurface utility information. CSA S250 sets out requirements for classifying and specifying the accuracy of mapping records for newly installed or exposed infrastructure.

The CSA S250 requires a finer degree of accuracy for detailing and defining the positional location of the infrastructure that correlates to better-defined reliability in accuracy of records. It is a more modern quality standard that reflects new, modern technical developments specify accuracy in 3D. The CSA S250 serves as an additional standard to complement, rather than replace, ASCE 75.

The standard defines six levels of accuracy for recording the location of underground infrastructure when infrastructure has been exposed either by potholing or excavation: Record accuracy level 0, Record accuracy level 1, Record accuracy level 2, Record accuracy level 3, Record accuracy level 4, and Record accuracy level 5.

All submitted mapping records should meet or exceed the guidelines defined in the CSA S250, to streamline data sharing and accurately record the presence and location of utility infrastructure. The standard encourages a managed systems approach to mapping and record keeping by establishing:

- Governance for utility infrastructure records management and mapping
- Procedures to improve mapping accuracy
- Uniform format for utility feature descriptions
- Processes for notification of GIS errors and practices when sharing data

Use of the BOW Platform in Provincially Funded Projects

Post commercial close, the IO's role would focus on using the BOW platform to report on project success through the following metrics:

- Administration and tracking of projects
This view enables users to have a clear overview of the projects that have been initiated across the Province. This can be viewed by area, lot, ISP or other data filters that users require.
- Monitoring of Contracts
This view enables users to have a clear overview of the project's contract status across the Province. The display can be selected to include items such as contract start date, terms of contract, amount of contract, ISP, length of main lines, the number of premises included in the contract or other data that users require.
- Issuance of Subsidy Payments
This view enables users to have a clear overview of the project's subsidies supplied to the ISPs, and can be viewed by ISP, area, lot, by value of subsidies or other data filters that users require.
- Visualization of Ongoing Projects
This view enables users to have a clear overview of the project's conflicts across the Province, by ISP, with several levels such as:
 - Contract status
 - Main line and segment build locations
 - Area map by ISP
 - Ongoing sue work status or other essential details
 - The completion percentage of construction by area, by ISP, by project or other combinations
 - An indication of the number of safety related incidents across all projects (near misses, days without incidents, number of incidents, days lost to injuries)
 - An overall indication of the risk status (on track, at risk) for timely completion

- Coordination between Stakeholders
This view enables users to have a clear overview of the project owners, infrastructure owners and the status of upcoming projects that require coordination.
- Dispute Management
This view enables users to have a clear visual overview of the number of existing unresolved disputes across the Province by various filters such as contract, segment, component and LDC.
- Accomplishment Reporting
This view enables users to visually determine the accomplishments at various stages of the project, including:
 - Number of existing projects across the Province by date started and date completed
 - Number of projects completed ahead of schedule
 - The performance of each LDC involved
 - Variances for cost and schedule
 - The actual expenditure of the project compared to its budget
 - Any other essential indicators

Provincially Funded Project Stakeholders

All ISPs undertaking provincially funded projects are strongly encouraged to use the BOW platform for end-to-end project submissions, coordination and completion to limit project delays and conflicts. The mechanisms established within this Guideline and the dispute mediation support from IO are available to participants who use BOW.

In addition, BOW would provide insight into the Lots for ISPs and would open that data up to municipalities and LDCs after the Successful Proponent is awarded. BOW would notify municipalities and LDCs of the awards and the targeted addresses and proposed construction approach to open the avenue for early consultations.

The BOW Platform would provide approved stakeholders with processes and tools that would spatially:

- Track *markup circulation requests*. All users would have the ability to centrally request pre-engineering markups for all associated utilities through a spatial interface. All stakeholders would have the ability to track the progress of all requests.
- Track municipal consent and road occupancy permits requests. ISPs and utilities would have the ability to track the progress of all requests.
- Track joint use applications to LDCs.

The BOW Platform would provide users with data in the following two ways:

- Spatially Linked: Metrics captured and aggregated and exported to a non-spatial format which can be displayed and interacted with.
- Spatially Driven: Metrics or KPI's which are directly driven based on location. These can be dynamically driven based on the spatial limits.

Furthermore, the BOW platform would be a portal to the One-Touch Make-Ready scheme and capture LDC, municipal and MTO Public Service Commitments (PSC) as well as stakeholder coordination and activities. The BOW Platform would provide users with several key benefits including:

- A single source of accuracy for information related to the project (managing security, privacy, and storage methods)
- A common platform for spatial data (managing the collection, conversion and cleansing of data sets)
- Enhanced transparency with respect to reporting
- Customizable analysis and reporting (using complex methods and analytical capability through tools to predict current and future performance of LDC relocations)
- Enhanced document management
- Tracking submission and approval management (managing and tracking submissions, actions and approvals incidents and linking it back to KPIs and continuous improvement)
- A single location to obtain project metrics, KPIs, project information, LDC collaboration and data
- Reducing resource constraints by applying technology
- Program management consolidation that brings the project into a streamlined process

Appendix 4: Ontario One Call - Streamlining locates for Provincially Funded Projects

Ontario Underground Infrastructure Notification System (One Call) Act, 2012

In 2012, Ontario passed the *Ontario Underground Infrastructure Notification System Act* (One Call Act) centralizing the utility locate system in Ontario under Ontario One Call. Utility location requests (“locate requests”) are requests made by an excavator working on behalf of the company constructing in the ROW. Locate requests are submitted by the excavator to Ontario One Call who, in turn, request owners or operators of underground infrastructure (e.g., municipal water and wastewater pipes, natural gas pipelines, telecom fibre and electricity wires) to identify in the field the location of their buried assets so that the excavator can avoid damaging them while working in that area. Under the One Call Act, utility owners are required to make all reasonable attempts to respond to a locate request with accurate markings in the field in five business days turnaround time, with certain exceptions.

To reduce project risk resulting from unforeseen costs and delays posed by the late delivery of locates, the SBIEA set a firm delivery timeline of ten business days for provincially funded projects. While the SBIEA did not set out a new process or any additional changes for requesting locates, this Guideline proposes changes to the utility locate system to mitigate current risks of late and inaccurate locates, an issue raised by stakeholders throughout the stakeholder consultation process. This Guideline also recommends that ISPs undertaking provincially funded projects use the Dedicated Locator Model described below.

Standard Locate Request Process

In response to locate requests, which may only be requested when a permit has been issued, infrastructure owners must also provide readily available information regarding the operator’s abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator’s normal course of business, without cost to the ISP. Prior to the excavation start time on the notice, an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the underground infrastructure. The ISP should determine the location of the underground facility without damage using the field locates provided, before excavating within one meter of the marked location of the underground facility.

Within 10 business days after receiving a notice for boundary survey from One Call (excluding Saturdays, Sundays and holidays, unless otherwise agreed to between the locator and operator), or the time specified in the notice (whichever is later), an owner or operator of underground infrastructure should locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the ISP.

For the purposes of this section, the approximate horizontal location of the underground facilities is a strip of land 1 meter on either side of the underground facilities. The markers used to designate the approximate horizontal location of underground facilities must be using paint or a flag(s) that follow the current colour code standard used by One Call. If the operator cannot complete marking of the excavation or boundary survey area within the established PT, the operator should promptly contact the excavator or land surveyor.

An owner of underground infrastructure who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the

Successful Proponent to provide appropriate confidentiality protection. The information obtained from affected owners or operators of underground infrastructure must include records identified in this Guideline and in document CI/ASCE 75, entitled “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” and must depict the utility quality level of that information.

Dedicated Locator Model

To enhance the efficiency of the locates process, Successful Proponents are encouraged to use a Dedicated Locator. Under a Dedicated Locator Model, a single locator is contracted (in this case by the Successful Proponent) to locate underground infrastructure on behalf of all infrastructure owners. Such a model provides the Successful Proponent with control over the timing of the locates. In addition, under a Dedicated Locator Model, the cost of the locate is borne by the Successful Proponent and not the individual infrastructure owners.

The Dedicated Locator Model has been successful on large-scale projects across Ontario and the industry at large and had strong support through the Guideline consultations.

Ontario One Call has outlined the following benefits of a Dedicated Locator Model⁸:

- Enhanced efficiency
- Reduced downtime as the locates are completed under the direction of the ISP
- Promotion of damage prevention and safer excavation practices
- Increased control: allows ISPs to get locates when, where and as often as their project requires
- Better flexibility when unanticipated conflicts require project changes
- Potential to reduce reliance and burden on regular pool of public locate service providers who are also expected to complete standard locates requests for homeowners and less complex tickets

Setting up a Dedicated Locator

As is currently the case, the cost of the Dedicated Locator will be borne by the ISP; accordingly, in the case of a bid in the reverse auction, IO expects that ISPs adopting a dedicated locator model would include the anticipated costs within their auction bid. Dedicated Locators must be certified by all infrastructure owners (gas, hydro, ISPs, municipalities) with infrastructure in a provincially funded project area. To reduce undue certification processes, Successful Proponents are encouraged to select from the pre-existing certified pool of dedicated locators in regions with existing available resources. In regions that currently do not deploy dedicated locators, ISPs will need work with the underground infrastructure owners to certify a Dedicated Locator. Through the stakeholder consultation process, IO learned that this is not an onerous undertaking. Once the Dedicated Locator is established, the Successful Proponent will set up a profile for the newly certified Dedicated Locator with Ontario One Call noting that the Dedicated Locator will conduct locate requests on their behalf for all their provincially funded projects.

Additional Considerations

The use of the Dedicated Locator model will ensure a number of benefits and promote overall project efficiency. However, the following additional considerations should be taken to ensure that locates for provincially funded projects are not delayed:

⁸ Ontario One Call, Dedicated Locator. <https://www.ontarioonecall.ca/wp-content/uploads/DedicatedLocator.pdf>

- Successful Proponents should ensure that the timing and input of locate requests are for the areas necessary for the project phase as opposed to blanket requests covering the span of the entire project area. This will reduce the backlog in the locates system and ensure that locates do not expire prior to the start of construction in the identified area. Locates for the provincially funded projects have a maximum locate 'block' of no more than 10 premises or 150m, whichever is the greater.
- Dedicated Locators must be registered with Ontario One Call with an indicator on file noting that they will be serving provincially funded projects.
- IO is working with Ontario One Call to ensure that all locate requests for the provincially funded projects be uniquely identified as provincially funded project locates to be prioritized by infrastructure owners and One Call (dispatching the requests) where a Dedicated Locator is not deployed.

Locates Liability and Penalty Scheme

While it is expected that most Successful Proponents will avail themselves of Dedicated Locators, the Guideline provides safeguards for those choosing to proceed with individual infrastructure owner locators. Pay for delay and pay for redesign provisions prescribed in regulation under the BBFA, provide Successful Proponents with recourse before the OLT for delayed and/or inaccurate locates that result in delays to a provincially funded project.

The Ontario Land Tribunal, is an independent, quasi-judicial administrative tribunal with jurisdiction that including hearings and deciding appeals in relation to a broad range of planning and development issues, municipal governance and other matters. Under the SBIEA, the OLT may adjudicate matters related to the BBFA. The Act sets out who is eligible to make an appeal to the OLT and the procedures that must be followed to do so. Information regarding the OLT appeals process is available on the Ontario Land Tribunal's website and may be accessed here: [Forms - Tribunals Ontario - Environment & Land Division \(gov.on.ca\)](https://www.ontario.ca/gov/forms-tribunals-ontario-environment-land-division).

Pay-for-Delay

Successful Proponents can make a claim for damages should locates be unreasonably delayed beyond the ten-day legislated PT. Any such delay also puts a burden on other infrastructure owners that provided their locates within the 10-business day PT as the current locates provided expire. In this event, the infrastructure owners who responded in a timely fashion must now redeploy their locates team to the field at additional costs to complete the second locate. As such, an ISP may bring a claim against an infrastructure owner who caused a delay which resulted in a significant impact on their provincially funded project's timelines or cost.

The claims for the pay-for-delay penalty scheme will be adjudicated through the OLT, and must not be arbitrated by One Call.

Pay-for-Redesign

Successful Proponents can make a claim for damages should infrastructure owners provide inaccurate locates that result in the need for redesign. It is recognized that there will be instances of error in records and separation of what's built and what is maintained in the asset management registry of infrastructure owners. The objective of this penalty scheme is to target asset owners who repeatedly fail to update their records and mis-locate their asset despite prior notification and/or repeat incidences.

The claims for the pay-for-redesign penalty scheme may be sought at the OLT. However, they must not be arbitrated by One Call.

Glossary

3G: The term for the 3rd generation wireless telecommunications standards usually with network speeds of less than 1 Mbps

4G: The term for 4th generation wireless telecommunications standards usually with network speeds greater than 1 Mbps

5G: The term for emerging 5th generation wireless telecommunications standards usually associated with network speeds of up to 1 Gbps or more

Aerial Route: Deployment of broadband infrastructure by means of attachment to above ground support structures such as LDC-owned poles

Anchor: A device that supports and holds in place conductors when they are terminated at a pole or structure

As-built drawings: As-built drawings are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed

Attacher: An entity that will attach or have attached its cable / fibre to a pole owned / controlled by an LDC. Attachers are ISPs who will have third-party attachments.

Attachment: A single connection of the attacher's equipment to the support structure that has a direct or indirect influence on the performance, appearance, and safety of the support structure or the structure owner's ability to access and maintain it. The attacher may have multiple attachments to a support structure (such as an LDC-owned pole).

Bandwidth: The capability of telecommunications and internet networks to transmit data and signals

Bilateral Aerial Structure: Pole line on both sides of a roadway

Broadband: The term broadband commonly refers to high-speed internet access that is always on and faster than traditional dial-up access. Broadband includes several high-speed transmission technologies, such as fiber, wireless, satellite, digital subscriber line and cable. The CRTC defines universal service objective as having access to actual download speeds of at least 50 Mbps and actual upload speeds of at least 10 Mbps

BBFA: *Building Broadband Faster Act, 2021*; the BBFA creates a suite of new legislative measures that will streamline project set-up and delivery as it pertains to planning and installing essential broadband infrastructure and services

Business Day (or Days): Means a day from Monday to Friday, other than a holiday as defined in section 87 of the *Legislation Act, 2006*

Designated Broadband Project: As prescribed under regulation under the *Building Broadband Faster Act, 2021*, every broadband project where funding, in full or in part, has been provided through the Ministry of Infrastructure for the purposes of deploying broadband and high-speed internet infrastructure in Ontario is a designated broadband project for the purposes of the Act.

Designated Broadband Project Stakeholders: Proponents, distributors, transmitters, municipalities, members of Ontario One Call, any other person with infrastructure within a right-of-way for a Designated Broadband Project and any other person whose cooperation is required to carry out a Designated Broadband Project.

Design Load: The actual, expected load or loads that a device or structure will support in service

Electronic Scoring Reverse Auction (ESRA): The ESRA is an auction structure that allows the Province to assign scores to ISPs based on price and other well-defined non-price attributes in their proposals. This structure offers the Province the flexibility to highlight specific policy objectives based on the weights used for various attributes.

Encroachment Permit: Required by MTO to perform work within a highway corridor

Fiber (also referred to as Fiber Strand): A flexible hair-thin glass or plastic strand that is capable of transmitting large amounts of data at high transfer rates as pulses or waves of light

Fixed Wireless Broadband Access: The use of wireless devices/systems in connecting two fixed locations, such as offices or homes. The connections occur through the air, rather than through fiber, resulting in a less expensive alternative to a fiber connection.

Fixed Wireline Attachment: A "Fixed Wireline Attachment", for the AHSIP program, is a high-speed physical attachment of facilities (fibre optic cable(s) and fibre-optic splice closures) capable of delivering internet access services at prescribed minimum speeds. These facilities are attached to a pole owned by others and must be installed and maintained in compliance with regulations, standards and owner's safety practices such that all parties have access to their facilities and no worker or public safety issues exist.

Ground: An electrical term meaning to connect to the earth

Ground Fault: An undesired current path between ground and an electrical potential

Guys/Anchors: Support structures to balance loading on bisect and dead-end poles

Improving Connectivity for Ontario program (ICON): The ICON program is part of Up to Speed: Ontario's Broadband and Cellular Action Plan, which outlines the strategy to expand access to broadband and cellular connectivity in identified areas of need

Internet Service Provider (ISP): An entity that provides internet connections and services to individuals and organizations. Typically, ISPs also provide additional services such as email accounts and webhosting. Note the terms ISPs, TSP and WISP refers to the same service providers and can be used interchangeably.

Local Distribution Company (LDC): A local electricity distribution company is a power distribution company that is responsible for distributing power from transmission lines to people's homes and businesses in an exclusive distribution area and is licensed by the OEB. Also referred to as distributors or transmitters.

Lots: For the purposes of ESRA, the Province is segmented into 49 areas, referred as 'auction lots' (or lots). This segmentation is done based on census divisions.

LTE (Long Term Evolution): A 4G wireless broadband technology that provides speeds up to 100 Mbps download and 30 Mbps upload

Make Ready Costs: Costs associated with preparing a LDC pole to receive a new fiber attachment

Mark-up Circulation: Circulation of preliminary drawings to all parties (e.g., municipalities, LDCs, Utilities and other ISPs) that may have infrastructure in the ROW so that they may review and mark any conflicts between the proposed running line and their buried assets.

Materially Insignificant: Any new attachment deemed to immaterially impact structure as outlined in ESA's materially insignificant work - distributor bulletin (: <https://esasafe.com/assets/files/esasafe/pdf/Utilities/Bulletins/DB-07-15-v2.pdf>)

Minister: Refers to the Minister of Infrastructure or such other members of the Executive Council to whom responsibility for the administration of the BBFA is assigned or transferred under the *Executive Council Act*

Municipal Access Agreement: A Municipal Access Agreement (MAA) is a legal agreement that provides companies the ability to construct, maintain, relocate and operate their equipment within right-of-ways that are under the jurisdiction of a municipality. It states the roles, responsibilities and requirements for both the signatory and the municipality and deals primarily with issues such as municipal consent, hazardous substances and materials, road occupancy permits, rights-of-way, costs to be carried by municipalities, third party and sub-contractor agreements, service level agreements, maintenance and repair responsibilities as well as equipment use and invoicing.

Municipal Consent (MC): is provided by a municipality for a utility company to occupy a specific location within the Municipal rights-of-way. Utility locations and separations have been established for various road cross-sections to avoid conflicts in the planning of projects by various utilities occupying the rights-of-way and to minimize the impact of proposed work on any adjacent infrastructure. MCs are only issued to utility companies, commissions, agencies and private Applicants who have the authority to construct, operate and maintain their infrastructure within the right-of-way as established through legislation or terms of a Municipal Access Agreement (MAA) where they apply and are approved. An MC gives a company permission to install or move facilities and is required when a road needs to be excavated.

Network Infrastructure: The hardware and software components of a network that provide network connectivity and allow the network to function

One Touch: One-touch make-ready policies try to avoid delay and redundancy by having all make-ready work (such as rearranging several existing attachments) performed at the same time by a single crew.

Ontario Energy Board (OEB): The OEB is Ontario's independent regulator of the electricity and natural gas sectors. Its activities include making rules to protect consumers, setting rates, and licensing all participants in the electricity sector including the Independent Electricity System Operator (IESO), generators, transmitters, distributors, wholesalers and electricity retailers, as well as natural gas marketers who sell to low volume customers.

Overlashing: Overlashing is the practice of attaching an additional fibre optic cable over an existing aerially deployed fibre optic cable attached to a LDC pole

Performance Timelines: standard timelines allotted to Designated Broadband Project Stakeholders, particularly LDCs, municipalities and members of Ontario One Call that must be adhered to in the provision of access to

Positive Deviation: The process of removing an existing cable and replacing with cable of lesser

weight or smaller diameter, thereby positively impacting the load characteristics

Professional Engineer: a person who holds a licence or temporary licence under the Professional Engineers Act (Ontario Regulation 22/04)

Rights-of-Way (ROW): ROW are legal rights to pass through property owned by another. ROW are frequently used to secure access to land for digging trenches, deploying fiber, constructing towers and deploying equipment on existing towers and LDC poles.

Road Occupancy Permit (ROP): A Road Occupancy Permit is required by some municipalities when working within the municipal right-of-way. Activities that require a road occupancy permit include temporary lane closures or construction related road closures, mobile crane work, temporary scaffolding or hoarding, crossing the boulevard for temporary construction site access, disposal bins located in the roadway or public laneway, storage of materials and equipment located in the roadway or public laneway, workers on the road or the blockage of sidewalks. Some municipalities may not require this permit and need only to be notified.

Service Area: The entire area within which a service provider either offers or intends to offer broadband service

Southwestern Integrated Fibre Technology (SWIFT) Project: A non-profit municipally led broadband expansion project created to improve internet connectivity in underserved communities and rural areas across Southwestern Ontario.

Strand: Braided steel wire that supports Bell cable (copper or fibre) 10M (larger) or 6M (smaller)

Subsurface Utility Engineering (SUE): Subsurface Utility Engineering (SUE) is an engineering discipline that involves the investigation of buried utilities and identifies the conflicts they may pose to a project design in order to mitigate associated risks.

Successful Proponent: An ISP that entered into the Project Agreement with the Government of Ontario to carry out a provincially funded project in a Service Area.

Telecommunications Service Providers (Telecom): A entity that has traditionally provided telecommunication services. However, for the purposes of this Guideline, Telecom is used synonymously and interchangeably with ISP.

Utility: a utility (or “public utility as defined in the *Public Utilities Corporation Act, 1990*) means any water works, gas works, electric heat, light or power works, telegraph and telephone lines, railways however operated, street railways and works for the transmission of gas, oil, water or electrical power or energy, or any similar works supplying the general public with necessities or conveniences.



November 29, 2021

COMMUNICATED VIA EMAIL

Hon. David Piccini, Minister; Andrew Evans, Director of Policy
Ontario Ministry of the Environment, Conservation and Parks
minister.mecp@ontario.ca; Andrew.Evans4@ontario.ca

Hon. Jonathan Wilkinson, Minister
Environment and Climate Change Canada
jonathan.wilkinson@parl.gc.ca

Hon. Lisa Thompson, Minister; Jack Sullivan, Issues Manager & Press Secretary
Ontario Ministry of Agriculture, Food and Rural Affairs
minister.omafra@ontario.ca; jack.sullivan@ontario.ca

Hon. Marie-Claude Bibeau, Minister
Minister of Agriculture and Agri-Food
Marie-Claude.Bibeau@parl.gc.ca

**RE: LACK OF RECYCLING OPTIONS
AGRICULTURAL BALE WRAP AND TWINE AND BOAT SHRINK WRAP**

To Whom this May Concern:

Residents of the Town of Georgina are concerned about the lack of options for recycling boat shrink-wrap and agricultural bale wrap and twine. We note that the [Inventory of recycling programs](#) in Canada, listed on the Government of Canada website specifies that the only location in Canada to recycle bale and silage wrap is in Manitoba as part of a pilot program by CleanFARMS. The Region of York has advised that there are additional pilot programs in Bruce County, Clinton, and Ottawa Valley however, none of these locations are accessible to the residents of Georgina, nor to many other rural communities in Ontario. Moreover, CleanFarms has advised that expansion beyond Bruce County is highly unlikely due to financial limitations.

Every year, tons of plastic waste are burned on farms around Ontario and across Canada, and more is buried or dumped in municipal landfills. [CBC reports that a 2012 survey](#) found that only 17 percent of farmers send their plastic for recycling. Accordingly, 83 percent of farmers have been forced to adopt

other means of disposal, largely, or entirely due to a lack of options for agricultural plastics within the province. As you are aware, burning plastics releases potent environmental toxins into the air and buried plastics are not biodegradable.

Just recently, Prince Edward Island announced [regulatory amendments](#) that will transition pilots for items like silage wrap and twine into permanent, industry-funded programs starting December, 2022. More recently still, Quebec took similar [regulatory action](#). Are similar initiatives currently under consideration for Ontario?

We seek to work with you, however possible, and with neighboring municipalities, in order to promote the well-being of our environment and to make recycling programs more accessible to farmers and boaters across the country. We look forward to hearing from you regarding concrete steps that can be implemented between government, agricultural and marine groups, and municipalities for the furtherance of these causes.

Kind Regards,

FOR THE TOWN OF GEORGINA

Council of the Town of Georgina
Georgina Agricultural Advisory Committee
Georgina Environmental Advisory Committee
Georgina Waterways Advisory Committee

Cc: Scot Davidson, MP, York-Simcoe, Scot.Davidson@parl.gc.ca
Caroline Mulroney, MPP, York-Simcoe, caroline.mulroneyc@pc.ola.org
Laura McDowell, Regional Municipality of York, Director, Environmental Promotion and Protection Branch, Laura.McDowell@york.ca
Cleanfarms Inc., info@cleanfarms.ca
Dr. Shrink, drshrink@dr-shrink.com
Switch Energy Corp., dnott@switchenergycorp.com
Neighbouring Municipalities

November 9, 2021

Via email: mbarnier@adelaidemetcalfe.on.ca

Township of Adelaide Metcalfe
Attention: Mike Barnier, Manager of Legislative Services/Clerk
2340 Egremont Drive
Strathroy, ON N7G 3H6

Dear Mr. Barnier:

**RE: Correspondence – Resolution requesting Support for Federal and Provincial
Funding of Rural Infrastructure Projects**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on November 9, 2021, and the following resolution was passed:

“Resolution #7(b)/11/09/21

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby receives the correspondence from Mike Barnier, Manager of Legislative Services/Clerk for the Township of Adelaide Metcalfe and supports their request for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements, dated September 13, 2021.

AND FURTHER THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.

Carried.”

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.

CS/cw

Copy to: Hon. Doug Ford, Premier of Ontario
Hon. Peter Bethlenfalvy, Provincial Minister of Finance
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
Association of Municipalities of Ontario
All Ontario Municipalities



TOWNSHIP OF ADELAIDE METCALFE

2340 Egremont Drive, Strathroy, ON N7G 3H6

T: 519-247-3687 F: 519-247-3411

www.adelaidemetcalfe.on.ca

October 8, 2021

Township of Scugog
181 Perry Street
PO Box 780
Port Perry, ON
L9L 1A7

ATTENTION: BECKY JAMIESON, DIRECTOR OF CORPORATE SERVICES/MUNICIPAL CLERK

**RE: SUPPORT OF RESOLUTION – FEDERAL AND PROVINCIAL FUNDING OF RURAL
INFRASTRUCTURE PROJECTS**

Please be advised that the Council of the Township of Adelaide Metcalfe, at the regular meeting of October 4, 2021, supported and passed The Township of Scugog resolution as follows.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

CARRIED.

Kind regards,

Mike Barnier
Manager of Legislative Services/Clerk

From: Nicole Martin [mailto:nmartin@amaranth.ca]
Sent: November 23, 2021 3:03 PM
Subject: RE: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Council of the Township of Amaranth at the regular meeting of Council held on November 17, 2021 wished to show support to Municipality of Mattice – Val Cote and passed the following motion:

Resolution #9

Moved by: H. Foster – Seconded by: C. Gerrits

BE IT RESOLVED THAT:

Council for the Township of Amaranth support the resolution of the Municipality of Mattice-Val Cote and urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives.

CARRIED

Thank you, Nicole

Nicole Martin, Dipl. M.A. (she/her)

CAO/Clerk – Acting Treasurer | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

Our Offices are now open to the public by “appointment only” basis for all services including payment of accounts. To book your appointment, please call 519-941-1007. Masks are required when attending the municipal office.

For accurate information on COVID-19 please visit: www.ontario.ca/COVID-19



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From: Guylaine Coulombe <gcoulombe@matticevalcote.ca>

Sent: Wednesday, November 10, 2021 12:58 PM

Subject: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Good afternoon everyone,

Enclosed herewith you will find our Council's resolution asking the provincial government to reconsider its decision to postpone, once again, the property assessment updates.

Sincerely,

Guylaine Coulombe

CAO/Clerk

Municipality of Mattice – Val Côté

P.O. Bag : 129

Mattice, Ontario

POL 1T0



November 23, 2021

BY MAIL AND BY EMAIL

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

Dear Premier Ford,

RE: Request for new Environmental Compliance Approval

Champlain Township Council would like to bring your attention to a matter that is of great concern to Council and to our residents.

Colacem Canada Inc. owns and operates a quarry on County Road 17, in the Township of Champlain in the County of Prescott, near the Village of L'Original and will be building a cement powder manufacturing plant on the adjacent property.

The proposed Colacem cement powder manufacturing plant has a footprint of 39 hectares, and will comprise 52 buildings, some of several stories high, and a 410 foot smokestack.

The quarry activities will increase to mine limestone to supply a proposed output of 1,160,000 metric tonnes of cement powder per year. ^[1]

This project has been facing years of opposition from our residents who have worked to prevent the proposed cement plant from establishing itself near the Village of L'Original, near the shores of the Ottawa River.

In July of 2020, you made the following statement at a news conference in Milton. **"I am not in favour of [the Campbellville quarry]. I believe in governing for the people. And when the people don't want something you don't do it. It's very simple. I know the Mayor doesn't want it, no one wants it. I don't want it. We are going to make sure it doesn't happen one way or another."** ^[2]

Mr. Capstick, Colacem's Air Quality witness, told the Tribunal that he could have obtained more accurate information from Colacem about the projected air emissions of the quarry but instead relied on NPRI data provided by Colacem. He reasoned that the quarry was already subject to separate approvals and licenses that were already in place irrespective of whether the Plant is constructed. ^[3]

Mr. Capstick also testified that the reports were originally prepared with several objectives and with the primary objective of obtaining an ECA. Mr. Capstick conceded, however, that the Tribunal would be in a better position to assess adverse effects if additional data from the quarry had been considered. ^[3]

The United Counties of Prescott and Russell and The Nation Municipality resolved to support Champlain Township's request to the Honourable David Piccini, Minister of Environment, Conservation and Parks, for a new Environmental Compliance Approval for Colacem Canada Inc. to be based on the combined impact of the cement plant and quarry operations.

The community is still concerned regarding the negative impacts that the increase activities of the quarry combined with the proposed cement plant will have on their quality of life and health given the constant noise, the dust, the heavy vehicular traffic and the unavoidable pollutants emanating from the 410 foot smokestack.

Champlain Township Council are hereby requesting your support to revoke the Environmental Compliance Approval pending the submission of a new and accurate Air Quality Cumulative Effects Study by independent experts and that this information be considered in an eventual revision of the Environmental Compliance Approval re-submission.

The public looks to their government to do the right thing and this is why, before it is too late, we ask for your help and support. Council would like the current Environmental Compliance Approval to be revoked and that new and objective studies be submitted to obtain an Environmental Compliance Approval that will be based on science and accurate facts.

A copy of the Resolution adopted at the November 11, 2021 Council meeting is attached.

We thank you in advance for your attention and consideration of our request.

Sincerely,



Alison Collard, Clerk
on behalf of Champlain Township Council

^[1] Golder Associates Emission Summary and Dispersion Report, AUG 2017

^[2] https://www.insidehalton.com/news-story/10441049-milton-protesters-and-ontario-premier-doug-ford-government-wrangle-over-campbellville-quarry/?fbclid=IwAR124LAQXcjdDKavDNvDiaKM8Nd2KJFXdZOQiiXfSNB_qq8irY3NF4F8uJ8

^[3] LPAT decision of April 2021

cc: The Honourable David Piccini, Minister of Environment, Conservation and Parks
Amanda Simard, M.P.P., Glengarry-Prescott & Russell
United Counties of Prescott & Russell
Municipalities of the United Counties of Prescott & Russell

Attach.

/da



TOWNSHIP OF CHAMPLAIN

RESOLUTION REGULAR MEETING

Agenda Number: 10.2
Resolution Number 2021-528
Title: Request for Letter to Premier Ford - New ECA for proposed cement plant
Date: November 11, 2021

Moved By: Violaine Tittley
Seconded By: André Roy

WHEREAS Colacem Canada Inc. owns and operates a quarry on County Rd 17, in the Township of Champlain in the County of Prescott, near the village of l'Original;

AND WHEREAS the proposed Colacem cement powder manufacturing plant has a footprint of 39 hectares, and will comprise 52 buildings, some of several stories high, and a 410 foot smokestack;

AND WHEREAS the quarry activities will increase to mine limestone to supply a proposed output of 1,160,000 metric tonnes of cement powder per year; [1]

AND WHEREAS this project has been facing years of opposition from our residents who have worked to prevent the proposed cement plant from establishing itself near the village of l'Original, near the shores of the Ottawa River;

AND WHEREAS Premier Doug Ford in July of 2020 said: "I am not in favour of [the Campbellville quarry]. I believe in governing for the people. And when the people don't want something you don't do it. It's very simple. I know the Mayor doesn't want it, no one wants it. I don't want it. We are going to make sure it doesn't happen one way or another." [2]

AND WHEREAS Mr. Capstick, Colacem's Air Quality witness, told the Tribunal that he could have obtained more accurate information from Colacem about the projected air emissions of the quarry but instead relied on NPRI data provided by Colacem. He reasoned that the quarry was already subject to separate approvals and licenses that were already in place irrespective of whether the Plant is constructed; [3]

AND WHEREAS Mr. Capstick also testified that the reports were originally prepared with several objectives and with the primary objective of obtaining an ECA. Mr. Capstick conceded, however, that the Tribunal would be in a better position to assess adverse effects if additional data from the quarry had been considered; [3]

AND WHEREAS the United Counties of Prescott and Russell and The Nation Municipality resolved to support Champlain Township's request to the Honourable David Piccini, Minister of Environment, Conservation and Parks, for a new Environmental Compliance Approval for Colacem Canada Inc. to be based on the combined impact of the cement plant and quarry operations;

AND WHEREAS the community is still concerned regarding the negative impacts the increase activities of the quarry combined with the proposed cement plant will have on their quality of life and health given the constant noise, the dust, the heavy vehicular traffic and the unavoidable pollutants emanating from the 410 foot smokestack;

THEREFORE BE IT RESOLVED THAT Council request that the Township of Champlain to write a letter to the Honourable Doug Ford requesting his support to revoke the ECA pending the submission of a new and accurate Air Quality Cumulative Effects Study by independent experts and that this information be considered in an eventual revision of the ECA re-submission.

[1] Golder Associates Emission Summary and Dispersion Report, AUG 2017

[2] <https://www.insidehalton.com/news-story/10441049-milton-protesters-and-ontario-premier-doug-ford->

government-wrangle-over-campbellville-quarry/?fbclid=IwAR124LAQXcjdDKavDNvDiaKM8Nd2KJFXdZOQiiXfSNB_qq8irY3NF4F8uJ8
[3] LPAT decision of April 2021

CARRIED

Certified True Copy of Resolution

Alison Collard Nov. 18, 2021

Alison Collard, Clerk

Date: