



## Administration and Operations Committee Agenda

**Date:** Tuesday, July 15, 2025  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

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| 1. Attendance   |         |
| 2. Approval of Agenda   |         |
| <u>Recommendation</u>   |         |
| THAT the Administration and Operations Committee agenda for July 15, 2025, be approved.                                     |         |
| 3. Declaration of Pecuniary Interests   |         |
| 4. Delegations / Petitions / Presentations  |         |
| 5. Adoption of Minutes from Previous Meetings   |         |
| 5.1 <u>Administration and Operations Committee Minutes of June 17, 2025</u>   | 5 - 20  |
| 6. Business Arising from the Minutes  |         |
| 7. Consent Items  |         |
| 7.1 <u>Consent Items to be Approved</u>   |         |
| 7.1.1 <u>RPT-0134-25 - Upgrade Cemetery Management Software - D. Hussey</u>   | 21 - 24 |
| <u>Recommendation</u>   |         |
| THAT RPT-0134-25 Upgrade Cemetery Management Software be received as information;   |         |
| AND that \$75,000 for the purchase of a replacement Cemetery Management Software, be approved and funded from the Community |         |

- 7.1.2 RPT-0130-25 - Salt Spring Church Road Stabilization Plan - C. Brown 25 - 40  
Recommendation  
THAT Council direct Staff to proceed with the detailed design of the recommended alternative, which includes constructing new property accesses, completing road improvements and area rehabilitation works, to support the permanent closure of a portion of Salt Springs Church Road due to ongoing slope stability and erosion hazards.
- 7.1.3 RPT-0270-25 - CIP Application STG-25-03 - 9 Main Street North - B. Webb 41 - 50  
Recommendation  
THAT Community Improvement Plan (CIP) Application STG-25-03 from the owner of 9 Main Street N., St. George, for private parking lot improvements and façade improvements, be approved to a maximum of \$6,600.  
  
AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-03.
- 7.1.4 RPT-0289-25 - St. George Apple Fest - O. Denisova 51 - 54  
Recommendation  
THAT the annual St. George Apple Fest, be considered an approved event by County of Brant Council;  
  
AND that, the annual St. George Apple Fest be exempt from the County of Brant Noise By-law #108-22 pursuant to section 6, as, once authorized by Council will be deemed to fall under Schedule D, subsection 3;  
  
AND that, the annual St. George Apple Fest be exempted from the licensing requirements and fees for peddlers and mobile refreshment sales under the County of Brant Business Licensing By-law #50-06, pursuant to section 2(1)(x) as part of an event approved by Council where a Special Event Application has been filed by the event organizer in accordance with the Special Event Request Procedure.
- 7.1.5 RPT-0246-25 - Award of OPS-RFT-25-15 Bishopsgate Municipal Drain - S. Tweedle 55 - 62  
Recommendation  
THAT OPS-RFT-25-15 Bishopsgate Drain be awarded to BKT Excavating Ltd. for the bid price of \$370,392.00 (excluding HST).
- 7.1.6 RPT-0274-25 - Preliminary Key Directions for the Cainsville Employment Land Use Strategy - M. Schaeffle and M. Diplock 63 - 72  
Recommendation  
THAT Report RPT-0274-25— Preliminary Key Directions for the Cainsville

Employment Land Use Strategy be received as information;

AND that Council endorses the Preliminary Key Directions of this report, which will be used to finalize the background research and inform the creation of three draft land use and design concepts for further consultation.

- 7.1.7      RPT-0266-25 - Insurance Program Renewal - K. DaCosta      73 - 76

Recommendation

THAT the County of Brant renew the Municipal Insurance Program with Intact Public Entities Inc. (IPE) for a one-year term commencing August 30, 2025, at the annual premium amount of \$2,093,344.00 plus applicable taxes; and

THAT the Chief Administrative Officer or her designate be directed to execute all applicable renewal documents on behalf of The Corporation of the County of Brant to effect the renewal.

- 7.1.8      RPT-0211-25 - Asset Levels of Service (as Required per Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure) - M. Eby and O. Coric      77 - 128

Recommendation

THAT Council approves the Asset Levels of Service as included in the individual addendums to the Strategic Asset Management Policy (SAMP):

SAMP Addendum – Roads

SAMP Addendum – Structures (Bridges and Culverts)

SAMP Addendum – Water Operations

SAMP Addendum – Wastewater Infrastructure

SAMP Addendum – Stormwater Management Systems

SAMP Addendum – Business and Technology Solutions

SAMP Addendum – Fleet Management

SAMP Addendum – Fire Services

SAMP Addendum – Facilities (Vertical Structures)

SAMP Addendum – Community Services

SAMP Addendum – Brant-Brantford Paramedic Services

- 7.2      Consent Items to be Received

- 7.2.1      Fire Prevention Activity Report - June 2025 - M. Owen      129 - 130

**8.      Staff Reports**

- 8.1      RPT-0188-25 - Highland Estates Solar Streetlight Update - G. Demers      131 - 138

Recommendation

WHEREAS the County of Brant (the County) has received concerns regarding the recent solar streetlight initiative installed August 2023 in the Royal Highland Estates Subdivision.

AND Whereas staff were directed by Committee to investigate possible options to address concerns brought forward at the March 18, 2025, Administration and Operations Committee meeting.

THAT staff move forward with option three (3) as outlined in this report.

- 8.2 RPT-0229-25 - CPS-RFP-25-05 Award - St George Pumper Apparatus (Unit #371) - D. Watson 139 - 142

Recommendation

WHEREAS the 2025 capital budget includes \$925,000 for a replacement pumper apparatus for the St George Fire Station (Unit 371);

AND whereas through CPS-RFP-25-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #371), Dependable Emergency Vehicles provided a price of \$952,611 (HST excluded) for a stock 2025 pumper and scored second in allocated points for a compliant bid in which four suppliers submitted five proposals;

BE it hereby resolved that CPS-RFP-25-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #371) be awarded to Dependable Emergency Vehicles for the price of \$952,611 (HST excluded);

AND that the additional amount of \$44,377 required for this purchase be funded from Fire Capital Reserve.

**9. Committee Reports & Minutes**

- 9.1 Brant Heritage Committee Report and Minutes of July 3, 2025 143 - 148

**10. Communications**

**11. Other Business**

**12. In Camera**

- 12.1 RPT-0242-25 - License Agreement for Storm Sewer Easement - S.239(2)(k) A position, plan, procedure, criteria or instruction to be applied to negotiations; (c) Proposed or pending acquisition or disposition of land - M. Eby
- 12.2 RPT-0280-25 - Property Inquiry - 809 Rest Acres Road - S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board - H. Boyd
- 12.3 RPT-0276-25 - Update on Natural Gas Expansion in Harley - S.239(2)(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality - A. Crozier and H. Gilmore

**13. Next Meeting and Adjournment**





## Administration and Operations Committee Minutes

**Date:** June 17, 2025  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

**Present:** Mayor Bailey, Councillors Kyle, MacAlpine, Howes, Oakley, Bell, Peirce, Chambers (arrived at 9:03 a.m.), Miller, Coleman, and Garneau (arrived at 9:04 a.m.)

**Staff:** Newton, Boyd, Connor, Dyjach, Crozier, Mete, Stevenson, Walton, Bazzard, Eby, Maxwell, Mifflin, and Allison

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Councillor Peirce in the Chair.

### 1. Attendance

Attendance was taken.

### 2. Approval of Agenda

Moved by Mayor Bailey  
Seconded by Councillor Coleman

THAT the Administration and Operations Committee agenda for June 17, 2025, be approved, as amended.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Miller, and Councillor Coleman

Absent (2): Councillor Chambers, and Councillor Garneau

**Carried (9 to 0)**

### 3. Declaration of Pecuniary Interests

None.

**4. Delegations / Petitions / Presentations**

None.

**5. Adoption of Minutes from Previous Meetings**

**5.1 Administration and Operations Committee Minutes of May 20, 2025**

Moved by Councillor Howes  
Seconded by Councillor Bell

THAT the Administration and Operations Committee minutes of May 20, 2025, be approved.

Yes (9): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Miller, and Councillor Coleman

Absent (2): Councillor Chambers, and Councillor Garneau

**Carried (9 to 0)**

**6. Business Arising from the Minutes**

None.

**7. Consent Items**

**7.1 Consent Items to be Approved**

Moved by Councillor Coleman  
Seconded by Councillor Oakley

That the following consent items, be approved:

- RPT-0154-25 - Naming of New Parks (2), Paris - S. DeLaronde
- RPT-0238-25 - CIP Application STG-25-02 - 2 Main Street South - B. Webb
- RPT-0239-25 - CIP Application BUR-25-01 - 114 King Street - B. Webb
- RPT-0236-25 - OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects - G. Dinsay
- RPT-0207-25 - OPS-RFT-25-11 - Urban and Rural Resurfacing Award - J. Marcos

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

7.2 Consent Items to be Received

In response to questions, Halie Gilmore, Project Manager, advised comparison data from stats on the weekdays vs weekend and updated stats on local vs out of County tickets issued will be included in a future report.

Moved by Councillor Howes  
Seconded by Mayor Bailey

That the following consent items, be received as information:

- Fire Prevention Activity Report - May 2025 - M. Owen
- RPT-0245-25 - Data Analysis - Automated Speed Enforcement Program - G. Bergeron and H. Gilmore

**Carried**

8. **Staff Reports**

8.1 RPT-0166-25 - Noise By-law Update

Moved by Councillor Howes  
Seconded by Councillor MacAlpine

THAT the Committee receive this report as information and that a review of the County of Brant Noise By-law No. 108-22 will be completed in 2026.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

8.2 RPT-0177-25 - OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville

Moved by Councillor Coleman  
Seconded by Councillor Kyle

WHEREAS the Cainsville Master Servicing Plan was completed in March 2024 and provided recommendations to upgrade to the Cainsville water and wastewater servicing networks, including the construction of two (2) new sanitary pump stations (SPS) and forcemains, as well as various watermain and sanitary sewer replacements (the Works);

AND whereas County of Brant Staff (Staff) shortlisted three (3) qualified consultants through an Expression of Interest process to bid on the detailed design, tendering and contract administration of these Works;

THAT Council approve that OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various

Watermain and Sewer Replacements in Cainsville be awarded to RJ Burnside & Associates for the submitted price of \$1,283,879.31 (excluding HST).

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

### 8.3 RPT-0113-25 - Various Parking and Traffic Modifications - Roads

Moved by Councillor Howes  
Seconded by Councillor Oakley

WHEREAS the Roads Division have received various requests for parking and traffic modifications for several different locations throughout the County of Brant. Requests were submitted through the Brant Safe Streets (BSS) program and by various County Departments.

AND Whereas the following parking and stopping restrictions are recommended to the following sections of road:

THAT Parking By-Law Number 004-19 be amended by the following proposed stopping restrictions:

Thompson Street, in St. George

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from West Street to Main Street South;

Cobblestone and Sacred Heart Elementary Schools

Cobblestone Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from approximately 15 metres east of Irongate Drive to approximately 15 metres west of Irongate Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the north side from nine (9) metres east of Irongate Drive to nine (9) metres west of Irongate Drive;

Irongate Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the east side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive

- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;

#### Grandville Circle, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Cobblestone Drive to McQueen Drive;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the south side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the west side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;

#### Northward Elementary Schools

##### Silver Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the north side from civic address 123 Silver Street to approximately 15 metres west of Oak Avenue;

##### Kathleen Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the south side from Market Street to civic address 34 Kathleen Street;

##### Market Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from Silver Street to approximately 25 metres north of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the east side from Silver Street to nine (9) metres north of Silver Street;

##### Franklin Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from Silver Street to approximately 15 metres south of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from Silver Street to nine (9) metres south of Silver Street;

#### Oakland Scotland Elementary School

#### Church Street West, in Scotland

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Augustus Street to Talbot Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from Augustus Street to approximately 54 metres east of Finlay Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from approximately 154 metres west of Talbot Street to Simcoe Street;

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed yield signs, weight restriction regulations and a speed limit reduction:

#### Portland Street at Mulholland Drive

- To implement into Schedule C, Yield Signs, Portland Street – for eastbound direction at it intersects with Mulholland Drive;
- To implement into Schedule C, Yield Signs, Portland Street – for westbound direction at it intersects with Mulholland Drive;

#### East River Road

- To implement into Schedule Q, Weight Restriction of a Maximum of three (3) Tonnes between German School Road to Green Lane / Willow Street;

#### Potruff Road

- To implement into Schedule J, Speed Limit. To extend the existing 60 km/hr speed limit from 400 metres north of Robinson Road to Bethel Road;

THAT the appropriate bylaws be amended to recognize new stop signs, new speed limits and pending no parking signs as a result of Development;

Development has requested that the appropriate bylaws be amended to recognize new stop signs and no parking signs as a result of the Development of the various new subdivisions. With the recent subdivision registrations of Arlington Meadows Stage 7A, Scenic Ridge Phase 3A and the Industrial Subdivision, the following information is to be amended. Note all regulatory signage is currently installed in these developments.

#### Arlington Meadows Stage 7A

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, McKie Road – for southbound direction as it intersects with Mattingley Street;
- To implement into Schedule B, Stop Signs, Mattingley Street – for westbound direction as it intersects with Newstead Road;

- To implement into Schedule B, Stop Signs, Elson Street – for eastbound direction as it intersects with Newstead Road;
- To implement into Schedule B, Stop Signs, Elson Street – for westbound direction as it intersects with Savannah Ridge Drive;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime:

- South side of Mattingley Street from the intersection of Newstead Road, to approximately 159 metres east of Newstead Road;
- East side of Newstead Road from the intersection of Mattingley Street, to approximately 77 metres north of Newstead Road.
- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- South side of Elson Street from approximately 68 metres east of Savannah Ridge Drive to the intersection of Newstead Road.

Scenic Ridge Phase 3A

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Newstead Road – for southbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Normal-Markle Street – for westbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Arding Circle – for westbound direction as it intersects with Cassady Street;
- To implement into Schedule B, Stop Signs, Cassady Street – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Cassady Street – for westbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, O'Neil Place – for northbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, O'Neil Place – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Noman-Markle Street – for eastbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, Arding Circle – for eastbound direction as it intersects with O'Neil Place;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime:

No Parking:

- East side of Cassady Street from the intersection of Scenic Ridge Gate to the intersection of O'Neill Place;
- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- East side of O'Neill Place from the intersection of Scenic Ridge Gate to the intersection of Cassady Street;
- East side of O'Neill Place from the intersection of Cassady Street to the intersection of Arding Circle;
- North side of Norman-Markle Street from the intersection of Arding Circle to the intersection of O'Neill Place;
- North side of Arding Circle from the intersection of O'Neill Place to the intersection of Newstead Road;
- North side of Arding Circle from the intersection of Newstead Road to approximately 212 meters west of Newstead Road;
- North side of Arding Circle from the intersection of O'Neill Place to approximately 112 meters west of O'Neil Place;

Industrial Plan of Subdivision located at 61 Bethel Road.

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Shawcross Street – for eastbound direction as it intersects with Pottruff Road;
- To implement into Schedule B, Stop Signs, Shawcross Street – for westbound direction as it intersects with Astle Avenue;
- To implement into Schedule B, Stop Signs, Astle Avenue – for southbound direction as it intersects with Bethel Road.

AND that these recommendations follow the guidelines of the May 23, 2019, approved Council report "CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy".

AND that the necessary By-Laws be raised for consideration at the June Council meeting.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**



8.4 RPT-0143-25 - St. George Infrastructure Front-Ending Agreement

Rob Walton, General Manager of Operations, introduced the report.

Moved by Councillor Oakley  
Seconded by Councillor MacAlpine

WHEREAS the County of Brant (the County) is proceeding with transportation, water and wastewater servicing projects (Infrastructure Projects) to service proposed development within the County of Brant's urban settlement area of St. George;

AND whereas a group of developers (St. George Landowners Group) have approached the County to assist with financing and construction of the Infrastructure Projects to provide services which allow housing to proceed in St. George.

AND whereas Committee is also considering approval in principle of the St. George Water and Wastewater Servicing Allocation Policy (RPT-0144-25) at the June 17, 2025, Administration and Operations Committee Meeting subject to a public consultation period;

THAT the St. George Infrastructure Front-Ending Agreement be approved in principle subject to public consultation for the St. George Water and Wastewater Servicing Allocation Policy with final consideration by Council in July.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

8.5 RPT-0144-25 - St. George Water and Wastewater Allocation Policy

Rob Walton, General Manager of Operations, introduced the report.

Discussion took place surrounding affordable housing allocations and the importance of employment and industrial service lands.

Moved by Councillor Howes  
Seconded by Mayor Bailey

WHEREAS water and wastewater servicing capacity are currently limited within the County of Brant's urban settlement area of St. George;

AND whereas the St. George Wastewater Treatment Plant (WWTP) is being upgraded and expanded to a total capacity of 3,900 cubic meters per day (m<sup>3</sup>/day);

AND whereas there is a need to limit servicing allocation for new development within the St. George Urban Settlement Area to within the new WWTP capacity;

THAT Staff recommend that the St. George Water and Wastewater Servicing Allocation Policy be approved in principle subject to public consultation and final approval by Council in July.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

8.6 RPT-0244-25 - Road Safety Reserve Fund Policy

Moved by Councillor Bell  
Seconded by Mayor Bailey

WHEREAS the Municipal Act, S.O. 2001, c.25, as amended, authorizes municipal Councils to establish reserve funds for any purpose for which it has authority to spend money;

AND whereas the County of Brant has established an independent Automated Speed Enforcement (ASE) program;

AND whereas Council directed staff to prepare policies to ensure the responsible and sustainable management of potential revenues generated by the ASE program to fund program expansion, reserve funds to cover potential revenue shortfalls, and support future road safety initiatives;

THAT RPT-0244-25 - Road Safety Reserve Fund Policy be received and the Road Safety Reserve Fund Policy be approved;

AND that a Road Safety Reserve Fund be established, to be funded by revenue from the ASE Program.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

8.7 RPT-0235-25 - Phase Two (2) Scotland-Oakland Master Environmental Servicing Plan (MESP) Consultant Award

Dave Mellor, General Manager of Operations, introduced the report.

In response to questions, Andrea Bazzard, Director of Environmental Services, advised drinking water and waste water servicing requirements must be met in order to move forward with development.

Discussion took place surrounding funding sources.

Moved by Councillor Coleman  
Seconded by Councillor Howes

WHEREAS the Scotland-Oakland Master Environmental Servicing Plan (MESP) was initiated in 2024, with Phase One (1) of the MESP completed in February 2025 by Stantec and Arcadis;

AND Whereas the results of the Phase One (1) MESP were presented to Council via RPT-0017-25 in February 2025, with the recommendation to initiate an integrated Master Plan Study as Phase Two (2) of the Scotland-Oakland Master Environmental Servicing Plan (MESP);

AND Whereas a Drinking Water Quality Advisory was issued in March 2025 to the communities of Scotland and Oakland pertaining to high nitrate concentrations as found during Phase One (1) of the MESP;

AND Whereas a One-time Nitrate Sampling opportunity was offered to the residents of Scotland and Oakland in response to the Drinking Water Quality Advisory, the results of which indicating that the average nitrate concentration in the primary drinking water aquifer exceed the Ontario Drinking Water Quality Standard (ODWQS);

AND Whereas a total budget of \$350,000 was approved through RPT-0110-24 for the Scotland-Oakland MESP, with \$185,018.37 remaining in the budget as of May 2025;

AND WHEREAS RPT-0017-25 approved the initiation of the Phase Two (2) MESP in 2025 with the remaining approved budget with the provision that additional budget would be required in 2026 to complete the Phase Two (2) MESP;

THAT Council approve \$115,000 be allocated from water reserves, wastewater reserves, water development charge reserve and wastewater development charge reserve and;

THAT Council approve the extension of Stantec's and Arcadis' existing contracts to complete Phase Two (2) of the MESP in the amounts of \$220,850 and \$56,850, respectively.

Yes (10): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, and Councillor Garneau

No (1): Councillor Coleman

**Carried (10 to 1)**

8.8 RPT-0251-25 - Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025

H. Gilmore introduced the report.

Councillor Chambers requested Conversation Ontario's written response to Bill 5 be circulated to Members of Council.

Moved by Councillor Chambers  
Seconded by Councillor Oakley

THAT RPT-0251-25 - Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025, be received as information.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

#### 8.8.1 Notice of Motion - Councillor Oakley

Councillor Oakley introduced Notice of Motion, to be voted on at the subsequent County of Brant Council meeting:

WHEREAS, on June 5th, 2025 the Government of Ontario passed Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that can be override local planning authority and public consultation;

AND Whereas the County of Brant wholeheartedly supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes;

AND Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

AND Whereas the County of Brant has made a pledge through the Land Acknowledgement to working in allyship with indigenous nations, sharing responsibility for the stewardship of the land, and a strong commitment to the Truth and Reconciliation calls to action, of which the 92nd call to action highlights “[committing] to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects,

AND Whereas both of the County of Brant’s neighbouring Indigenous councils, the Six Nations of the Grand River Elected Council and the Missisaugas of the Credit First Nation council have expressed their strong concern and opposition to Bill 5, referring to Bill 5 as “Legalized Lawlessness”. Now Therefore Be It Resolved That Council for the County of Brant:

Opposes the provisions in Bill 5 that would reduce environmental protections, override municipal planning authority, or prevent good faith consultation with Indigenous nations;

Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;

Urges the Province to support municipalities through ensuring responsible growth through infrastructure projects designed to ensure protection of sensitive wildlife and natural resources;

Implores that Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 be repealed and consultation with municipal organizations such as the Association of Municipalities of Ontario and Rural Ontario Municipal Association be prioritized for the creation of legislation that would accomplish shared goals between both levels of government as equal partners. And Directs that this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks,
- The Honourable Greg Rickford, Minister of Indigenous Affairs and First Nations Economic Reconciliation
- Will Bouma, MPP for Brantford-Brant
- Ernie Hardeman, MPP for Oxford
- Brian Riddell, MPP for Cambridge
- Marit Stiles, MPP for Davenport & Leader of the Official Opposition
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schriener, Leader of the Ontario Green Party
- Rural Ontario Municipal Association
- Association of Municipalities of Ontario
- All Ontario Municipalities for their awareness and consideration

## **9. Committee Reports & Minutes**

### **9.1 Brant Connects Committee Report and Minutes of May 7, 2025**

Councillor Miller provided an update on the Accelerated High Speed Internet Program as it relates to the County.

Moved by Mayor Bailey  
Seconded by Councillor Miller

That the Brant Connects Joint Committee minutes of May 7, 2025 be approved including the following recommendation:

- That Logan Hawkins be appointed to the Brant Connects Joint Committee.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

### **9.2 Brant Heritage Committee Report and Minutes of June 5, 2025**

Moved by Councillor MacAlpine  
Seconded by Councillor Howes

That the Brant Heritage Committee minutes of June 5, 2025 be approved, including the following recommendation:

- That the Brant Heritage Committee receives Report RPT-0237-25 for information;

And, hereby endorses and submits this report to Council to satisfy the applicable condition(s) of the decision for permit application RPT-0237-25.H2 received by the County of Brant Operations Department, and inclusive of the proposed bridge rehabilitation;

And that Council consent to Application RPT-0237-25. H2.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

9.3 Biggars Lane Landfill Liaison Committee Report and Minutes of June 9, 2025

Moved by Councillor Miller

Seconded by Councillor Garneau

That the Biggars Lane Landfill Liaison Committee minutes of June 9, 2025, be approved, including the following recommendations:

- 1. That the Biggars Lane Landfill Liaison Committee endorses the implementation of a mattress diversion program at the cost of \$20.00 per mattress.
- 2. That staff investigate the costs for extending the operating hours of the Biggars Lane Landfill.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

**10. Communications**

None.

**11. Other Business**

11.1 Temporary Traffic Lights re: Downtown Dig - Councillor Kyle

In response to questions, Mark Eby, Director of Infrastructure and Asset Management, advised staff are anticipating a response from the consultant on the Downtown dig, and that staff are also working towards a temporary all way stop as a solution.

11.2 Temporary Parking re: Downtown Dig - Councillor Bell

In response to questions, M. Eby advised further archeology work needs to be completed around the site in order to move forward.

11.3 Bishop's Gate Rd Hydro Poles - Councillor Miller

In response to questions, R. Walton advised the work is related to the Bishop's Gate Drain.

11.4 Veteran's Walkways - Councillor Miller

Discussion took place surrounding a installing a veteran's walkway in Burford, St. George, and Paris. Alison Newton, CAO, advised a friday file is forthcoming with further information.

**12. In Camera**

Moved by Mayor Bailey

Seconded by Councillor Oakley

That the Administration and Operations Committee convene In Camera to discuss:

- 12.1 RPT-0247-25 - Grand River Street North Property Acquisitions - S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board - J. Murphy
- 12.2 RPT-0240-25 - Business and Technology Solutions - Update and Resources - S.239(2)(a) The security of the property of the municipality or local board - H. Boyd
- 12.3 RPT-0248-25 - Citizen Appointment to the Brant Heritage Committee - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Pluck
- 12.4 Biggars Lane Landfill Liaison Committee In Camera Report and Minutes of June 9, 2025

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

Committee convened In Camera at 10:06 a.m. to discuss RPT-0247-25 - Grand River Street North Property Acquisitions - S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board - J. Murphy; RPT-0240-25 - Business and Technology Solutions - Update and Resources - S.239(2)(a) The security of the property of the municipality or local board - H. Boyd; RPT-0248-25 - Citizen Appointment to the Brant Heritage Committee - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Pluck; Biggars Lane Landfill Liaison Committee In Camera Report and Minutes of June 9, 2025. This portion of the meeting is recorded in the Confidential – In Camera minutes of June 17,

2025. Committee reconvened in Open Session at 10:43 a.m. on a motion of Councillors Coleman and Howes.

Moved by Mayor Bailey

Seconded by Councillor MacAlpine

THAT RPT-0248-25 be received as information;

THAT Chantelle Campbell and Michael Hart be appointed to the Brant Heritage Committee to serve for the remainder of the 2022-2026 term of Council;

AND that the necessary appointment by-law be prepared and presented to Council for approval.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

**Carried (11 to 0)**

### **13. Next Meeting and Adjournment**

Committee adjourned at 10:44 a.m. to meet again on July 15, 2025 at 9:00 a.m. at the County of Brant Council Chambers.

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Secretary





## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** D.J. Hussey, Supervisor of Parks & Cemeteries  
**Date:** July 15, 2025  
**Report #:** RPT-0134-25  
**Subject:** Upgrade Cemetery Management Software  
**Purpose:** For Approval

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### Recommendation

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That RPT-0134-25 Upgrade Cemetery Management Software be received as information;  
And that \$75,000 for the purchase of a replacement Cemetery Management Software, be approved and funded from the Community Services Capital Reserve.

### Strategic Plan Priority

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Strategic Priority 4 - Stable and Responsive Governance

### Impacts and Mitigation

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#### Social Impacts

Cemeteries offer a safe and accepting environment for experiencing grief and facilitating the healing process. The physical acts of visiting a grave, leaving flowers, or just sitting quietly can provide a constructive outlet for grief and a tangible way to remember and honor the deceased. Having good quality and consistent maintenance practices in all County of Brant active and inactive cemeteries assists with positive interactions amongst staff and those who visit the cemetery.

#### Environmental Impacts

Cemeteries provide green space, habitat for birds and other animals as well as a wide range of ecosystem services, like improving air quality.

#### Economic Impacts

A one-time capital cost of \$75,000 is being requested to purchase the new software, including the cost of importing all of our current records and maps into the new system. The software is subject to an annual fee of approximately \$10,000 that has already been allocated in the 2025 Operating Budget.

## Report

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### Background

The County of Brant currently owns and operates thirty-seven (37) cemeteries. Out of these cemeteries, ten (10) are active. All active and inactive cemeteries require ground maintenance, monument restoration (health and safety) and record searches for the public register.

From an administrative and operational perspective, the management of active cemeteries is both time-consuming and complex. Administrative and operational tasks, include but are not limited to, interment right sales and mapping, burial contracts, scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights, annual reporting to the Bereavement Authority of Ontario (BAO), site preparation for interments and grounds maintenance.

Currently, County cemeteries are managed with a mix of paper and scanned records dating back to the 1800s. The current cemetery management software (Stone Orchard) is nearing its end-of-life and does not allow for all data to be stored in one place. Upgrading the current cemetery management software will improve timelines for searches for both records and mapping. Staff spend significant time working with families and funeral homes to fill gaps in interment right records. Updating to the new software offers staff (and potentially members of the public) access to cemetery information on their mobile devices.

### Analysis

An upgrade to the Cemetery Software will allow for in-person and online sales, records management, more user-friendly public engagement and maintenance tracking with an emphasis on ease of use for all users. The software will provide reporting functionality for staff in compliance with regulations under the Funeral, Burial, and Cremation Services Act, 2002.

As the current software is at the end of its useful life, the County is at risk of the system failing and/or lack of product support. The proposed new software system will improve efficiencies, increase customer service capabilities and free up staff-time for other operation and maintenance activities.

### Summary and Recommendations

The Cemetery Division requires an upgrade to its existing Cemetery Management Software to maintain the current level-of-service. The new software system will enable staff to improve search timelines and search remotely, resulting in an improved level-of-service for its residents. In addition, much of Brant's history is commemorated by the settlers that rest in our cemeteries, which will be available in one place once the transfer of data is complete into the new software system.

It is recommended that RPT-0134-25 Upgrade Cemetery Management Software be received and that \$75,000 from Capital Reserves be approved to fund the purchase of a replacement Cemetery Management Software and the associated data imports.

**Attachments**

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N/A

**Reviewed By**

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Phil Mete, General Manager of Community Services  
Stacey Ellins, Director of Parks and Recreation

**Copied To**

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Heather Mifflin, Director of Finance, Treasurer  
James Rickert, Director of Business & Technology Solutions

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |





## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Clint Brown, Public Works Technologist  
**Date:** July 15, 2025  
**Report #:** RPT-0130-25  
**Subject:** Salt Spring Church Road Stabilization Plan  
**Purpose:** For Approval

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### Recommendation

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That Council direct Staff to proceed with the detailed design of the recommended alternative, which includes constructing new property accesses, completing road improvements and area rehabilitation works, to support the permanent closure of a portion of Salt Springs Church Road due to ongoing slope stability and erosion hazards.

### Strategic Plan Priority

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Strategic Priority 2 - Focused Growth and Infrastructure

### Impacts and Mitigation

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#### Social Impacts

The recommended alternative of closing Salt Springs Church Road reduces the connectivity between Hamilton Road and Brant County Road 18.

A public meeting was held on January 8, 2025, at the TF Warren Group Cainsville Community Centre to present the preferred alternative and to receive feedback from the community.

A Stage one (1) archaeological assessment will need to be completed during the design phase to investigate any undisturbed areas for potential archaeological resources.

#### Environmental Impacts

No significant environmental impacts are anticipated as a result of the preferred alternative recommendation.

#### Economic Impacts

Sufficient funds were approved in the 2025 Capital Budget to complete detailed design. Additional funds will need to be added to the 2026 Budget to complete construction works.

## Report

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### Background

On April 6, 2021, a slope failure was discovered on Salt Springs Church Road (adjacent to the Grand River), between County Road 18 and Hamilton Road. A map of the location and pictures of the slope failure are included as Attachment one (1).

This section of Salt Springs Church Road has been closed to traffic between Salt Springs Church and 82 Salt Springs Church Road since this slope failure was discovered. County of Brant (County) staff placed jersey barriers and appropriate signage at each end of the road closure in April 2021, which currently remain in place. Staff also communicated directly to the three (3) abutting property owners about their access needs during the road closure.

Emergency services were notified of the road closure and are aware of the detour route that include County Road 18, No. 6 School Road, and Hamilton Road. The County's Roads division will continue to provide a high level of attention to snow removal along the detour route.

The slope failure continues to advance further into the paved road platform. The access to 82 and 86 Salt Springs Church Road could potentially be impacted if the slope failure continues to advance. County Staff continue monitoring the slope failure and potential impacts to nearby properties.

Matrix Solutions Inc., a Montrose Environmental Company (Matrix) was retained in the Fall of 2023 to complete an erosion hazard and alternatives assessment for Salt Springs Church Road. A preliminary erosion hazard assessment for the slope was submitted to the County in the Winter of 2024. A stable slope setback was determined through the slope stability analysis that extends beyond the existing roadway and onto adjacent private lands. The impacted properties are 82, 86 and 61 Salt Springs Church Road as shown in Attachment two (2). A high-level alternatives assessment has been completed for the roadway and potential solutions have been developed.

A Public Information Centre (PIC) was held to engage with the community and receive feedback from residents and landowners. The PIC was held in January 2025 to introduce the project and the problem/opportunity statement, to present the various alternatives being considered, and to present the preferred alternative.

### Analysis

A Site Characterization Report was prepared to present the findings from investigations completed in 2023 and 2024 (geotechnical, geomorphological, and natural heritage) and was used to inform the development and evaluation of alternatives to address slope failure at the site. The objective of the assessment was to identify a feasible management solution for the failing slope that addresses all environmental, ecological, social, financial, and policy-related constraints. The initial phase of alternative development involved a pre-screening of potential solutions according to the Municipal Class EA process.

During the Public Information Centre (PIC), community members raised concerns regarding the movement of agricultural equipment along the proposed detour routes Brant County Road 18 and No. 6 School Road due to their higher traffic volumes compared to Salt Springs Church Road.

Emergency services were engaged and provided comment that Salt Spring Church Road is not utilized as a primary emergency access route.

The County is currently undertaking a comprehensive assessment of twelve (12) slope stability areas affecting County roads. When compared to the other locations under review, the Salt Springs Church Road site is considered a lower priority for long-term investment, as it serves fewer users and does not provide sole access to residential properties.

However, due to the unexpected failure of Salt Springs Church Road, the County was required to advance a separate assessment contract ahead of schedule to address immediate safety concerns and provide a viable solution.

Initial findings from the broader slope stability assessment indicate that several of the remaining sites will require significant future investment, particularly those impacting high-volume roads and critical access routes. The full assessment, including recommendations for each location, is expected to be completed by Q4 2026.

This information is being provided in advance of the final report to help Council understand the broader context and implications of the decision related to the Salt Springs Church Road slope failure. It is important that Council consider how this early investment aligns with and may influence future priorities within the larger 12-site assessment area.

### **Alternatives:**

Alternatives that were brought forward to the evaluation phase are shown in Attachment three (3) and are described as follows:

**Alternative 1** – The ‘Do Nothing’ option is included as a baseline comparison to highlight the impacts of leaving the existing conditions as-is. Under this scenario no improvement would be made to prevent further degradation and erosion of the slope along Salt Springs Church Road, and the identified erosion hazard limit would not be mitigated

**Alternative 2** – Close a portion of Salt Springs Church Road and construct a new municipal access road to provide access for affected properties.

**Alternative 2B** – Similar to Alternative 2, but with a shorter section of re-aligned road to provide access to affected properties.

**Alternative 3** – Realign Salt Springs Church Road around the erosion hazard between Salt Springs Church and 124 Salt Springs Church Road

**Alternative 4** – Retain and protect Salt Springs Church Road in its current alignment, implementing slope stabilization and erosion protection measures along the slope and riverbank.

The table below illustrates the high-level cost estimates that were developed during the evaluation process:

| Alternatives   | Cost Estimate to complete Construction |
|--|--|
| <b>Alternative 1</b> – The ‘Do Nothing’ option is included as a baseline comparison to highlight the impacts of leaving the existing conditions as-is. Under this scenario no improvement would be made to prevent further degradation and erosion of the slope along Salt Springs Church Road, and the identified erosion hazard limit would not be mitigated | \$1,900,000                            |
| <b>Alternative 2</b> – Close a portion of Salt Springs Church Road and construct a new municipal access road option to provide access for affected properties. (cost includes land purchase)   | \$900,000                              |
| <b>Alternative 2B</b> – Similar to Alternative 2, but with a shorter section of re-aligned road to provide access to affected properties.  | \$200,000                              |
| <b>Alternative 3</b> – Realign Salt Springs Church Road around the erosion hazard between Salt Springs Church and 124 Salt Springs Church Road (cost includes land purchase)   | \$2,600,000                            |
| <b>Alternative 4</b> – Retain and protect Salt Springs Church Road in its current alignment, implementing slope stabilization and erosion protection measures along the slope and riverbank.   | \$5,720,000                            |

Based on the criteria and methodology applied through the evaluation process, the preferred alternative is **Alternative two (2)** to close a portion of Salt Springs Church Road and construct a new access for affected properties. A municipally maintained access road would be constructed to maintain access to the impacted residential properties. This alternative will require a property acquisition or easement to construct the road and access lane outside of the erosion hazard limit. The road would be abandoned within the closed section with permanent signage indicating ‘No Through Traffic’.



## Summary and Recommendations

The Site Characterization and Alternative Assessment Report for the Salt Springs Church Road Slope Rehabilitation has been completed in accordance with the Municipal Class EA process. Staff have met the consultation requirements of the Class EA process by completing the PIC on January 2025. The presented Preferred Alternative (Alternative 2– Close Road with New Municipal Access Road) anticipates that Schedule B Class EA would be required as land will need to be purchased to complete the associated works. During review of all alternatives, it was determined that a low-cost interim solution, Alternative 2B – Interim Driveway, be implemented to address accessibility to 82 and 86 Salt Springs Church Road ahead of the preferred alternative being fully developed. This would provide access to 82 and 86 Salt Springs Church Road as the deteriorating slope directly affects the existing access to these properties.

The majority of comments received from the January 2025 public meeting opposes the closing of Salt Springs Church Road and would prefer that Alternative 4: Retain and Protect Road be considered for detailed design. This option would require a comprehensive Class EA to be completed and has the highest construction cost (approx. \$5,720,000).

Staff recommend proceeding to detailed design of Alternative 2B – Similar to Alternative 2, but with a shorter section of re-aligned road to provide access to affected properties.

## **Attachments**

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1. Attachment 1 – Map of Slope Failure Location and Detour Route
2. Attachment 2 – Map of 100 Year Erosion Hazard Limit
3. Attachment 3 – Alternative Solutions

## **Reviewed By**

---

M. Maxwell, Director of Engineering and Infrastructure Planning

## **Copied To**

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1. D. Mellor, General Manager of Operations
2. H. Mifflin, Director of Finance, Treasurer
3. H. Bailey, Manager of Budgets & Long-Term Financial Planning/Deputy Treasurer
4. G. Demers, Director of Roads
5. L.L. Rouse, Purchaser

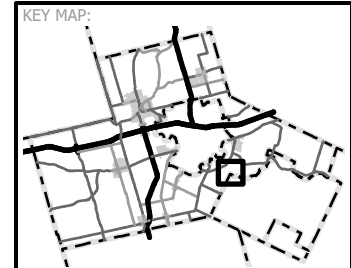
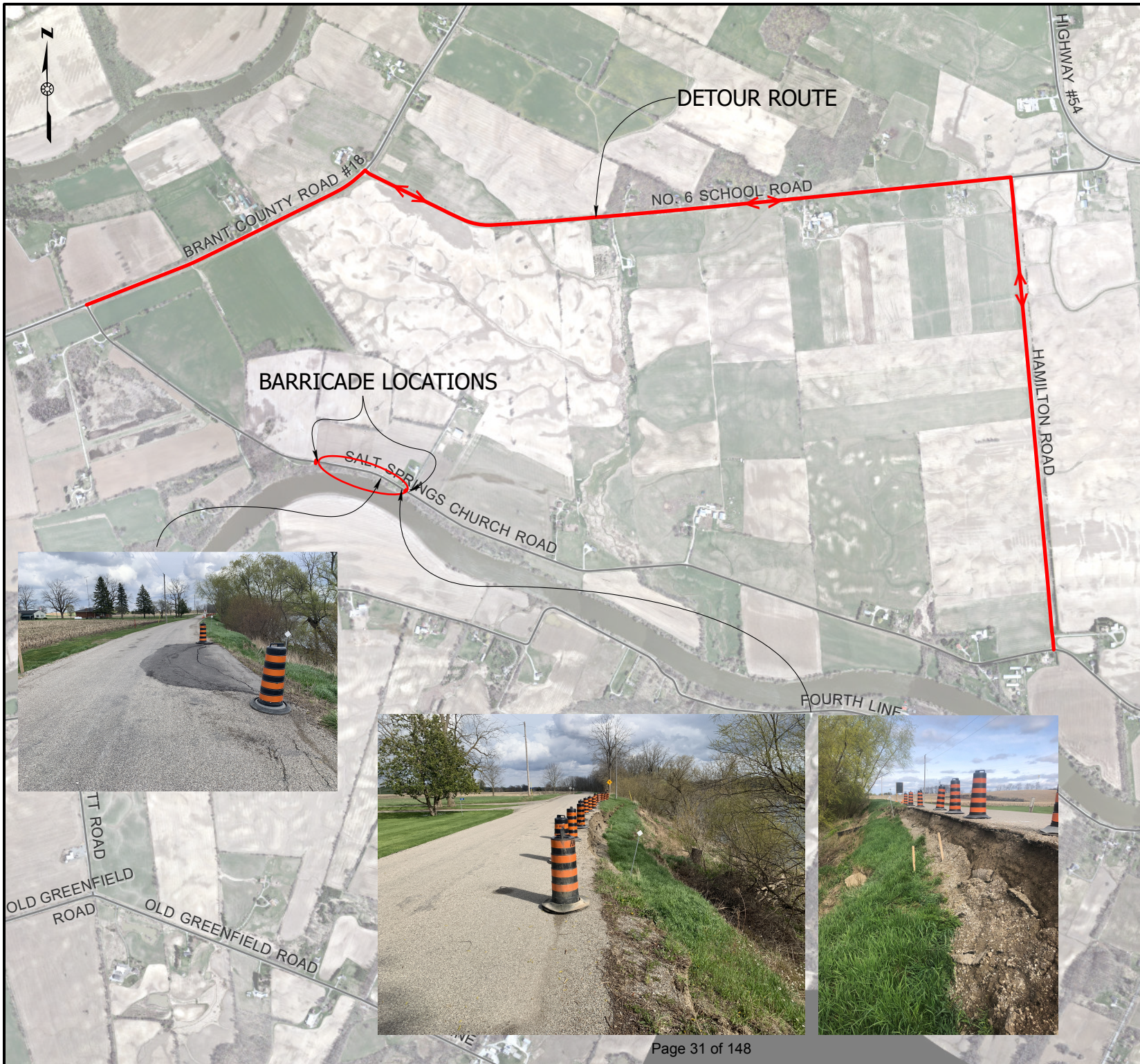
## **By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |







**GENERAL NOTES:**  
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**LEGEND:**

**TITLE:**  
 SALT SPRINGS CHURCH  
 ROAD  
 ROAD CLOSURE

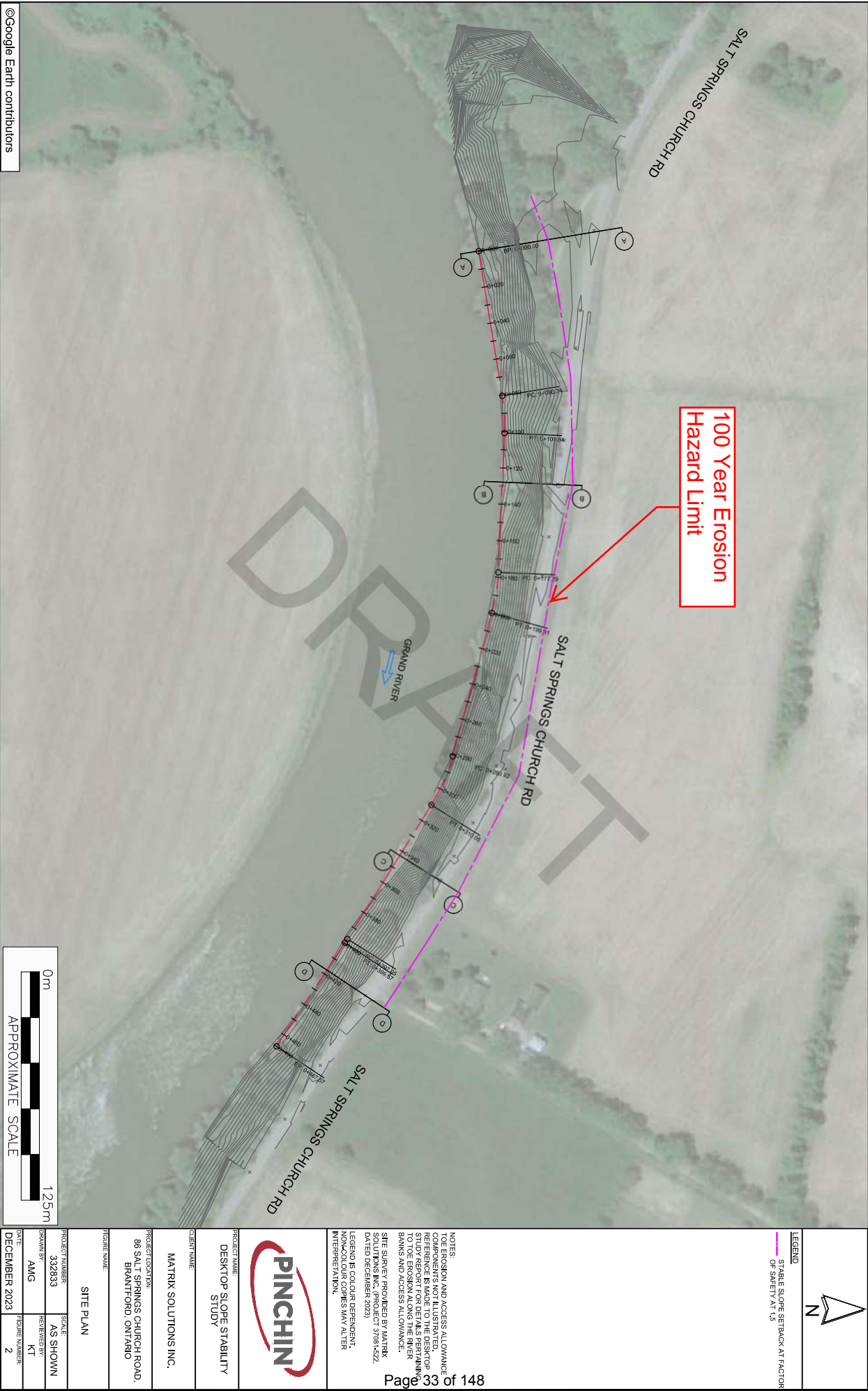
**COUNTY OF**  
**Brant** Simply Grand  
 26 PARK AVENUE - P.O. Box 160  
 BURFORD ONTARIO  
 TEL: 519-449-2451

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**DATE (YY/MM/DD):** 2021-04-23  
**SHEET:** 1 OF 1

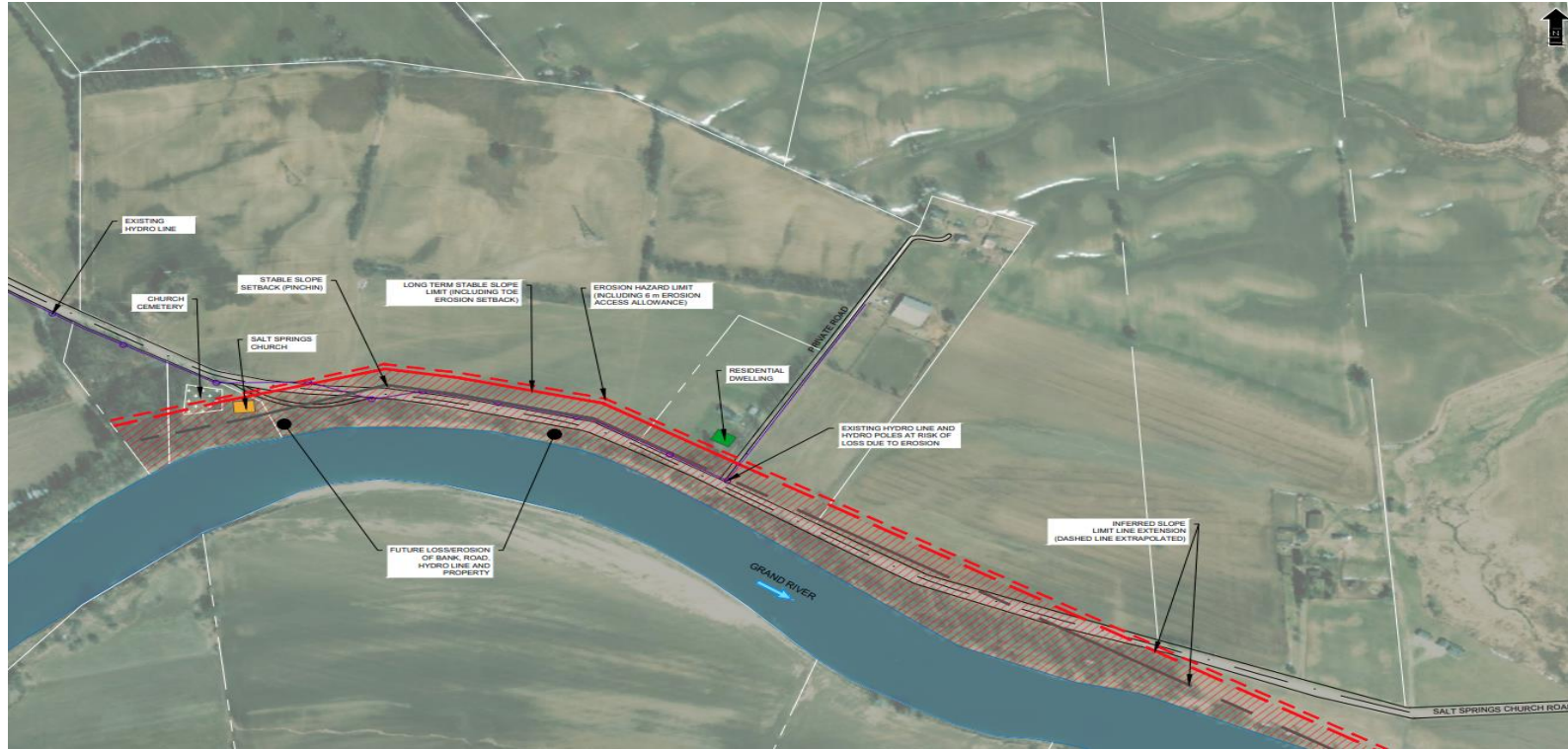






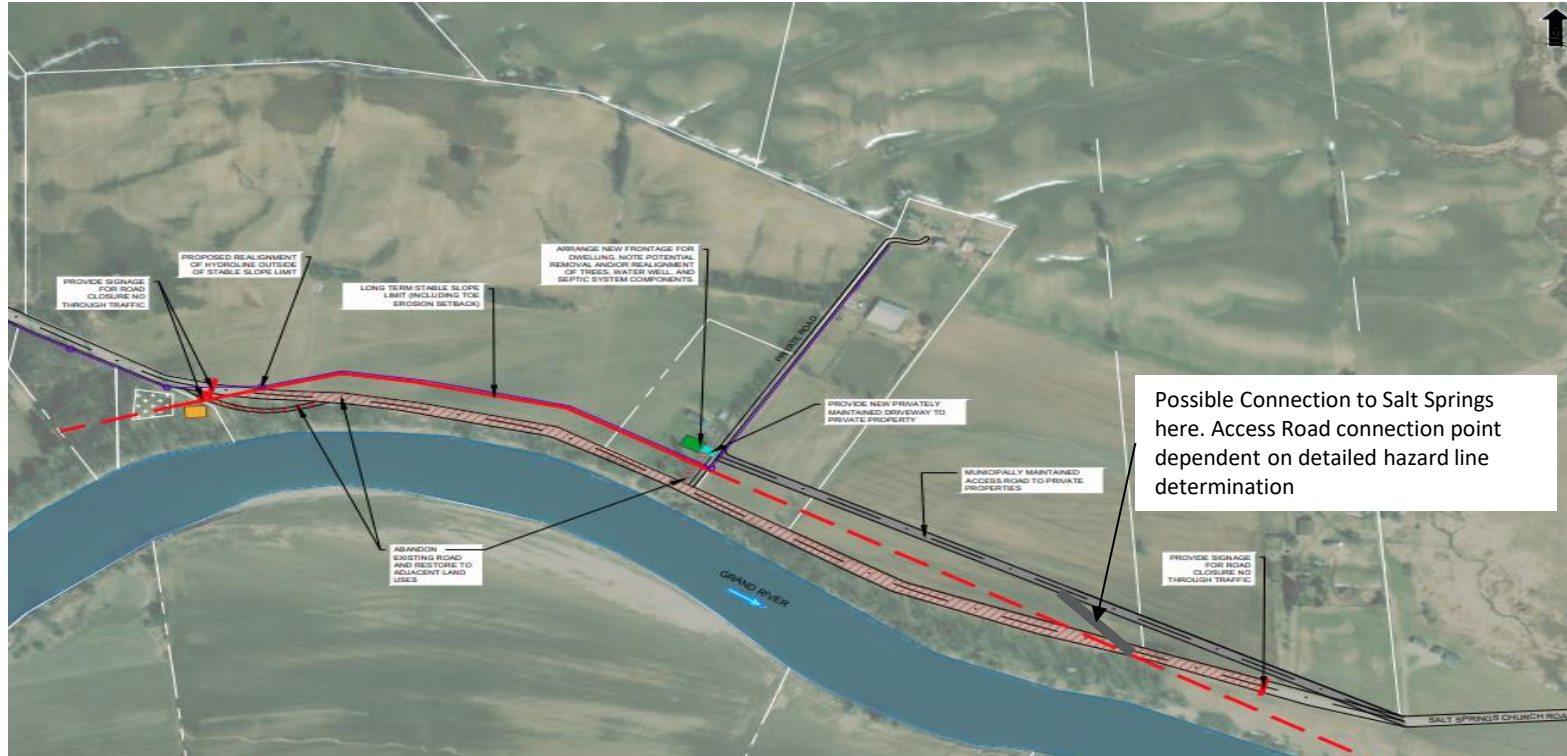


## 2- ALTERNATIVE 1: DO NOTHING



- Slope failure and erosion of the banks is expected to continue, along with the associated loss of infrastructure and private property.

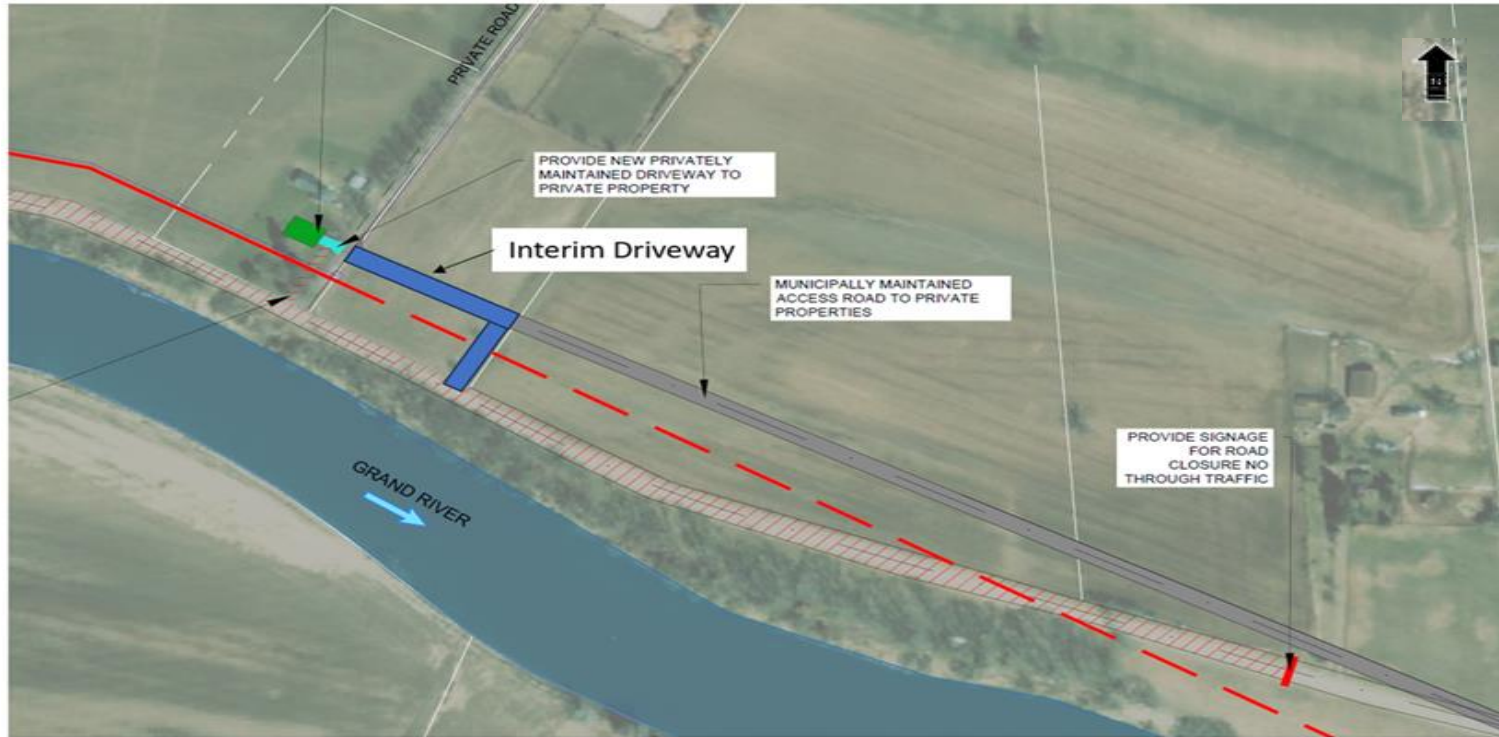
## 2- ALTERNATIVE 2: CLOSE ROAD WITH NEW MUNICIPAL ACCESS ROAD



- New access road outside of the identified erosion hazard limit to 82 and 86 Salt Springs Church Road.
- Requires an easement or property acquisition.
- Installing signage to direct traffic and restoration of abandoned Roadway.
- Some private assets remain at risk, primarily Salt Springs Church and graveyard.
- Includes removal of asphalt and restoration of the area of closed road.

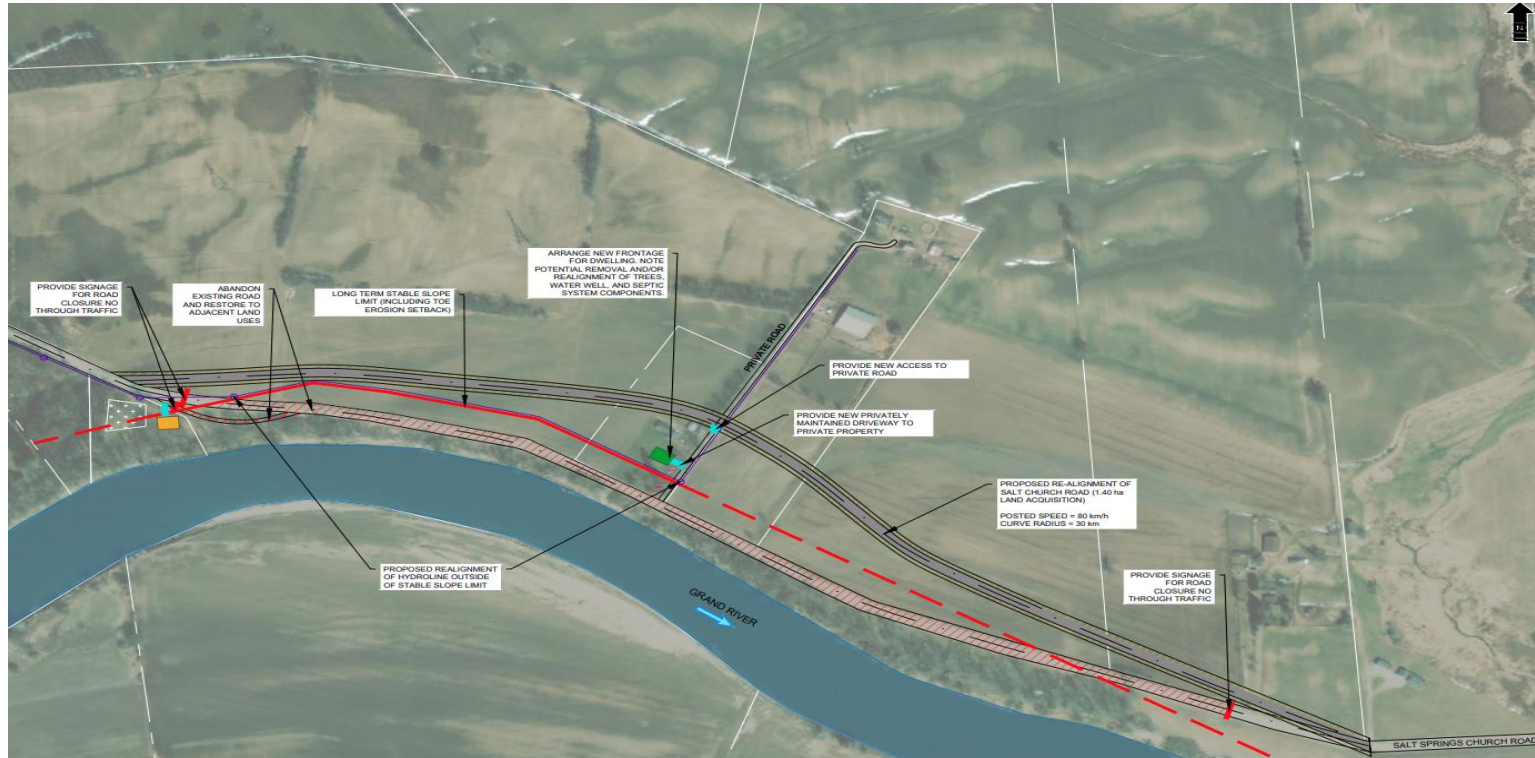


## 2- ALTERNATIVE 2B: INTERIM DRIVEWAY



- Interim option developed that includes constructing an interim driveway.
- Smaller area or disruption, lower cost and shorter time investment.
- Continues to have infrastructure within erosion hazard area.
- This interim measure does not include removal of asphalt and restoration of the area of closed road.

## 2- ALTERNATIVE 3: REALIGN ROAD



- Requires the acquisition of private lands to accommodate the new roadway.
- Traffic would be directed out of the erosion hazard.
- Still some private assets located within the erosion hazard would remain at risk, primarily Salt Springs Church and its associated graveyard.
- Includes the removal of asphalt and restoration of area of closed road.

## 2- ALTERNATIVE 4: RETAIN AND PROTECT ROAD



- Repairing and protecting the existing alignment of Salt Springs Church Road.
- Implementing slope stabilization and erosion protection measures along the slope and riverbank.
- Installation of rock protection, slope regrading, surface water and groundwater drainage improvements.
- Regrading the slope to a flatter inclination will increase the stability of the slope.





## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Brandon Webb, Research and Marketing Economic Development Officer  
**Date:** July 15, 2025  
**Report #:** RPT-0270-25  
**Subject:** CIP Application STG-25-03 – 9 Main Street North  
**Purpose:** For Approval

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### Recommendation

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THAT Community Improvement Plan (CIP) Application STG-25-03 from the owner of 9 Main Street N., St. George, for private parking lot improvements and façade improvements, be approved to a maximum of \$6,600.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-03.

### Strategic Plan Priority

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Strategic Priority 1 - Economic and Financial Resilience

### Impacts and Mitigation

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#### Social Impacts

N/A

#### Environmental Impacts

N/A

#### Economic Impacts

The application is eligible for \$6,600 in funding under the Downtown St. George Community Improvement Plan.

### Report

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#### Background

Through Section 28 of the Planning Act, Council has established Community Improvement Plans and Design Guidelines for the downtown core areas of Burford, Paris, and St. George. Community Improvement Plans give Council the ability to approve several different grants to support businesses and property owners within the cores to make property improvements. These plans were amended in July of 2022 to ensure the programs were running effectively.



As of this report date, 73 Downtown projects have been approved, one (1) is pending approval, 53 projects have been completed, 14 are in progress, and six (6) applications have been withdrawn.

#### Approved CIP Projects 2025 To Date

| Project   | Grant Value      | Construction Value | Leveraged Percentage |
|---|------------------|--------------------|----------------------|
| CIP-25-01 – 5,7,9 Grand River St. N.            | \$33,700         | \$330,000          | 11%                  |
| CIP-25-02 – 69 Grand River St. N.               | \$63,000         | \$400,000          | 15%                  |
| CIP-25-03 – 105 Grand River St. N.              | \$16,500         | \$29,000           | 56%                  |
| CIP-25-04 – 54 Grand River St. N.               | \$14,500         | \$41,205           | 35%                  |
| CIP-25-05 – 71 Grand River St. N.               | \$43,000         | \$250,000          | 17%                  |
| CIP-25-06 – 80 Grand River Street N.            | \$196            | \$392              | 50%                  |
| CIP-25-08 – 109 Grand River Street N.           | \$1,275          | \$2,550            | 50%                  |
| STG-25-01 – 41 Main Street S.                   | \$2,900          | \$5,038            | 59%                  |
| CIP-25-10 – 13 Grand River Street N.            | \$10,304         | \$19,550           | 52%                  |
| CIP-25-11 – 44 Grand River Street N.            | \$2,727          | \$5,453            | 50%                  |
| CIP-25-12 – 31 Mechanic Street                  | \$963            | \$1,926            | 50%                  |
| BUR-25-01 – 114 King Street                     | \$1,550          | \$3,100            | 50%                  |
| STG-25-02 – 2 Main Street S.                    | \$4,350          | \$8,700            | 50%                  |
| Pending Approval - STG-25-03 – 9 Main Street N. | \$6,600          | \$14,450           | 45%                  |
| <b>TOTAL</b>                                    | <b>\$201,565</b> | <b>\$1,111,364</b> | <b>18%</b>           |

#### Analysis

The Community Improvement Plan application STG-25-03 for 9 Main Street North was received in June of 2025. A location map of the property has been provided as Attachment 1.

This application is for the Property and Private Parking Area Improvement Grant and the Façade Improvement Grant. The Property and Private Parking Area Improvement Grant assists businesses with the cost of making improvements to their property, including improvements to private parking lots, to a maximum of \$5,000. These improvements allow property owners to replace existing materials with improved materials over existing conditions. The Façade Improvement Grant allows property owners to make improvements to

the façades of their buildings, including but not limited to brickwork, to a maximum of \$10,000.

### Summary of Incentives – STG-25-03 – 9 Main Street North

| Grant Program                                       | Value of Grant  |
|---|-----------------|
| Property and Private Parking Area Improvement Grant | \$5,000         |
| Façade Improvement Grant                            | \$1,600         |
| <b>Total Value of Grant</b>                         | <b>\$6,600</b>  |
| <b>Total Construction Value</b>                     | <b>\$14,450</b> |
| <b>Grant as a Percentage of Construction</b>        | <b>45%</b>      |

The owner of 9 Main Street North, the Royal Canadian Legion Branch 605, is applying to improve the private parking lot on the property, specifically an area of 3,000 Square Feet at the side of the property. These improvements include removing the existing asphalt, adding granular as needed to ensure six (6) to eight (8) inches to pave on top of, and repaving this portion of the parking lot with asphalt. A photo of the existing parking lot is included as Attachment 2. This parking lot work will enhance accessibility to the building as it is located primarily near the building's main entrance. Additionally, the owner is applying to do exterior work to the south-facing façade of the building, including cleaning off old parging and re-parging the bricks. Photos of the existing façade are included as Attachment 3.

Application STG-25-03 aligns with one of the core principles of the County of Brant's refreshed Economic Development Strategy. This application and all Community Improvement Plan applications align with the principle of "Energetic and Financially Feasible Downtown and Community Cores".

### Summary and Recommendations

The completed application was reviewed by the interdepartmental Community Improvement Plan review team and deemed consistent with the applicable Community Improvement Plan guidelines and recommended for approval.

In addition, below is a summary of the CIP Capital Account.

|   |           |
|---|-----------|
| Current Balance of CIP Capital Account (as of April 1, 2025)                                | \$429,621 |
| Previously Approved CIP Grants Not Paid Out (as of July 1, 2025)                            | \$313,014 |
| Previously Approved CIP Grants Withdrawn (as of July 1, 2025)                               | \$5,625   |
| Previously Approved CIP Grants Paid Out (as of July 1, 2025)                                | \$1,471   |
| Total Grants Proposed at the July 15, 2025, Administration and Operations Committee Meeting | \$6,600   |
| Remaining CIP Capital Account if All Grants Approved and Paid                               | \$108,536 |

**Attachments**

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Attachment 1 – Location Map  
Attachment 2 – Existing Parking Lot  
Attachment 3 – Existing Façade

**Reviewed By**

---

Melissa Connor, General Manager of Strategic Initiatives

**Copied To**

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Zach Gable, Director of Economic Development and Tourism

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |

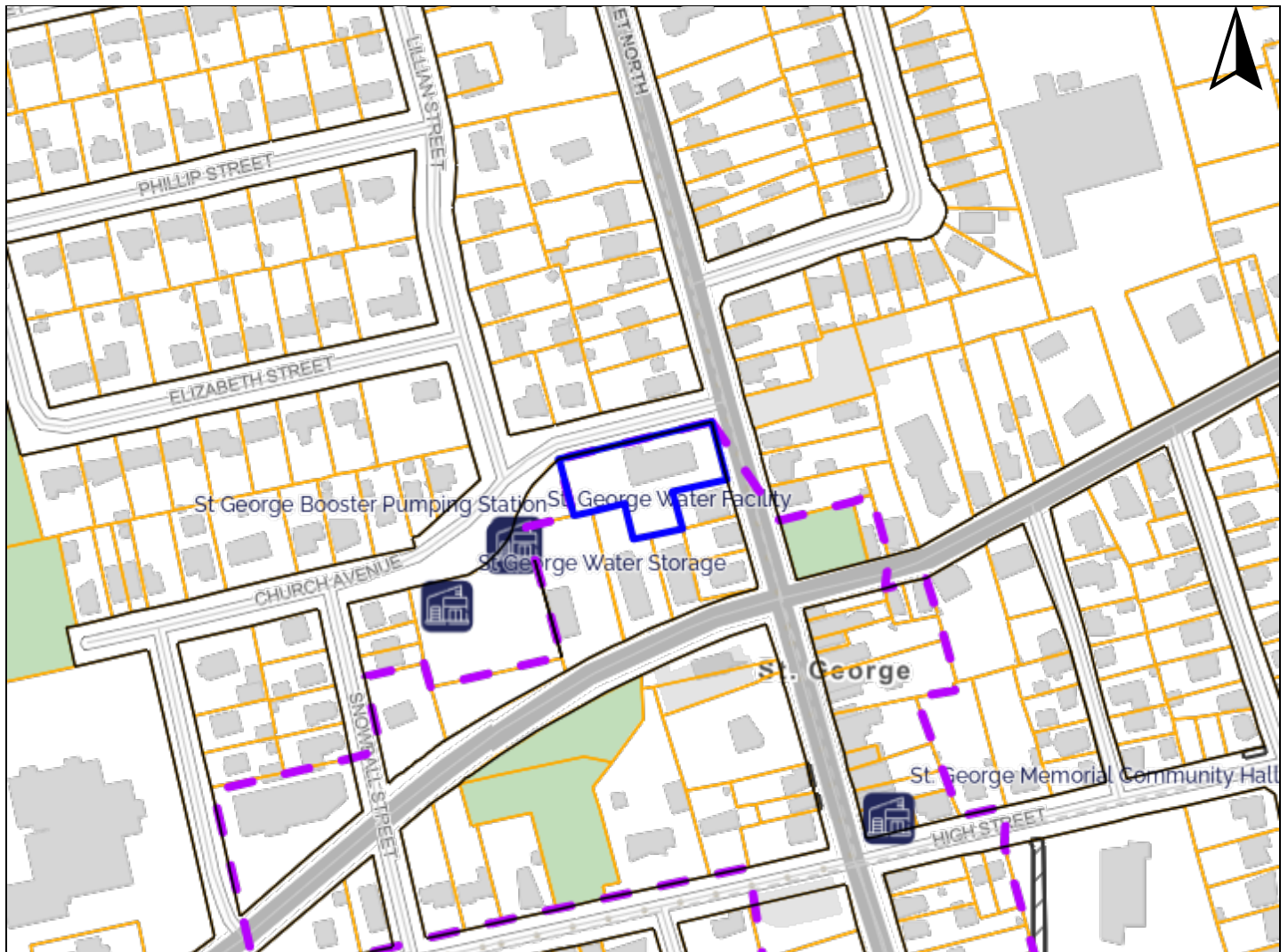


## Community Improvement Plan

## 9 MAIN STREET NORTH

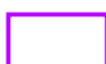


## Attachment 1 - Property Map



## LEGEND

 Property Boundary

 Community Improvement Program Boundary

This map is for illustrative purposes only. Information contained thereon is not a substitute for professional review or site survey and is subject to change without notice. The County of Brant takes no responsibility for, nor guarantees, the accuracy for the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.



## RPT-0270-25 Attachment 2 – Existing Parking Lot





## RPT-0270-25 Attachment 2 – Existing Parking Lot



## RPT-0270-25 Attachment 3 – Existing Façade





## RPT-0270-25 Attachment 3 – Existing Façade





## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Olga Denisova, Special Events and Filming Coordinator  
**Date:** July 15, 2025  
**Report #:** RPT - 0289 - 25  
**Subject:** St. George Apple Fest  
**Purpose:** For Approval

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### Recommendation

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That the annual St. George Apple Fest, be considered an approved event by County of Brant Council;

And that, the annual St. George Apple Fest be exempt from the County of Brant Noise By-law #108-22 pursuant to section 6, as, once authorized by Council will be deemed to fall under Schedule D, subsection 3;

And that, the annual St. George Apple Fest be exempted from the licensing requirements and fees for peddlers and mobile refreshment sales under the County of Brant Business Licensing By-law #50-06, pursuant to section 2(1)(x) as part of an event approved by Council where a Special Event Application has been filed by the event organizer in accordance with the Special Event Request Procedure.

### Strategic Plan Priority

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Strategic Priority 3 - Healthy, Safe, and Engaged Communities

### Impacts and Mitigation

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#### Social Impacts

Special events allow the community to come together, bring more visitors to the area, showcase the County of Brant's communities and culture, and support local businesses and tourism.

#### Environmental Impacts

N/A

#### Economic Impacts

Special events positively contribute to the local economy. The estimated attendance for the St. George Apple Fest is 30,000 people over two (2) days.

### Report

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## Background

The purpose of this report is to seek Council approval for the annual St. George Apple Fest.

When an event is approved by Council, it allows for exemptions from various County of Brant By-laws and application processes including requirements for Noise Exemptions and Business Licensing permits, creating further opportunities for vendors and entertainment to be a part of the event without incurring additional costs.

## Analysis

| <b>Event</b>          | <b>Location</b>     | <b>Date/Time</b>   | <b>Activities</b>   | <b>Estimated Attendance</b> |
|-----------------------|---------------------|--|---|-----------------------------|
| St. George Apple Fest | Downtown St. George | Saturday, September 20, from 9:00 am until 11:00 pm and Sunday, September 21, from 9:00 am until 5:00 pm | Food vendors, non-food vendors, children's entertainment area, local organizations showcase, buskers, live music and beer garden. | 30,000                      |

The St. George Apple Fest has been an annual event since 1984 taking place on Main Street, High Street, and at Water Works Park in Downtown St. George. The event brings a variety of apple-related vendors to celebrate apple blossoming season in the community. It is a family-friendly event with local and guest food and non-food vendors, children's entertainment, buskers, live music, and beer garden.

Economic Development and Tourism staff are planning to implement changes to the County's Special Event Application process to better support and encourage a variety of events in the County. In addition, Economic Development and Tourism staff are working with other departments to identify barriers that impact special events applications in an effort to improve customer service and create better efficiencies.

## Summary and Recommendations

Staff are recommending that the St. George Apple Fest be endorsed as a Council approved event for the purpose of simplifying exemption process for the festival organizers and allowing to bring live music and vendors.

## Attachments

None

## Reviewed By

Amanda Paine, Supervisor of Enforcement Services  
Gregory Bergeron, Director of Enforcement and Regulatory Services  
Melissa Connor, General Manager of Strategic Initiatives



**Copied To**

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Zach Gable, Director of Economic Development and Tourism

**By-law and/or Agreement**

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|                 |    |
|-----------------|----|
| By-law Required | No |
|-----------------|----|

|   |    |
|---|----|
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |
|---|----|





## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Shannon Tweedle, Environmental Services Technologist & Drainage Superintendent  
**Date:** Tuesday, July 15, 2025  
**Report #:** RPT-0246-25  
**Subject:** Award of OPS-RFT-25-15 Bishopsgate Municipal Drain  
**Purpose:** For Approval

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### Recommendation

---

That OPS-RFT-25-15 Bishopsgate Drain be awarded to BKT Excavating Ltd. for the bid price of \$370,392.00 (excluding HST).

### Strategic Plan Priority

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Strategic Priority 2 - Focused Growth and Infrastructure

### Impacts and Mitigation

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#### Social Impacts

The project will provide a new municipal drain for stormwater servicing in support of development in the Bishopsgate Road area.

#### Environmental Impacts

The new municipal drain, sized to current standards, will direct stormwater from the road and proposed developments across agricultural lands to a safe outlet, reducing runoff from industrial lands into agricultural lands and ensuring the protection of human health and the environment.

#### Economic Impacts

The new municipal drain will provide a legal outlet to the road authority and developments along Bishopsgate Road and encourage development in the area. Costs for the drain are assessable under *the Drainage Act (the Act)* and will be assessed as per the schedules contained in bylaw 75-24.

# Report

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## Background

Tender No. OPS-RFT-25-15 Bishopsgate Municipal Drain was released on Tuesday, June 3, 2025.

The Bishopsgate Municipal Drain report was prepared by R. J. Burnside & Associates Limited in July 2024 in response to an appointment by the County of Brant (the County) dated June 27, 2023, to investigate issues along Bishopsgate Road, in accordance with *Section 4.1(c) of the Drainage Act, R.S.O., 1990 (the Act)*.

Surface water within the watershed area generally flows in a north to south direction within Lots one (1) and two (2), Concession five (5). There are two (2) existing developed industrial/commercial lots that are serviced with a stormwater management facility designed to retain the 100-year storm event. There is no existing overland flow route to channel and convey the flows in excess of the 100-year event. There is no existing legal outlet for collected and channelized flows.

The installation of the new drain is anticipated to take up to two (2) months and construction will be completed by the end of 2025. There are no road crossings to complete as part of this project. Works to be completed along Bishopsgate Road will be from the roadside and will require a traffic plan to be approved by the Roads Division prior to commencement.

A third branch was proposed in the original report but has not been included in the tender. Written requests from the two (2) landowners who are responsible for the full costs of the branch were received by the County to remove the branch. The owners no longer require the branch for their storm flows as a result of a redesign of the development of the properties.

GrandBridge Energy Inc. has worked with the Drainage Engineer and the County to determine which hydro poles within the proposed drainage corridor require relocation. The relocation of these poles will be completed by GrandBridge Energy in advance of the commencement of the drainage works.

Works on the Bishopsgate Road Municipal Drain include:

- 1,490 metres of channel construction, filling in of a pond (including clearing and grubbing), installation of two (2) 900mm HDPE pipe laneway culverts and laneway restoration; this work is known as Branch A.
- 272 metres of channel construction; this work is known as Branch B.

## Analysis

All tenders are evaluated based on 100% of the price.

The following table summarizes the bids received:

| <b>Contractor</b>                               | <b>Total Tender Price<br/>(excluding HST)</b> | <b>Bid Including<br/>Contingencies<br/>(excluding HST)</b> |
|---|---|--|
| BKT Excavating Ltd.                             | \$370,392.00                                  | \$426,392.00   |
| Robinson Farm Drainage Limited                  | \$449,202.00                                  | \$462,202.00   |
| Robert M. Simon Construction Ltd.               | \$469,467.67                                  | \$499,936.67   |
| Malcolm Holdings Inc. o/a Malcolm<br>Excavating | \$687,498.90                                  | \$742,702.98   |

The inspection and contract administration will be completed by the Engineer and all costs associated with these tasks are assessable under the provisions of *the Act*. The low bid amount including contingencies is \$426,392.00. In accordance with *Section 59(1) of the Act*, the contract price is under the 133% threshold which is a ratio of the contract price plus contingencies to the engineer's estimate. As the contract price did not exceed 133%, a meeting to consider the contract price is not required. There are other costs on the drain such as engineering, allowances, and financing so the costs to the landowners may be less than the 114.7% construction cost increase when the final costs are compiled.

| <b>Engineer's Estimate</b> | <b>Low Bid Amount<br/>(including contingencies)</b> | <b>Contract Price as a<br/>percentage of the<br/>Engineer's Estimate</b> |
|----------------------------|---|--|
| \$371,710.00               | \$426,392.00  | 114.7%   |

### Summary and Recommendations

Four (4) tenders were received by the County Purchasing Department prior to the 2:00 pm closing time on Thursday, July 3, 2025.

Staff recommend that OPS-RFT-25-15 Bishopsgate Municipal Drain be awarded to BKT Excavating Ltd. for the bid price of \$370,392.00 (excluding HST).

### Attachments

1. Bishopsgate Road Municipal Drain Map
2. County of Brant By-Law 75-24 – Bishopsgate Municipal Drain

### Reviewed By

1. A. Bazzard, Director of Environmental Services
2. D. Mellor, General Manager of Operations

**Copied To**

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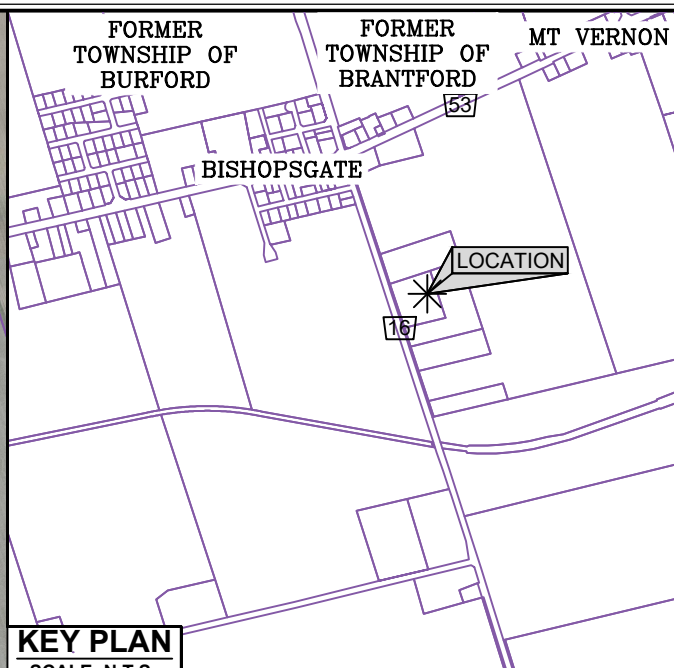
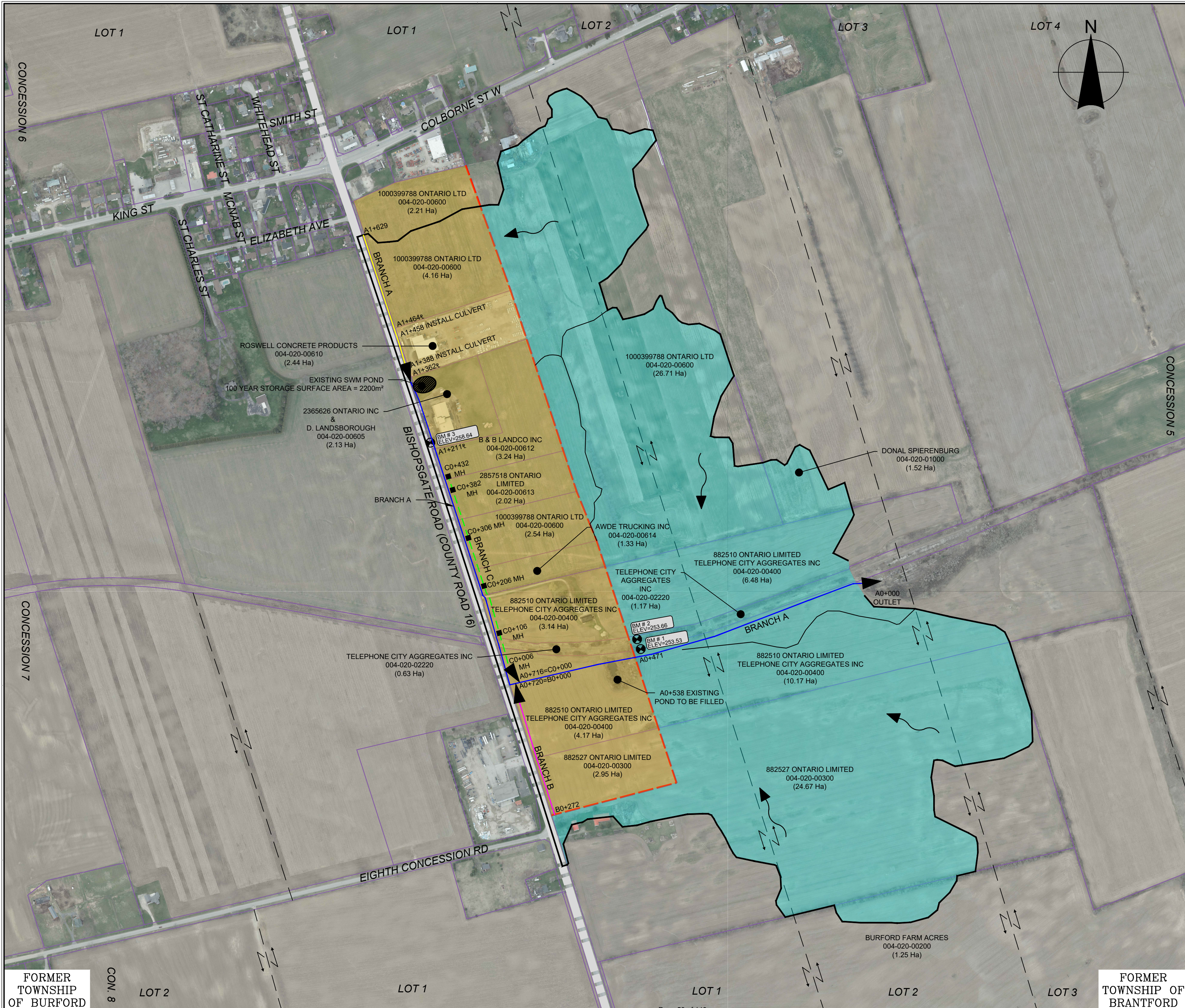
- 1. H. Mifflin, Director of Finance, Treasurer
- 2. H. Bailey, Manager of Accounting & Budgets
- 3. L.L. Rouse, Purchaser
- 4. G. Demers, Director of Roads
- 5. J. DeMunck, Manager of Road Operations

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |





**LEGEND**

WATERSHED BOUNDARY  
SUB WATERSHED BOUNDARY  
DRAIN LOCATION & DIRECTION  
EXISTING DRAIN LOCATION & DIRECTION  
PROPOSED STRUCTURE  
DIRECTION OF SURFACE FLOW  
ROLL NUMBER  
AFFECTED AREA  
SETTLEMENT BOUNDARY  
AGRICULTURAL AREAS  
INDUSTRIAL AREAS  
TOWNSHIP BOUNDARY

OPEN DRAIN  
CLOSED DRAIN  
OPEN DRAIN  
CLOSED DRAIN  
DESC.  
(1-234)  
1.23ha  
DESC.

- Notes
- This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
  - The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
  - This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.
  - All property lines are approximate and for information purposes only.

**ENGINEER'S REPORT**

**Professional Engineers Ontario**  
**Limited Licensee**  
Name: W. P. MACINTYRE  
Number: 100179978  
Category: Civil  
Limitations: This license is subject to the limitations as detailed on the certificate.  
Association of Professional Engineers of Ontario

| No. | Issue / Revision               | Date       | Auth. |
|-----|--------------------------------|------------|-------|
| 1   | ISSUED FOR ONSITE MEETING      | 2023/09/13 | WPM   |
| 2   | ISSUED FOR INFORMATION MEETING | 2024/04/02 | WPM   |
| 3   | ISSUED FOR ENGINEER'S REPORT   | 2024/07/11 | WPM   |

**BURNSIDE**  
R.J. Burnside & Associates Limited  
35 Perry Street  
Woodstock, Ontario, N4S 3C4  
telephone (519) 271-5111 fax (519) 271-3790  
web www.rjburnside.com

Client  
**COUNTY OF BRANT**  
26 PARK AVE  
BURFORD, ONTARIO  
N0E 1A0

Drawing Title  
**BISHOPSGATE ROAD MD**  
WATERSHED PLAN

|                    |                               |              |                |                              |
|--------------------|-------------------------------|--------------|----------------|------------------------------|
| Designed<br>CGT    | Checked<br>WPM                | Drawn<br>CGT | Checked<br>WPM | Drawing No.<br><b>1 of 5</b> |
| Date<br>2024/07/11 | Project No.<br>300057223.0000 |              |                |                              |
| Scale<br>1:5,000   |                               |              |                |                              |

FORMER  
TOWNSHIP  
OF BURFORD

FORMER  
TOWNSHIP OF  
BRANTFORD







**BY-LAW NUMBER 75-24**

**-of-**

**THE CORPORATION OF THE COUNTY OF BRANT**

Being a By-law to Provide for Drainage Works in the County of Brant (Bishopsgate Municipal Drain)

**WHEREAS** the Council of the Corporation of the County of Brant has appointed R.J. Burnside & Associates Limited by resolution under Sections 78 of the Drainage Act, to prepare a report to investigate drainage issues along Bishopsgate Road between County Road 53 and the 8<sup>th</sup> Concession Road;

**AND WHEREAS** the Council of The Corporation of The County of Brant has procured a report under Sections 78 of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, by R.J. Burnside & Associates Limited, dated June 27, 2024 attached hereto as Schedule "A" and forming part of this by-law;

**AND WHEREAS** the estimated total cost to prepare the report for the drainage works is one million, four hundred seventy three, six hundred ten dollars (\$1,473,610.00)

**AND WHEREAS** two hundred seventy-four thousand and eight hundred forty-five dollars (\$274,845.00) is the amount to be contributed by the municipality for the County land and road portions of the drainage works;

**AND WHEREAS** the Council is of the opinion that the proposed works are required;

**AND WHEREAS** at the Court of Revision held on September 3, 2024, the appeal from David Landsborough of 340 Bishopsgate Rd was granted and the assessment on the property was to be reduced by \$15 000 and added to the assessment to the property owned by the County of Brant;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF BRANT** enacts as follows:

1. **THAT** the report prepared by R.J. Burnside & Associates dated June 27, 2024, and attached hereto as Schedule "A" is hereby adopted, subject to the decision of the Court of Revision;
2. **AND THAT** Corporation of the County of Brant may borrow on the credit of the corporation the amount of \$1,473,610.00 being the amount necessary for the preparation and construction of the report
2. **AND THAT** for paying the amount of one million, four hundred and seventy three, six hundred and ten dollars (\$1,473,610.00) being the amount assessed upon the lands and roads within the municipality, a special rate sufficient to pay the amount assessed, plus interest thereon, shall be levied upon the whole rateable properties in The Corporation of The County of Brant for one (1) year after the passing of this by- law to be collected in the same manner and at the same time as other taxes are collected
3. **AND THAT** the Corporation of the County of Brant may arrange the issue of debentures for the amount borrowed less the total of:
  - (a) grants received under Section 85 of the Drainage Act

- (b) commuted payments made in respect of lands and roads assessed within the municipality
  - (c) moneys paid under Section 61(3) of the Drainage Act
  - (d) And such debentures shall be made payable within ten (10) years from the date of the debenture and shall bear interest at the rate prevailing at the time the debenture(s) is/are sold by the County of Brant.
4. **AND THAT** all assessments of One Thousand Dollars (\$1000.00) or less are payable in the first year in which the assessment is imposed.
5. **AND FINALLY THAT** this by-law comes into force on the passing thereof and may be cited as the Bishopsgate Municipal Drain.

**READ** a first and second time and provisionally adopted, this 23<sup>rd</sup> day of July 2024.

**THE CORPORATION OF THE COUNTY OF BRANT**

\_\_\_\_\_  
David Bailey, Mayor

\_\_\_\_\_  
Alysha Dyjach, Clerk

**READ** a third time and finally passed in Council, this 24th day September, 2024.

**THE CORPORATION OF THE COUNTY OF BRANT**

\_\_\_\_\_  
David Bailey, Mayor

\_\_\_\_\_  
Alysha Dyjach, Clerk

## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Michelle Schaeffe, Policy Planning, County of Brant  
Michelle Diplock, Principal Planner, Nethery Planning  
**Date:** July 15, 2025  
**Report #:** RPT-0274-25  
**Subject:** Preliminary Key Directions for the Cainsville Employment Land Use Strategy  
**Purpose:** For Information and Direction

---

### Recommendation

---

That Report RPT-0274-25– Preliminary Key Directions for the Cainsville Employment Land Use Strategy be received as information;

And that Council endorses the Preliminary Key Directions of this report, which will be used to finalize the background research and inform the creation of three draft land use and design concepts for further consultation.

### Executive Summary

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In November 2024, Council directed staff through [RPT-0501-24](#) to hire external consultants to complete a Cainsville Premier Employment Hub Comprehensive Land Use Strategy (“The Strategy”). The Strategy aims to position Cainsville not only as a development-ready employment area, but as a regional leader in innovation-driven, high-density employment. By targeting advanced sectors and enhancing the workplace experience, the Strategy will support a bold vision for economic growth that leverages Cainsville’s strategic location, infrastructure potential, and access to local talent.

Since that time, significant progress has been made. Watson and Associates Economists Ltd. have undertaken an Employment Hub Market Study specific to Cainsville, while Nethery Planning and The Planning Partnership led initial engagement activities and background research. These efforts have informed a set of preliminary key directions, which are outlined in this report and proposed to guide the next phase of concept development. A high-level illustration of the background findings is provided in Attachment 1 and detailed further in this report.

The purpose of this report is to:

- Update Council on tasks completed to date;
- Present preliminary key directions for endorsement; and
- Set the stage for the development of three draft land use and design concepts.

The draft concepts will be developed and shared for public and stakeholder consultation throughout September 2025, including a Project Workshop scheduled for September 10<sup>th</sup> at the TF Warren Group Cainsville Community Centre. County Staff and the consulting team will continue to refine the Strategy based on feedback, with a preferred land use and design concept to be brought forward to Council for final approval.

## **Strategic Plan Priority**

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Strategic Priority 1 - Sustainable and Managed Growth

## **Impacts and Mitigation**

---

### Social Impacts

The Strategy and associated supporting studies will provide valuable information on how the Cainsville Employment Lands can be developed utilizing a healthy and complete communities framework to help with employee attraction and retention.

### Environmental Impacts

The Strategy will incorporate environmental aspects such as protecting and improving the quality and quantity of water, conserving natural areas, identifying opportunities to integrate active transportation and green spaces to support a thriving business hub, and providing recommendations on sustainability.

### Economic Impacts

As part of [RPT-0501-24](#), Council approved a 2025 Capital Budget expenditure of about \$250,000. The key focus of this project is to determine a roadmap and planning framework, including a Comprehensive Land Use Strategy and implementing Zoning By-Law Amendment, which will result in the creation of a development-ready prestigious employment hub on full municipal services in the community of Cainsville. The strategy proposes a target of 7,600 jobs at buildout and prioritizing high-value employment sectors as sites develop or redevelop.

## **Report**

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### Background

In November 2024, Council approved direction to staff through [RPT-0501-24](#) to hire external consultants to complete a Cainsville Premier Employment Hub Comprehensive Land Use Strategy, in which the goals are summarized as follows:

- Establish land use and zoning provisions to guide the development of a high-quality employment hub primarily consisting of industrial uses that are supported by complementary commercial businesses.
- Design a multimodal transportation network, including trails and potential transit services, to improve access and connectivity.
- Incorporate green infrastructure, including stormwater management and trail systems, to create a sustainable and attractive environment.
- Utilize high-quality urban design principles to create a visually cohesive, easy-to-navigate, and modern industrial and commercial area.
- Phase development in line with municipal servicing plans to ensure efficient service delivery and responsible infrastructure investments.

Since that time, the County retained a multi-disciplinary team of consultants including Watson and Associates Economists Limited to complete an Employment Hub Market Study specific to Cainsville; Nethery Planning and The Planning Partnership to conduct public engagement, complete the land use components and prepare an urban design strategy; and Arcadis to prepare a multimodal transportation plan and complete traffic studies and identify any road improvements needed to support the full buildout of Cainsville. Detailed design has been initiated for stormwater management, and water and wastewater servicing, as part of the next steps to implement the [Master Servicing Plan](#).

The following tasks have been completed in draft format, to be finalized shortly, but are summarized in the Analysis Section of this Report:

- Watson and Associates Economists Limited has carried out an Employment Hub Market Study specific to Cainsville.
- Initial engagement occurred including a dedicated [EngageBrant](#) website, notifying all owners in the Cainsville area by mail, offering one on one conversations with those interested in discussing the project, and notifying Indigenous Communities and government agencies.
- Nethery Planning has initiated background land use research which will form part of a Cainsville Premier Employment Hub Background Report.

The above-noted reports are in the process of being finalized and will be made available to Council, put on EngageBrant, and shared directly with Indigenous Communities, developers, consultants, agencies and other community partners.

Once the preliminary key directions are confirmed, the next steps in the planning process include:

- Developing three draft land use concepts for consultation.
- Meeting with interested community partners (e.g., Indigenous Communities, City of Brantford, utility companies, business owners).
- Hosting a Project Workshop on September 10<sup>th</sup> at the TF Warren Group Cainsville Community Centre. The Workshop will serve as a valuable tool to refine direction of the Strategy.
- Determining a preferred land use and design strategy.
- Completing a Cainsville Premier Employment Hub Strategy including Design Guidelines.
- Creating a Phasing of Development Strategy.
- Developing Official Plan and Zoning By-Law Amendments to implement the Strategy.

## Analysis

The County initiated the development of a Comprehensive Land Use Strategy to create a Premier Employment Hub in Cainsville. Located near Highway 403, Cainsville contains some of the County's largest employment lands, which consist of industrial uses and supportive commercial uses. The Strategy will guide future growth and investment on full municipal services to attract new business opportunities while supporting the area's long-term vitality and sustainability.

There has been increasing interest in employment investment in Cainsville and a recognition by the County that a coordinated, development-ready strategy is needed to unlock the full potential of the area.

In addition to the highlights included as Attachment 1 to this report, summarized below are the results of the ongoing studies and consultation completed to date.

### **“As We Heard it” Engagement Summary**

During the week of May 12, 2025, an EngageBrant webpage was published, and a Notice of Study Initiation was mailed to all landowners within the Cainsville area. Notice of the project initiation was provided by email to the Six Nations of the Grand River, the Mississauga of the Credit First Nation, local developers and consultants, as well as local agencies and community partners.

The Six Nations of the Grand River and the Mississauga of the Credit First Nations have requested to be engaged as the project progresses. A copy of the Employment Hub Market Study and Background Report will be shared with both communities.

Initial feedback from landowners in early May identified municipal servicing as the most critical component for future development. It was noted that end land uses depend on securing prospective tenants. Industrial landowners expressed a desire for the County to proactively support rapid accommodation of new industrial users. They also identified that warehousing and logistics operations are of the highest demand for employment lands in Cainsville. Though these are the highest demand uses they are misaligned with the County’s goal of achieving higher job density per hectare.

On June 16, 2025, one-on-one conversations were held with interested Cainsville community members to identify local concerns and aspirations for the future. Key feedback from those discussions identified broad support for the expansion of employment uses in Cainsville, though with concern about traffic safety being raised by participants.

As the project launched, this initial foundation of community feedback will support the development of three land use concepts that will be shared and refined during the September 10, 2025, workshops.

### **Cainsville Premier Employment Hub Market Study**

Watson and Associates Economists Limited was retained to complete an Employment Hub Market Study to assess the potential for Cainsville to be developed as a strategic employment hub within the County. The study identifies a range of opportunities and challenges and makes several high-level recommendations to inform future planning and investment decisions.

Key findings from the study are summarized below:

#### **1. Strategic Location & Assets:**

- Proximity to Highway 403 makes Cainsville ideal industrial employment uses.
- New Community Centre serves as a central hub for residents and workers.
- Colborne Street has potential as a key corridor for traffic flow and employment-supportive uses.
- Cainsville Trail offers scenic, active transportation links to Brantford.
- Rural setting provides natural buffers from sensitive uses, supporting a village-like industrial hub.

- Planned transit expansion, including a stop at the Community Centre, will improve connectivity to Downtown Brantford.
- Proximity to high-performing employment hubs in neighbouring communities provides benchmarking opportunities (e.g. Ancaster Business Park, North Cambridge Business Park, Eastgate Business Park in Brantford etc.)
- Potential CN Rail freight service could enhance logistics and reduce business costs.

## 2. Current Employment Profile:

- Approximately 2,700 jobs with an average density of 15 jobs/net hectare.
  - Multi-tenant buildings: 42 jobs/net hectare.
  - Single-user buildings: 11 jobs/net hectare (due to space for parking/storage).
- Manufacturing accounts for 41% of the employment base.

## 3. Land Supply & Growth Potential:

- Cainsville offers large, undeveloped tracts of land, rare in the region, suitable for large-scale industrial or campus-style developments.
- With full servicing, potential target of 30 jobs/net hectare, similar to Brantford.
- By 2051, employment could grow by 64% to 7,600 jobs (4,900 additional jobs)

## 4. Development Constraints:

- Servicing limitations, including water and wastewater capacity, which are being addressed through the Master Servicing Plan.
- Fragmented land ownership, complicating large-scale development.
- Limited supply of shovel-ready, serviced land despite strong demand.

Further to these findings, the preliminary recommendations of the study are identified below:

- Invest in infrastructure, especially water and wastewater upgrades.
- Pursue inter-municipal servicing agreements to resolve bottlenecks.
- Complete secondary planning, including pre-zoning, to streamline approvals.
- Protect employment lands from encroachment by sensitive uses.
- Promote the area through targeted marketing and investment attraction strategies.

The development of the land use strategy for Cainsville will provide direction on how best to implement the recommendations of the Cainsville Premier Employment Hub Market Study.

## **Background Review Summary**

Research has been initiated to complete a background review of the study area and existing context, as well as all applicable policies and work that has been done to date to support the evolution of Cainsville including:

- Provincial Planning Statement.
- A Simply Grand Plan: The Official Plan for the County of Brant.

- Comprehensive Zoning By-Law – The County of Brant (August 2021 Office Consolidation).
- Advancing Brant's Economic Future: 2024-2027 County of Brant Economic Development Strategy.
- County of Brant Transportation Master Plan.
- City of Brantford / County of Brant Joint Strategic Transportation Study.
- County of Brant Trail Master Plan.
- Cainsville Premier Employment Hub Market Study.
- Cainsville Master Servicing Plan.

A full background report is being completed in advance of community engagement and will be posted to the EngageBrant page. The report will guide the development of three land use concepts for Cainsville in tandem with a Multimodal Transportation Plan and Servicing Strategy for the area. As part of this report, a series of emerging directions for the project have been identified and are outlined below.

### Preliminary Key Directions and Recommendations

Building on the work completed to date, the project team recommends endorsing the following preliminary key directions, which will be used to inform the creation of three draft land use and design concepts for further consultation. It should be noted that County Staff and the Consulting Team will continue to refine the key directions throughout the project, ultimately selecting a preferred land use and design concept that will be brought forward to Council for approval.

### **Preliminary Key Directions**

- 1. Growth Potential and Target Sectors:**
  - a. Increase the employment density from 15 to at least 30 jobs per hectare by targeting higher-order employment uses.
  - b. Target high-value sectors such as advanced manufacturing, clean technology, research and development, and other sectors that align with regional economic trends to ensure high job density.
  - c. Limit logistics and warehousing to secondary uses limited in area and direct large-scale operation to areas with direct access to Highway 403 (e.g. Rest Acres Road and Middle Townline Road employment areas).
- 2. Employment First Development:**
  - a. Prioritize protection of encroaching uses and development of employment lands to attract industrial businesses.
  - b. Re-designate General Employment lands, apply a site-specific policy area, or amend general policies to highlight the strategic importance of these lands and set a higher standard of defined supported uses.
  - c. Identify appropriate land for non-industrial and non-residential uses that support the Employment Area (e.g., restaurants, hotels, day cares, fitness centres).
- 3. Design and Identity:**
  - a. Establish and implement clear urban design guidance and built-form zoning provisions to ensure high-quality development in Cainsville that will help position it as a focal point for high-standard employment uses in Brant.



- b. Design the area for operational efficiency, visual coherence, and quality of place that reflects contemporary industrial design principles.
  - c. Apply a climate change lens to incorporate green spaces and connections.
  - d. Incorporate Indigenous place-keeping and planning perspectives in recognition of the historical significance of the nearby Grand River and its tributaries.
- 4. **Opportunities by Location:**
  - a. Central Cainsville: Develop small-scale and multi-tenant industrial sites (2 ha or smaller) to support high density employment and small business growth, fostering a pedestrian-friendly environment.
  - b. Large Vacant Sites: Utilize large tracts of vacant land to plan for campus-style or large industrial developments to attract expansive industrial projects.
  - c. Old Onondaga Road East to Shaver Street: Position underutilized lands for large-scale industrial redevelopment.
  - d. Northeastern Gateway Node: Create a strategic entry point for employment-supportive services, protecting the remaining lands for primary industrial uses.
- 5. **Infrastructure Opportunities:**
  - a. Determine phasing and funding for major capital projects to increase capacity and develop the area on full municipal services.
  - b. Investigate the reintroduction of rail service to enhance freight transportation capabilities and reduce logistic costs for targeted industries.
  - c. Continuing work with the City of Brantford as they consider the extension of Brantford Transit services to Cainsville to improve cross-municipal mobility options.
  - d. Integrate the Cainsville Trail and other natural areas into development plans to incorporate an active transportation plan network.
  - e. Enhance the workplace experience, particularly along Colborne Street, by integrating new sidewalks, upgraded lighting, enhanced utilities, streetscaping, and employee-focused amenities to create a vibrant and supportive streetscape, to encourage private investment and competitiveness.
- 6. **Branding:**
  - a. To fully realize the potential as a prestigious employment area, the County should explore strategies that enhance Cainsville's brand and sense of place. This includes developing a distinct identity for the business park that emphasizes innovation, sustainability, and quality of life.

Establishing and implementing the preliminary key directions aims to transform Cainsville into a leading employment area by aligning land use planning with economic development objectives, enhancing infrastructure, and fostering sustainable growth.

Staff recommend that Council endorse the preliminary key directions of this report, which will set directions for targeting specific employment sectors, utilizing key areas along Colborne Street for supportive commercial uses, requiring a high standard of urban design, prioritizing infrastructure planning, and branding Cainsville as a prestige employment hub.

### Next Steps

The next steps of this project will focus on using the preliminary key directions and results of the background studies to establish three draft land use and design concepts. The draft concepts will be used for consultation purposes throughout the month of September, including the hosting of a Project Workshop on September 10<sup>th</sup> at the TF Warren Group

Cainsville Community Centre. County Staff and the Consulting Team will continue to refine the key directions throughout the project, ultimately selecting a preferred land use and design concept that will be brought forward to Council for approval.

**Attachments**

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- 1. Cainsville Premier Employment Hub Highlights

**Reviewed By**

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Alison Newton, CAO  
Alysha Dyjach, General Manager of Development Services  
Brandon Kortleve, Manager of Policy Planning  
Zach Gable, Director of Economic Development and Tourism  
Mark Maxwell, Director of Engineering and Infrastructure Planning  
Jeremy Vink, Director of Planning

**Copied To**

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Kathy Ballantyne, Director of Facilities and Special Project  
Melissa Connor, General Manager of Strategic Initiatives  
Don Cunningham, Director of Development Engineering  
Chris Garwood, Senior Economic Development Officer  
David Mellor, General Manager of Operations  
Philip Mete, General Manager of Community Services

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |

# Cainsville Premier Employment Hub

## Why this project matters

The County is developing a Comprehensive Land Use Strategy to grow Cainsville into a Premier Employment Hub. Cainsville includes some of the County's largest employment lands. The goal is to attract new businesses by preparing the area for full municipal services, improving transportation, and supporting sustainable development.

Interest in Cainsville is growing and this Strategy will help guide future development in a coordinated, efficient way.

## What's been done so far

**A team of consultants is working on several studies:**

- ➔ **Employment Hub Market Study** by Watson and Associates
- ➔ **Background Report – Emerging Directions** by Nethery Planning
- ➔ **Multimodal Transportation Study** by Arcadis
- ➔ **Stormwater, water and wastewater studies** are underway

Community feedback was gathered through several channels, including a dedicated project page on Engage Brant, letters sent to nearby property owners, and one-on-one meetings.

## Cainsville is growing.

**This long-term strategy will bring new jobs, better infrastructure, and sustainable development while keeping its unique community character.**


## What we've learned


### Cainsville's strengths:

- ✓ Proximity to Highway 403 makes the area ideal for industrial employment uses.
- ✓ Colborne Street has the potential to become a key corridor for local services, such as restaurants that cater to area workers.
- ✓ The new TF Warren Group Cainsville Community Centre serves as a community hub.
- ✓ Rural setting provides natural buffers from residential uses, supporting a village-like industrial hub.
- ✓ The Cainsville Trail offers scenic active transportation links to the area.

## Facts and figures

  
**2,700**  
jobs in  
Cainsville today

  
**41%**  
Manufacturing  
makes up 41% of  
local jobs

  
**64%**  
By 2051, Cainsville  
could grow to **7,600**  
**jobs** (64% increase)

**Large parcels  
of land** offer rare  
opportunities for  
manufacturing, research,  
and campus-style  
business developments



Job density is currently  
**15 jobs per hectare**

- ➔ Multi-tenant buildings = 42 jobs/ha
- ➔ Single-user sites = 11 jobs/ha
- ➔ City of Brantford's average is 30 jobs/ha

## What we've heard from the community



**Municipal Servicing is key to future development**



**Business tenants often identified after land is secured**



**Landowners want faster approvals for industrial uses**



**High interest in warehousing and logistics**



**Residents are concerned about traffic safety and speeding**

## Strategic Directions

### Growth Potential

- ➔ Double the current employment density average from 15 to 30 jobs per hectare, increasing the number of jobs in the area from 2,700 to 7,600, resulting in 64% growth.

### Target Sectors

- ➔ Target industrial sectors: Advanced manufacturing, research and innovation, campus-style, and multi-tenant industries
- ➔ Logistics: Focus larger operations near Highway 403
- ➔ Supporting commercial uses: Restaurants, childcare, hotels, fitness centres go in designated corridors along Colborne separate from industrial areas

### Design and identity

- ➔ Build with high-quality, modern industrial design
- ➔ Include green spaces and climate-friendly planning
- ➔ Honour Indigenous history and identity in design

### Opportunities by location

- ➔ Central Cainsville: Ideal for small business and walkable employment
- ➔ Large vacant lands: Best suited for campus or industrial development
- ➔ Old Onondaga Road East to Shaver Street: Great for redevelopment
- ➔ Northeast Gateway: A welcoming entrance with services

### Infrastructure opportunities

- ➔ Plan for full municipal services
- ➔ Explore reintroducing rail freight
- ➔ Expand Brantford Transit to reach Cainsville
- ➔ Improve Colborne Street with sidewalks, lighting and landscaping
- ➔ Enhance natural features like the Cainsville Trail

### Branding

- ➔ Create a strong and recognisable identity for Cainsville as a premier location for business.

## What's next?

The County will continue to coordinate the project with a multi-disciplinary team of consultants to establish and implement the vision for Cainsville. Upcoming steps:

- ✓ Create and consult on three land use concepts
- ✓ Meet with interested community partners like Indigenous Communities, City of Brantford, utility providers, businesses and residents
- ✓ Host a Public Workshop on September 10, 2025 at the TF Warren Group Cainsville Community Centre
- ✓ Finalize land use plan, design guidelines, and development phasing

## Learn more!

✓ **EngageBrant.ca/**  
**CainsvilleLandUseStrategy**

**policy@brant.ca**  
**519.44BRANT (519.442.7268)**

County of Brant, *Policy Planning Division*  
66 Grand River Street North  
Paris, ON N3L 2M2





## **Administration and Operations Committee Report**

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**To:** To the Chair and Members of the Administration and Operations Committee  
**From:** Kim DaCosta, Insurance and Legal Clerk  
**Date:** July 7, 2025  
**Report #:** RPT-266-25  
**Subject:** Insurance Program Renewal  
**Purpose:** For Approval

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### **Recommendation**

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That the County of Brant renew the Municipal Insurance Program with Intact Public Entities Inc. (IPE) for a one-year term commencing August 30, 2025, at the annual premium amount of \$2,093,344.00 plus applicable taxes; and

That the Chief Administrative Officer or her designate be directed to execute all applicable renewal documents on behalf of The Corporation of the County of Brant to effect the renewal.

### **Executive Summary**

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This report provides an update on the current insurance landscape and in particular with respect to municipal insurance and the costs associated with the renewal of the 2025 Municipal Insurance Program with Intact Public Entities Inc. for a one-year term.

### **Strategic Plan Priority**

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Strategic Priority 6 - Stable and Responsive Governance

### **Impacts and Mitigation**

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#### Social Impacts

There are no direct social impacts to the municipality resulting from the recommendation of this report.

#### Environmental Impacts

There are no direct environmental impacts to the municipality resulting from the recommendation of this report.

#### Economic Impacts

The 2025 premium for renewal of the municipal insurance program is \$2,093,344.00 plus taxes, representing a rate increase of \$89,090.00 from the previous year. The 2025 premium represents a 4.4% increase from the 2024 premium paid.

The County’s Insurance Reserve was created to stabilize and smooth the impact of premium increases that are estimated at budget time. The Insurance Reserve balance as of December 31, 2024, was \$307,232.64.

\$2,157,771.00.00 has been included in the 2025 budget for insurance premiums and therefore there is no budget shortfall. The insurance premium increase will be included in the proposed 2026 budget.

**Report**

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Background

In 2019, Council approved the recommendation to accept the proposal from Frank Cowan Company (now Intact Public Entities Inc.). Staff will prepare a report to Council in 2026 to consider going to market for the Municipal Insurance Program or continue to renew with IPE.

Renewal Analysis

The global insurance market has now begun to stabilize from the volatile swings of the previous few years to a softening and with that, the appetite and capacity for specialized risks such as municipal insurance has increased. Accordingly, this has resulted in favourable renewal terms and allows for continued pricing stability.

It should be noted however, that extreme weather events continue to be a concern and losses due to these events will continue to rise past 2025. Natural catastrophic property losses in 2024 reached an all-time high in Canada at almost \$8 billion due to flooding, wildfires and hailstorms. In addition, the imposition of tariffs on building supplies will impact the costs of claims and supply chain disruptions will have an effect on the insurance market in the current geo-political climate.

Joint and several liability (the 1% rule) continues to be a significant concern for municipalities in Ontario, especially as the severity of awards has increased. A finding of only 1% negligence against a defendant under joint and several liability, means that claimants will pursue a claim against defendants with “deep pockets” such as municipalities.

Separately from the current renewal, it should be noted that the County obtained Cyber Liability coverage for a period between March 2024 to March 2025. Staff are currently working to align the renewal of the Cyber policy with the renewal of the Municipal Insurance Program in 2026.

The table below outlines the County’s insurance renewal costs (excluding taxes) for the past five years:

**Table 1 – Five Year Insurance Costs**

| Year        | Insurance Premium  | Change      |
|-------------|--------------------|-------------|
| 2020        | \$1,356,231        | 13.6%       |
| 2021        | \$1,564,057        | 15.3%       |
| 2022        | \$1,759,740        | 12.5%       |
| 2023        | \$1,936,997        | 9.1%        |
| 2024        | \$2,004,254        | 4.7%        |
| <b>2025</b> | <b>\$2,093,344</b> | <b>4.4%</b> |



The above overall insurance premium increase indicates that the increase to the County's 2025 renewal is 4.4%, which is primarily inflationary.

To help ascertain the County's position at renewal, staff researched the renewal rates of neighbouring municipalities. Norfolk County's premium was \$2,174,241 (plus taxes), representing a 1.9% increase from 2024. Haldimand County's premium was \$984,986 (including taxes), representing a 4.5% increase and Oxford County's premium was \$2,192,931 (plus taxes) which was a 4.9% increase from 2024. Given the variability across municipalities in changes/increases to their premiums, along with the modest increase to the County's 2025 premium, renewal of the policy with IPE continues to be most favorable option for the County.

**Table 2 – 2025 Insurance Renewal Cost Analysis**

| <b>Coverage</b>                     | <b>2024 Premium</b> | <b>2025 Premium</b> | <b>\$ Increase</b> | <b>Factors affecting Increase</b>  |
|-------------------------------------|---------------------|---------------------|--------------------|--|
| Casualty                            | \$1,501,322         | \$1,568,216         | \$66,894           | General market conditions, population growth, & recent claims activity in Ontario  |
| Property                            | \$ 300,112          | \$ 316,279          | \$16,167           | Building values have increased in order to reflect inflationary trends   |
| Auto                                | \$ 202,820          | \$ 208,849          | \$ 6,029           | Current market conditions, including loss increases due to thefts, collisions & increased costs of parts & vehicle replacement |
| <b>*Total<br/>(Excluding Taxes)</b> | <b>\$2,004,254</b>  | <b>\$2,093,344</b>  | <b>\$89,090</b>    |  |

### Summary and Recommendations

Although the insurance market is shifting from a hard market that began in 2019 to a soft market, economic and geo-political factors will continue to have an impact on insurance costs. Despite this, with the County's prudent business decisions, the continued efforts to mitigate exposure to risks with effective risk management strategies such as heeding prudent objective advice from professionals within the corporation and fiscally responsible reserve policies, the County continues to maintain a comparatively favourable claims history.

The Municipal Insurance Program provides the County with fiscally sound protection against financial loss of the County's assets and provides liability protection to employees, Councilors, volunteer firefighters and volunteers from acts attributed to negligence while under the direction of the County of Brant.



The County continues to receive excellent customer service including risk management services and contract reviews, in addition to their insurance claims services from Intact Public Entities Inc. Risk management workshops are also included in their insurance program and provided for all County employees at no additional cost.

It is therefore recommended that the County of Brant renew the Municipal Insurance Program with Intact Public Entities Inc. for a one-year term commencing August 30, 2025, at the annual premium amount of \$2,093,344.00 plus applicable taxes; and

That the Chief Administrative Officer or her designate be permitted to execute all applicable renewal documents on behalf of The Corporation of the County of Brant to effect the renewal.

**Attachments**

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None

**Reviewed By**

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- 1. Heather Boyd, General Manager of Corporate Services
- 2. Rochelle Welchman, Solicitor and Corporate Counsel

**Copied To**

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- 1. Alison Newton, CAO
- 2. Rochelle Welchman, Solicitor and Corporate Counsel
- 3. Heather Boyd, General Manager of Corporate Services
- 4. Heather Mifflin, Director of Finance, Treasurer

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |



## Administration and Operations Committee Report

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Mark Eby, Director of Infrastructure and Asset Management  
Ognjen Coric, GIS and Asset Management Coordinator  
**Date:** July 15, 2025  
**Report #:** RPT-0211-25  
**Subject:** Asset Levels of Service (as Required per Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure)  
**Purpose:** For Approval

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### Recommendation

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That Council approves the Asset Levels of Service as included in the individual addendums to the Strategic Asset Management Policy (SAMP):

- SAMP Addendum – Roads
- SAMP Addendum – Structures (Bridges and Culverts)
- SAMP Addendum – Water Operations
- SAMP Addendum – Wastewater Infrastructure
- SAMP Addendum – Stormwater Management Systems
- SAMP Addendum – Business and Technology Solutions
- SAMP Addendum – Fleet Management
- SAMP Addendum – Fire Services
- SAMP Addendum - Facilities (Vertical Structures)
- SAMP Addendum – Community Services
- SAMP Addendum – Brant-Brantford Paramedic Services

### Executive Summary

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Under *Regulation 588/17, Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperity Act, 2015*, municipalities are required to adopt Levels of Service for all municipal assets. The recommended levels of service are based on current practices and schedules adopted by the respective County of Brant Departments.

### Strategic Plan Priority

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Strategic Priority 1 - Economic and Financial Resilience

## **Impacts and Mitigation**

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### Social Impacts

The Strategic Asset Management Policy (SAMP) (see attached) is the framework by which the County of Brant (the County) operates and maintains all of the owned assets. Level of Service (LOS) provides for timing of how and when things are done and will affect the lives of all County residents.

### Environmental Impacts

N/A

### Economic Impacts

The Strategic Asset Management Policy (SAMP) is a critical component of the County's Asset Management Plan (AMP) and Asset Management Plan Financial Strategy, which are in turn, key drivers of County of Brant's Long Term Financial Planning and annual budget process.

## **Report**

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### Background

On December 27, 2017, the Province of Ontario introduced *Regulation 588/17, Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperity Act, 2015*.

Consistent with this legislation, the County has undertaken a Strategic Asset Management Policy (SAMP), the Asset Management Plan for both core and non-core assets and the Asset Management Financial Strategy, which is being presented to Council at its July 22, 2025, meeting. Part of the Policy is to establish Levels of Service (LOS) for all County assets.

As LOS will live within the SAMP as an addendum, they will be reviewed and updated at least every five (5) years as a minimum as stated by the regulation.

### Analysis

The SAMP creates the process by which the County's AMP will be created and followed. Essentially it is how the County will conduct its business in relation to assets and infrastructure that they own and maintain going forward and the financial strategies that will be utilized to fund the required work. The SAMP has been set up as an overarching policy that has addenda for each individual asset type (roads, structures (bridges and culverts), vertical structures, stormwater, water, sanitary, Community Services, Fire Services, etc.) As part of the addendums that have been created, LOS have been included.

The asset management team worked with staff in each department that currently manages assets on behalf of the municipality to deliver required services to the residents. The LOS that have been documented and included in the addendums are LOS that are currently being delivered. No increase in LOS has been included in this process for Council approval. Any

LOS increase will be put forward for Council approval in conjunction with analysis of financial impacts with respect to the Long-Term Financial Plan (LTFP).

Ultimately, the SAMP is a living document, along with the addendums, and changes or improvements are made as required. This ensures it still meets the needs of the municipality as assets are added, and changes occur over time. At any time, there is a change in LOS or as management of County assets improves (both in the field and through our software), the asset addendum can be updated and approved by Council without an update or revision to the SAMP. Staff believe that there will be addendum updates to a number of the assets over the next couple of years as we build corporate knowledge of assets and work towards the next update to the AMP. A standard operating procedure (SOP) is still in the works to ensure that the SAMP is followed as a part of the ongoing work to create, document, update and deliver all aspects of asset management for the County.

### **Summary and Recommendations**

To meet the requirements of *O.Reg. 588/17*, that Council approves, the individual asset addendums that include the Level of Service for each asset group.

### **Attachments**

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1. 2024 Strategic Asset Management Policy (SAMP)
2. SAMP Addendum – Roads
3. SAMP Addendum – Structures (Bridges and Culverts)
4. SAMP Addendum – Water Operations
5. SAMP Addendum – Wastewater Infrastructure
6. SAMP Addendum – Stormwater Management Systems
7. SAMP Addendum – Business and Technology Solutions
8. SAMP Addendum – Fleet Management
9. SAMP Addendum – Fire Services SAMP Addendum - Facilities (Vertical Structures)
10. SAMP Addendum – Community Services
11. SAMP Addendum – Brant-Brantford Paramedic Services
12. SAMP Addendum – Facilities (Vertical Structures)

### **Reviewed By**

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D. Mellor – General Manager of Operations  
H. Boyd - General Manager of Corporate Services

### **Copied To**

---

C. Stevenson – General Manager of Emergency and Protective Services  
D. Watson, Fire Chief  
R. King, Chief, Brant-Brantford Paramedic Services  
P. Mete - General Manager of Community Services  
G. Demers, Director of Roads

J. DeMunck, Fleet Manager  
 J. Murphy, Capital Project Manager  
 A. Bazzard, Director of Environmental Services  
 M. Biggin, Environmental Services Manager  
 M. D'Hondt, Solid Waste/Wastewater Operations Manager  
 S. Tweedle, Environmental Services Technologist (Stormwater/Wastewater)  
 A. Dubeckyj, Manager of Compliance and Quality  
 H. Bailey, Manager of Budgets and Long-term Financial Planning  
 K. Ballantyne, Director of Facilities & Special Projects  
 S. Ellins, Director of Parks & Recreation  
 S. McAfee, Capital Property Manager  
 J. Rickert, Director of Business and Technology Solutions

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |

**SUBJECT:**

## County of Brant – Strategic Asset Management Policy

|                 |  |
|-----------------|--|
| Policy #:       |  |
| Effective date: | May 23, 2024                           |
| Amendment date: | May 23, 2024                           |
| Replaces:       | Strategic Asset Management Policy 2019 |

### 1. Procedure Statement:

The Corporation of the County of Brant (the County) is dedicated to the development and maintenance of its asset inventory to provide residents with sustainable, reliable infrastructure and services that are appropriate for the County, are regulatory compliant, and optimize life cycles for all assets.

The County will endeavor to manage its asset groups to deliver services that optimize aggregate costs over short-term considerations.

Further, the County will manage the maintenance and replacement of assets in a fiscally responsible manner, with a focus on long-term financial planning.

**Reference: Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure**

### 2. Principles:

**Strategic Asset Management Policy Scope, Goals and Objectives:** The scope of this policy is applicable to all assets that the County is responsible for managing.

The Municipality understands that each asset group will have group specific criteria with respect to the general directives provided in this policy. The asset specific criteria are identified through addendums to this policy. As the Asset Management Plan (AMP) is developed for additional asset groups, the guiding principles of this policy shall be applied to develop the specifics for each asset group.

**Strategic Asset Management Policy Purpose:** The policy is a guidance document that will ensure the consistent application of technically sound, logical, asset management principles.

The Asset Management Plan supports the Strategic Asset Management Policy.

**Council's Role:** As per Section 224 of *the Municipal Act* it is the role of Council:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of Council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99

**Staff's Role:** To provide Council with appropriate technical advice, analysis, and recommendations to support the management of the County of Brant's assets.

Per Section 227 of the *Municipal Act*, It is the role of the officers and employees of the municipality:

- (a) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- (b) to undertake research and provide advice to council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this, or any Act and other duties assigned by the municipality. 2001, c. 25, s. 227.

Guiding principles for the preparation of AMPs for specific assets or asset groups shall consider/ utilize the following;

- ☐ **Regulatory Compliance** – The County shall consider all applicable legislation in the development and update of its AMP, including but not limited to:
  - Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure
  - The Conservation Authorities Act
  - The Development Charges Act, 1997 (Ontario Regulation 82/98)
  - The Environmental Assessment Act
  - The Environmental Protection Act
  - The Safe Drinking Water Act 2002 (Ontario Regulation 170/03)
  - The Planning Act and related regulations
  - Water Financial Plan (Ontario Regulation 453/07)
  - The Water Opportunities and Conservation Act, 2010
  - Water Works and Sewer Works (Ontario Regulation 453/93)
  - Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)
  - Municipal Act 2001, Section 44 (1)
  - Ontario Regulations 104/97, 472/10 Standards for Bridges
  - Canadian Navigable Waters Act
  - Great Lakes Accord
  - PSAB 3150, Tangible Capital Assets
  - Agency Specific By-laws and Policies as applicable
- ☐ **Condition Sustainability** - The minimum outcome of the AMP will be to develop a program where the overall condition of an asset group maintains a consistent and acceptable Level of Service (LOS) goal. If this target cannot, or is not, being met, it will be reported to Council.
- ☐ **Return on Investment** – Life cycle and return on investment analysis of treatments and improvements will be undertaken in order to support decision making. Selection of appropriate treatments, at the appropriate asset condition level, are critical to AMP optimization.
- ☐ **Financial Integration** – The AMP, through the AMP Financial Strategy, shall be integrated into the County's Long Term Financial Plan and incorporated into annual budgets for Council's consideration and final approval of workplans. The County believes that the AMP and the Annual Budget are not mutually exclusive processes and functions.



- ❑ **Cross Asset and Jurisdiction Integration** - AMP and resultant strategies will consider other assets that may be affected by or may affect a specific project scope and timing. This is particularly true of linear assets within the road allowance. Cross asset integration shall consider not only County assets, but other assets that may have an effect on the County asset lifecycle and performance, such as other levels of government and utilities.
- ❑ **Master Plan Integration** - AMP development shall include the requirements of any Master Planning studies that have been undertaken and shall be integrated into the AMP.
- ❑ **Official Plan Integration** - AMP development shall include the requirements of any Official Plan studies that have been undertaken and shall be integrated into the AMP.
- ❑ **Climate Change** - As projects move through the design process, the potential effects of climate change, with respect to the specific asset, will be considered and integrated into the final design as appropriate.
- ❑ **Near Term Programming** - Detailed prioritization lists will be developed for a 10-year period as a minimum and updated on an annual basis to reflect changes in condition and circumstances that would warrant a change in prioritization.
- ❑ **Programming and Funding Level Analysis** - High level analysis of funding levels will be undertaken over 50-year periods or the life cycle of the asset, whichever is greater. This analysis will be updated annually to reflect current cost experience (unit rates).

**Asset Data Storage:** To the greatest extent possible, all data for all assets and asset groups will reside in the corporate / enterprise asset management software. Modification of data shall be undertaken by competent people as specified by the respective department head.

**Asset Verification and Condition Rating:** The overall condition of each asset group and individual asset condition within a group is measurable. Asset lists shall be field audited to verify that the asset(s) is still retained by the County and that it has not been disposed of or replaced.

Asset condition has to be measured using appropriate engineering or other standards that are established, defensible and repeatable. It is understood that this may not be possible for all assets.

All AMPs for all asset groups shall have:

- ❑ A record of the assumptions that were made in the development of the conditions ratings
- ❑ Condition Evaluation Methodology.
- ❑ Identify Historic Costs (PSAB records)
- ❑ Identify Current Replacement Costs.
- ❑ Identify Asset Age distribution (may not be possible for all assets due to improvement of visible elements (i.e. roads and structures)
- ❑ Condition rating by individual asset and by asset group, where possible

**Condition Assessment Cycle:** Asset condition shall be reviewed on a regular cycle, appropriate for the asset group. Determination of an appropriate review cycle shall be predicated upon the following factors:

- ☐ Regulatory requirements
- ☐ Public health and safety
- ☐ Criticality
- ☐ Asset life cycle / Anticipated deterioration rate
- ☐ Consequences of lost opportunity for rehabilitation or maintenance

**Level of Service (LOS):** All assets shall have a defined level of service or defined levels of service.

The overall AMP includes funding for both capital and operating components. For some assets, both capital and operating LOS may be required. Further, more than a single LOS measure may be required to adequately analyze the total LOS of an asset. LOS for assets must consider the following in their development:

- ☐ Regulatory Compliance
- ☐ Criticality
- ☐ Municipal Performance Measure Program compatibility /relevance
- ☐ Physical Condition LOS (i.e. average system)
- ☐ Operating LOS
- ☐ End User relevance, and perception of service
- ☐ Ease of understanding

**Financial Strategy:** AMP financial strategies shall be fully integrated with the Asset Management Strategy. The financial strategy shall be developed such that the funding shall be sufficient, as a minimum, to sustain the asset or asset group at its current LOS and ideally funded at a level to improve the asset group condition to the target LOS.

The AMP financing strategy shall be in current dollars and cost experience shall be used and updated annually.

The Asset Management Plan Financial Strategy shall identify funding needs for maintenance, improvement and replacement costs required to meet acceptable LOS as identified above. This Strategy shall be integrated with the Long-Term Financial Plan and budget documents presented to Council for consideration.

- Replacement Activities
- Expansion Activities

**Capitalization Thresholds:** The capitalization threshold will be consistent with the County's current practices.

**Funding Sources:** AMPs shall consider the following funding sources;

- ☐ Levy Supported Operating Budget
- ☐ Rate Supported Operating Budget
- ☐ Levy Supported Capital Reserve
- ☐ Rate Supported Capital Reserve
- ☐ Federal and Provincial Conditional Grants
- ☐ Gas Tax
- ☐ Debt Financing
- ☐ Development Charges
- ☐ Other (i.e. Community Enhancement Fund)

**Plan Maintenance Continuity and Currency:** The AMPs shall be reviewed on an annual basis and when needed, updated to account for;

- ☐ Quantity of the asset or asset group (Expansion / Reduction)
- ☐ Inflationary changes
- ☐ Specific unit cost changes beyond inflation that affects programming and have an impact on the average condition of an asset group or groups
- ☐ Regulatory changes
- ☐ Asset group constitution change
- ☐ Improvements to the Asset group
- ☐ Pre-mature failure of assets

**Innovation:** The County is committed to research and review of new technologies for usage by the County. Trial projects and technologies are to be reviewed on a project specific basis and reported to Council before and after trial.

**Public Notification:** The County will provide notification of its asset management policy in a public forum either collectively for all assets, by asset group or by program group.

Asset specific details for each asset group shall be created as Standard Operating Procedures for each asset group.



**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum - Roads

|                 |  |
|-----------------|--|
| Policy #:       |  |
| Effective date: | July 01, 2025                                      |
| Amendment date: | July 01, 2025                                      |
| Replaces:       | Strategic Asset Management Policy Addendum - Roads |

### 1. Procedure Statement and Scope:

This addendum to the policy identifies the specifics in the application of the policy as it pertains to the road assets. The content of this addendum should be read in conjunction with the Strategic Asset Management Policy (SAMP).

### 2. Principles:

Preparation of the Roads components of the Asset Management Plan (AMP) shall consider, but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to;

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *The Conservation Authorities Act*
3. *The Development Charges Act, 1997 (Ontario Regulation 82/98)*
4. *The Environmental Assessment Act*
5. *The Environmental Protection Act*
6. *The Safe Drinking Water Act 2002 (Ontario Regulation 170/03)*
7. *The Planning Act* and related regulations
8. *Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)*
9. *Municipal Act 2001, Section 44 (1)*

**Asset Verification and Condition Rating:** Regulatory compliance includes asset condition that have to be measured using appropriate engineering or other standards that are established, defensible and repeatable.

There are two (2) levels of condition assessment required for municipal roads; **capital condition** and **operational condition**. The capital condition of all road sections shall be evaluated following the Ministry of Transportation Inventory Manual for Municipal Roads (1991) or approved equivalent. The verification and condition of each road asset shall be field audited to verify that the asset(s) is still retained by the County of Brant (the County) and that it has not been disposed of or replaced.

The operational condition of all road sections shall be evaluated in accordance with Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, as amended.

**Condition Assessment Cycle- Capital:** Asset condition shall be reviewed on a regular cycle not to exceed two (2) years. The reviews may occur for half (50%) of the road system annually or the entire road system biannually however the entire system review interval shall be two (2) years.

If annual reviews are selected, half (50%) of the system will be reviewed. In addition, those roads in the other two (2) quadrants will have sections reviewed where improvements have been undertaken or in the opinion of staff the condition has deteriorated more quickly than anticipated.

**Condition Assessment Cycle – Operational:** The operational conditional assessment shall be in accordance with the following regulations;

1. *Municipal Act 2001, Section 44 (1)* The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. *2001, c. 25, s. 44 (1)*.
2. *Regulation 239/02* is a result of Section 44.

**Level of Service (LOS):** The LOS Measures for the road system shall be;

1. System Adequacy – 70%. System Adequacy is a measure of the ratio of the aggregate total of the adequate, good and fair roads to the entire system.
2. Average Condition – 70%. The average condition shall be the calculated weighted average by individual road asset length of the Structural Adequacy multiplied by 5.
3. Regulation 239/02 Minimum Maintenance Standards (MMS) for Municipalities Compliance.
4. Luminaires – Inspection and repair are completed with timelines set by MMS regulations.
5. Traffic Control Signal System and Sub-systems – Inspection and repair are completed with timelines set by MMS regulations.
6. Traffic Signs:
  - Specific Inspection and retro-reflectivity testing per the MMS requirements,
  - All signs inspected as part of MMS road patrols, and
  - Replacement timelines per MMS.
7. Sidewalks - Inspection and repair are completed with timelines set by MMS regulations.
8. Guide Rails:
  - Specific site inspection of all locations once every five (5) years,
  - General inspection for obvious damage as part of the MMS road patrols, and
  - Replacements and repairs as required based on the inspection results.

9. Culverts (under three (3) m in width):

- Specific site inspection of all locations once every five (5) years,
- General inspection for settlement or signs of issues as part of the MMS road patrols, and
- Replacements and repairs as required based on the inspection results.

**Public Notification:** Notification of road projects may occur through any of the following forums:

1. Class Environment Assessment process;
  - a. Public information session, or
  - b. Hand delivered notice depending on project type and Class EA requirements.
2. Asset Management Plan public meeting.
3. Committee/Council Reports noting project type and budget.





**SUBJECT:**

County of Brant – Strategic Asset Management Policy Addendum – Structures (Bridges and Culverts)

Policy #:

Effective date: July 1, 2025

Amendment date: July 1, 2025

Replaces: Strategic Asset Management Policy Addendum - Structures

## 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management policy identifies the specifics in the application of the policy as it pertains to the Structure (Bridges and Culverts) assets with a span of greater than three (3) m. Content of this addendum should be read in conjunction with the Strategic Asset Management Policy (SAMP).

## 2. Principles:

Preparation of the Structures (Bridges and Culverts) components of the Asset Management Plan (AMP) shall consider, but not be limited to the following;

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to;

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *The Conservation Authorities Act*
3. *The Environmental Assessment Act*
4. *The Environmental Protection Act*
5. *The Planning Act and related regulations*
6. *Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)*
7. *Municipal Act 2001, Section 44 (1)*
8. *Ontario Regulations 104/97, 472/10 Standards for Bridges*
9. *Heritage Act, 1990*
10. *Canadian Navigable Waters Act*
11. *Great Lakes Accord*

## Asset Verification and Condition Assessment Methodology:

The condition of all bridges and culverts with a span of three (3) m or greater shall be evaluated following the Ministry of Transportation Ontario Structure Inspection Manual (OSIM) or Municipal Bridge Appraisal Data Entry System (MBADES or Municipal Bridge Appraisal Manual.)

### **Condition Assessment Cycle:**

If annual reviews are selected, approximately 50% of the inventory will be reviewed. In addition, those structures in the other area will have structures reviewed where improvements have been undertaken or in the opinion of staff the condition has deteriorated more quickly than anticipated.

There are two (2) levels of condition assessment required for municipal structures (bridges and culverts); **capital/structural condition** and **operational condition**.

**Capital/ Structural condition** shall be inspected on a two (2) year cycle, in accordance with the following regulations:

- *104/97, 472/10 Standards for Bridges*
- *Regulation 103/97 Standard to determine Allowable Gross Weight for bridges and 160/02, 278/06 and 472/10 (Amending 104/97)*

The reviews may occur in quadrants for the structures inventory annually or biannually resulting in a complete system review interval of two (2) years, as required by regulation.

**Operational Condition** shall be inspected in accordance with the following:

- *Municipal Act 2001, Section 44 (1)* The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. *2001, c. 25, s. 44 (1). Regulation 239/02 is a result of Section 44.*

**Level of Service (LOS):** The LOS Measures for the structures inventory shall be;

1. Bridge Condition Index (BCI) for each individual structure calculated as described in the footnote below.
2. BCI for the structure inventory shall be the weighted average BCI. The average condition shall be the calculated weighted average by deck area or footprint (for culverts). The weighted average BCI shall be at or above rehabilitation (75).
3. *Regulation 239/02* Compliance.
4. Load Posting. Structure with a load posting that affects the delivery of emergency services to the point where service delivery is delayed beyond the acceptable standard shall be deemed to require immediate action.

### **3. Application**

**Closing of a Structure:** As contained within the **County of Brant Transportation Master Plan (TMP) Update, 2022**, the following structures need to be adequately assessed to determine if they will be maintained, replaced, or removed before any major works are undertaken:

Howell Road: 1-0005-00, Wait Bridge  
Dumfries Road: 1-Box-27, Markle Bridge  
Governors Road: 1-Box-41, Baker Bridge  
Cleaver Road: 1-0083-00, Cleaver Road Bridge  
Stage Road: 1-Box-24, McLish Bridge  
Stage Road: 1-Box-23, Burns Bridge  
Ninth Concession Road: 1-Box-11, Castler Bridge  
Ninth Concession Road: 1-0119-00, Kelly Bridge  
Clement Road: 1-0122-00, Big Creek Bridge  
12 Concession Road: 1-0125-00, Northfield Centre Bridge  
13 Concession Road: 1-0126-00, Utler Bridge  
13 Concession Road: 1-Box-28, Gaunt Bridge  
Brant Mill Road: 1-0129-00, Brant Mill Bridge  
War Road: 1-Box-30, Cummings Bridge  
Newport Road: 1-Box-33, Woodley Bridge

**Public Notification:** Notification of road projects may occur through any of the following forums;

1. Class Environment Assessment process
  - a. Public information session, or
  - b. Hand delivered notice dependent on project type and Class EA requirements
2. Asset Management Plan public meeting
3. Committee/Council Reports noting project type and budget

### **BCI Footnote**

*The Bridge Condition Index (BCI) was developed as a means of combining the inspection information into a single value. the BCI value, gives an indication of the overall condition of the bridge expressed as a ratio of rehabilitation cost versus replacement cost.*

*The BCI is calculated using asset management principals based on the remaining economic worth of the bridge. It is based on the premise that a bridge starts at a new condition and deteriorates to a lower condition with time. It uses actual inspection data from the various bridge elements and as the elements deteriorate, they have a lower economic value.*

*The BCI is a weighted average of all elements (since all elements are not of equal value to the bridge) and all Condition States (since each condition state represents a certain degree*

*of loss of value of the element). The BCI begins at 100 when the bridge is in new condition and theoretically becomes 0 as all elements become fully in Poor condition.*

*Practically, it is impossible for the BCI to fall to 0 since the entire bridge does not become poor before rehabilitation work is performed.*

*The BCI is based on the current value and replacement value of all elements in a bridge. The current value of the element is determined based on the depreciated value of the portions of the element that are in each of the four Condition States (Excellent, Good, Fair, Poor).*

**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Water Operations

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to the Water Operations-related assets. The content of this addendum should be read in conjunction with the SAMP.

### 2. Principles:

Preparation of the Water Operations portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to;

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *The Conservation Authorities Act*
3. *The Development Charges Act, 1997 (Ontario Regulation 82/98)*
4. *The Environmental Assessment Act*
5. *The Environmental Protection Act*
6. *The Clean Water Act*
7. *The Safe Drinking Water Act 2002 (Ontario Regulation 170/03)*
8. *The Planning Act and related regulations*
9. *Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)*
10. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) assets exist to deliver services to the public (more specifically property owners), and internal staff to be able to serve those property owners.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards help will help the County to understand the current state of infrastructure by identifying deficiencies, failures, and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS are not specifically defined by the *Ontario Regulation 588/17*. The regulation provides some measures but does not include targets. Therefore, the County has developed its own specific defined levels of service measures and targets.

The LOS measures for the County's Water Operations infrastructure will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** measure the LOS received by property owners. These measures will be used by the County to assess whether it delivers the desired LOS.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical TLOS to influence the service outcomes.

### 3. Application:

In coordination with the Environmental Services Division, these will be the County's designated LOS measures for Water Operations:

| Community Levels of Service |  |   |
|-----------------------------|--|---|
| Service Attribute           | Level of Service                                     | Qualitative Description   |
| Reliability                 | Drinking water advisories and service interruptions. | Annual metric: Zero (0) drinking water advisories during the year. Service interruptions typically occur due to watermain breaks. |

| Technical Levels of Service |   |  |
|-----------------------------|---|--|
| Service Attribute           | Level of Service  | Qualitative Description  |
| Scope                       | Percentage of properties connected to the municipal water system, where municipal water system is available.  | 100 %  |
|                             | The percentage of properties where fire flow is available where municipal drinking water is available.  | 90 %   |
| Reliability                 | The number of connection days per year where a drinking water advisory notice is in place compared to the total properties connected to the municipal water system. | Annual Metric: 0   |
|                             | The number of connection days per year due to watermain breaks compared to the total number of properties connected to the municipal drinking water system.         | Annual Metric: 0   |
| Performance                 | Age of watermain based on condition and manufacturers specifications.   | AC, CPP, HDPE, PVC – 100 years<br>CIP, Copper, DI – 50 years               |
|                             | Dead end watermain flushing.  | Minimum once per year  |
|                             | Exercise all water system valves (all areas)  | Minimum once per every four (4) years                                      |
|                             | Treatment equipment monitored and repaired and replaced as required   | Follow Operations and Maintenance manuals for individual pieces/components |





**SUBJECT: Asset Management**

**County of Brant – Strategic Asset Management Policy Addendum – Wastewater Infrastructure**

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

## 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to the Wastewater Infrastructure-related assets. The content of this addendum should be read in conjunction with the SAMP.

## 2. Principles:

Preparation of the Wastewater Infrastructure portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *The Conservation Authorities Act*
3. *The Development Charges Act, 1997 (Ontario Regulation 82/98)*
4. *The Environmental Assessment Act*
5. *The Environmental Protection Act*
6. *The Safe Drinking Water Act 2002 (Ontario Regulation 170/03)*
7. *The Planning Act and related regulations*
8. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS)**: The County of Brant's (the County) assets exist to deliver services to the public (more specifically property owners), and internal staff to be able to serve those property owners.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will assist the County to understand the current state of infrastructure by identifying infrastructure deficiencies, failures and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS are not specifically defined by the *Ontario Regulation 588/17*. The regulation provides some measures but does not include targets. Therefore, the County has developed its own specific defined LOS measures and targets.

The LOS measures for the County's wastewater infrastructure will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** measure the LOS received by property owners. These measures will be used by the County to assess whether it delivers the desired level of service.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Environmental Services department, these will be the County of Brant's designated Levels of Service measures for wastewater infrastructure:

| Community Levels of Service |  |  |
|-----------------------------|--|--|
| Service Attribute           | Level of Service   | Qualitative Description  |
| Reliability                 | Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. | Infiltration and inflow into sanitary sewers in both groundwater and stormwater which are not intended to be in sanitary system. Infiltration can enter through variety of sources cracks in pipes, cross connections such as downspout connections, through manhole covers, etc. The County has implemented a six (6)-year rotational CCTV inspection program to review the condition.                        |
|                             | Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph three (3).         | To minimize sewage overflow into streets and backups into homes, the County has established design standards with 0.23 l/s/ha and other measures to reduce infiltration and inflow such as: Place manholes outside of surface ponding areas and Regional flood plains; install seal tape around rings on the manholes; and implement water-tight measures when sewers are installed in high groundwater areas. |
|                             | Description of the effluent that is discharged from sewage treatment plants into the municipal wastewater system.  | Effluent is monitored in accordance with Ministry approval and reported annually.  |

| Technical Levels of Service |   |  |
|-----------------------------|---|--|
| Service Attribute           | Level of Service  | Qualitative Description  |
| Scope                       | Percentage of properties connected to the municipal wastewater system, where municipal wastewater services are available.                                       | 100%   |
| Reliability                 | The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system.       | 0  |
|                             | The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. | 0  |
| Performance                 | Age of sewer pipe based on condition and manufacturers specifications.  | AC, Concrete, HDPE, PE, PVC – 100 years<br>CIP, Clay, DI, Steel – 50 years |
|                             | Condition evaluation by flush and camera and assessed based on NASSCO Pipeline Assessment Guidelines (rating of zero (0) being best to five (5) being worst).   | Six (6) Years<br>(1/6 of network per year)                                 |
|                             | Immediate repair of local break/failure. Pipes with a four (4) (poor) or five (5) (very poor) to be monitored and considered for replacement or repair.         | Immediate for failures<br>Monitored for 4/5                                |
|                             | Treatment equipment monitored and repaired and replaced as required.  | Follow Operations and Maintenance manuals for individual pieces/components |



**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Stormwater Management Systems

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to the Stormwater Management Systems-related assets. The content of this addendum should be read in conjunction with the SAMP.

### 2. Principles:

Preparation of the Stormwater Management Systems portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *The Conservation Authorities Act*
3. *The Development Charges Act, 1997 (Ontario Regulation 82/98)*
4. *The Environmental Assessment Act*
5. *The Environmental Protection Act*
6. *The Planning Act and related regulations*
7. *Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)*
8. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) assets exist to deliver services to the public (more specifically property owners), and internal staff to be able to serve those property owners.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying infrastructure deficiencies, failures and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS are not specifically defined by the *Ontario Regulation 588/17*. The regulation provides some measures but does not include targets. Therefore, the County has developed its own specific defined LOS measures and targets.

The LOS measures for the County Stormwater Management Systems will be established as Technical (or Asset) Levels of Service.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Environmental Services Division, these will be the County's designated LOS measures for stormwater management systems:

| Technical Levels of Service |  |   |
|-----------------------------|--|---|
| Service Attribute           | Level of Service   | Qualitative Description   |
| Scope                       | Percentage of properties in municipality resilient to a 100-year storm.  | 50%*  |
|                             | Percentage of the municipal stormwater management system resilient to a five (5)-year storm.   | 100%  |
| Technical Levels of Service |  |   |
| Service Attribute           | Level of Service   | Qualitative Description   |
| Performance                 | Age of sewer pipe based on condition and manufacturers specifications  | Concrete, Plastic, PVC – 100 years<br>CSP, Clay, Cast Iron – 50 years |
|                             | Condition evaluation by flush and camera and assessed based on NASSCO Pipeline Assessment Guidelines (rating of zero (0) being best to five (5) being worst) | 10 Years<br>(1/10 of network per year)                                |
|                             | Immediate repair of local break/failure. Pipes with a four (4) (poor) or five (5) (very poor) to be monitored and considered for replacement or repair.      | Immediate for failures<br>Monitored for 4/5                           |
|                             | Oil and grit separators evaluation and maintenance   | Annual maintenance and inspection.                                    |
|                             | Stormwater management ponds, stormwater outlets and valves evaluation and maintenance.   | Annual maintenance and inspection.                                    |

**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Business and Technology Solutions

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management policy identifies the specifics in the application of the policy as it pertains to the Business and Technology Solutions, Network Infrastructure and IT related assets. The content of this addendum should be read in conjunction with the Strategic Asset Management Policy (SAMP).

### 2. Principles:

Preparation of the Business and Technology Solutions infrastructure components of the Asset Management Plan (AMP) shall consider, but not be limited to the following:

**Regulatory Compliance:** The Municipality shall consider all applicable legislation in the development and updating of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Municipal Act 2001, Section 44 (1)*
3. *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*
4. *Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5)*

**Level of Service (LOS):** The County of Brant's (the County) assets exist to deliver services to the public (more specifically taxpaying citizens), and internal staff to be able to serve those taxpayers.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

LOS provide a platform for municipalities to make key asset management decisions. These standards help municipalities to understand the current state of infrastructure as well as maximize that infrastructure's performance while minimizing cost and risk.

*Ontario Regulation 588/17* does not define levels of service for IT assets and therefore the County has developed municipally defined LOS.



The LOS measures for the County's information technology infrastructure will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** measure the level of services received by taxpayers, external clients, or internal staff. These measures will be used by the County to assess whether it is delivering the level of service the customer's desire.

CLOS measurements usually correlate positively with how the stakeholders feel about the County's business and technology solutions in terms of their quality, reliability, accessibility, responsiveness, and sustainability.

**Technical (or Asset) Levels of Service (TLOS)** measures the adequacy of the assets to deliver services to all involved stakeholders. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control TLOS to influence the service outcomes.

### 3. Application

Current service levels are driven by commitment to deliver excellent customer satisfaction by providing reliable services and efficient systems at a reasonable cost.

The County's LOS are established by understanding the business needs and expectations, delivery of their services and allocating appropriate resources. LOS are mainly performance-related (response time, incident resolution, information availability, equipment failure, etc.). These are based on the business demands.

Currently to meet these demands, network connectivity for all staff is normally available 24 hours a day, seven (7) days a week except during scheduled or emergency system maintenance. Full support services are available 8:30 am to 4:30 pm Monday to Friday (Excluding Public Holidays). Network connectivity incidents occurring after hours will be dealt with on a best effort support basis.

In coordination with the Corporate Services department, these will be the County's designated LOS measures for business and technology solutions infrastructure assets.

| Customer Levels of Service   |                          |
|--|--------------------------|
| Measure  | Standard                 |
| Network Uptime ensured consistently throughout the year.   | 99.9%<br>(0.5/365)       |
| Data Center Uptime ensured consistently throughout the year.   | 99.9%<br>(0.5/365)       |
| Ensure consistent response times of all High Severity Incident (outage).                                       | Eight (8) hours          |
| Ensure consistent response times of all Medium-Low Severity Incidents.   | Two (2)<br>Business Days |
| Technical Levels of Service  |                          |
| Measure  | Standard                 |
| Replacement of all PC assets (based on warranty) every four (4) years (25% per year).                          | 25%                      |
| Replacement of all server assets every 10 years (10% annually).  | 10%                      |
| Replacement of all switches every 15 years (6% annually).  | 6%                       |
| Replacement of all network appurtenances (Routers, WIFI Access Points) every eight (8) years (12.5% annually). | 12.5%                    |
| Replacement of all battery backup power sources every 10 years (10% annually).                                 | 10%                      |



**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Fleet Management

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management policy identifies the specifics in the application of the policy as it pertains to the Fleet Management related assets. The content of this addendum should be read in conjunction with the Strategic Asset Management Policy (SAMP).

### 2. Principles:

Preparation of the Fleet Management components of the Asset Management Plan (AMP) shall consider, but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Highway Traffic Act, R.S.O. 1990*
3. *The Environmental Assessment Act*
4. *The Environmental Protection Act*
5. *Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)*
6. *Ontario Regulation 424/97: Commercial Motor Vehicle Operators' Information*
7. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) fleet assets exist to assist municipal staff in the delivery of critical municipal services to the public (more specifically property owners). These services include but are not limited to snow removal, infrastructure repairs, emergency services, and more.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying infrastructure deficiencies, failures and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS for fleet vehicles are not specifically defined by *Ontario Regulation 588/17*. Therefore, the County has developed its own specific defined LOS measures.

Municipal fleet assets are not available for use to the public (more specifically property owners). Therefore, LOS for fleet cannot be assessed from a customer/client perspective.

LOS measures for the County's fleet management assets will be established solely based on a Technical (or Asset) LOS approach.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver the desired services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Roads and Fleet Department, these will be the County's designated LOS measures for Fleet Management assets:

| Technical Levels of Service  |              |
|--|--------------|
| Measure  | Standard     |
| Full replacement of all CVOR/Plow vehicles every 10 years.   | 10% annually |
| All plows and equipment are inspected every 80 hours.  | 100%         |
| All heavy trucks (one (1) tonne) will undergo annual Ministry of Transportation of Ontario safety inspections. | 100%         |
| Full replacement of all heavy equipment vehicles (loaders, graders, tractors, etc.) every 15 years.            | 7% annually  |
| Heavy equipment vehicles serviced every 250 hours (or less depending on manufacturer specifications).          | 100%         |
| All Light Vehicles (Pickups, Vans, SUVs, and cars) to be replaced every 10 years.                              | 10% annually |
| All light vehicles to be serviced every 8000 kms.  | 100%         |
| All 3/4 Pickup Trucks and Vans are to be inspected as per Ministry of Transportation of Ontario regulations.   | 100%         |

**SUBJECT: Asset Management**

**County of Brant – Strategic Asset Management Policy Addendum – Fire Services Assets**

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

## 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to the Fire Services related assets. The content of this addendum should be read in conjunction with the SAMP.

## 2. Principles:

Preparation of the Fire Services portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Fire Protection and Prevention Act, 1997*
3. *National Fire Code of Canada, 2020*
4. *Emergency Management and Civil Protection Act, R.S.O. 1990*
5. *Technical Standards and Safety Act, 2000*
6. *Employment Standards Act, 2000*
7. *Occupational Health and Safety Act, R.S.O. 1990*
8. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) Fire Services assets exist to assist municipal staff in the delivery of critical emergency services to the public.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying infrastructure deficiencies, failures and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS for fire service assets are not specifically defined by *Ontario Regulation 588/17*. Therefore, the County has developed its own specific defined LOS measures and targets

LOS measures for the County's fire services assets will be established solely based on a **Technical (or Asset) Level of Service (TLOS)** approach.

TLOS measure the adequacy of the assets to deliver the desired services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Fire Department, these will be the County's designated LOS measures for fire services assets:

| Technical Levels of Service  |               |
|--|---------------|
| Measure  | Standard      |
| Light Fleet/Administrative Vehicles on same replacement and maintenance schedules as regular fleet (see fleet addendum). | 10% annually  |
| All fire apparatus to be replaced every 20 years.  | 5% annually   |
| All non-road fleet to be replaced every 15-20 years.   | 5-7% annually |
| Firefighting personal protective equipment (PPE) to be replaced every 10 years.  | 10% annually  |
| All multi-gas detectors to be replaced on a seven (7) year schedule.   | 15% annually  |
| Annual inspection calibration of all gas detectors.  | 100% annually |
| Defibrillators to be replaced on a seven (7) year schedule.  | 15% annually  |
| Hand power tools to be replaced on a 10-year schedule.   | 10% annually  |
| Non-power hand tools to be replaced on a 20-year schedule.   | 5% annually   |
| Auto-extrication equipment to be replaced on a seven (7) year schedule.  | 15% annually  |
| All-auto extrication to be professionally inspected annually.  | 100% annually |
| Portable generators to be replaced on a 10-year schedule.  | 10% annually  |
| Ladders to be replaced on a 20-year schedule.  | 5% annually   |
| All ladders to be professionally inspected annually.   | 100% annually |
| Appliances and hoses to be replaced on a 15-year schedule.   | 7% annually   |
| Electronic communication devices to be replaced on a 10-year schedule.   | 10% annually  |
| SCBA, PAK and regulators, masks to be replaced every 15 years.   | 7% annually   |
| All SCBA to be inspected, flow tested and maintained professionally on an annual basis.                                  | 100% annually |
| Thermal imaging cameras to be replaced on a 15-year schedule.  | 7% annually   |
| Hydrogen Cyanide (HCN) detectors to be replaced on a 5-year schedule.  | 20% annually  |

Due to the vast amount of assets that the fire department maintains and owns, several have been grouped together. Several asset classes also have some exceptions when it comes to their replacement schedules and maintenance practices. Below are notes to further clarify the LOS table:

- a) Fire apparatus – includes all pumpers and tankers. If a piece of equipment is designated as a reserve vehicle, its life span is extended to 25 years.
- b) Non-Road Fleet – under this class are boats, UTVs, and associated trailers.
- c) Firefighting PPE – includes bunker gear, gloves, boots, helmets, balaclavas, and chaps. All firefighters are required to have a second set of bunker gear which is to be replaced every 15 years (five (5) years more than the primary listed previously).
- d) Hand power tools – within this class of assets are chainsaws, Sawzall's, leaf blowers, power drills, etc.
- e) Appliances – This includes nozzles and valves.
- f) Electronic Communication Devices – This includes pagers and portable radios.





**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Community Services

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to Community Services related assets. The content of this addendum should be read in conjunction with the SAMP.

### 2. Principles:

Preparation of the Community Services portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Technical Standards and Safety Act, 2000*
3. *Employment Standards Act, 2000*
4. *Public Parks Act, 1990*
5. *Accessibility for Ontarians with Disabilities Act, 2005*
6. *Occupational Health and Safety Act, 1990*
7. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) Community Services assets exist to deliver services to the public (both residents and non-residents of the County of Brant).

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying deficiencies, failures, and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

*Ontario Regulation 588/17* does not define LOS for Community Services assets and therefore the County has developed municipally defined LOS.

The LOS measures for the County's Community Services assets will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** for Community Services assets help measure the LOS received by the public. These measures will be used by the County to assess whether its assets are successfully delivering the County's desired LOS.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement, and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Community Services department, these will be the County's designated levels of service measures for parks and recreation assets:

| Service Type<br>(Classification)   | Community Levels<br>of Service (CLOS)                 | Technical Levels<br>of Service (TLOS)  | Target Service Level<br>(Measured Condition)  |
|--|---|--|---|
| <b>Park Amenities</b>  |   |  |   |
| Benches, Bike Racks, Picnic Tables, Bollards, Bleachers, Waste Receptacles, Flagpoles, Fencing & Gates, Lights |   | <p>Inspection, maintenance, and repair of park perimeter fencing</p> <p>Park furniture is safe, free of graffiti, and in a state of good repair.</p> | <p>Fencing is safe and intact.</p> <p>Fencing is visually acceptable.</p> <p>Repair Park furniture if damaged</p> <p>Replace Park furniture as required</p> <p>Visually Inspect weekly, monthly inspection documented.</p>  |
| <b>Signage</b>   |   |  |   |
|  |   | <p>Inspection of park signage</p> <p>Signage is fastened securely, free of graffiti and in a good state of repair</p>                                | <p>Signage is in place</p> <p>Signage is not peeling or faded</p> <p>Replace when missing or in fair condition</p> <p>Visually inspect annually and document.</p>   |
| <b>Sport Fields &amp; Sport Courts</b>   |   |  |   |
|  | Adequate provision of parks and recreation facilities | <p>Number of residents per facility (target level)</p> <p>Percentage (%) of lit fields and courts</p>  | <p>Infield and warning track are level and drain properly with smooth transition to turf.</p> <p>Field amenities are in a state of good repair.</p> <p>Courts surfaces are level, free of cracks and lined.</p> <p>Goals, hoops, backboards and nets are in state of good repair.</p> |

| Service Type<br>(Classification)      | Community Levels<br>of Service (CLOS)   | Technical Levels<br>of Service (TLOS)  | Target Service Level<br>(Measured Condition)  |
|---------------------------------------|---|--|---|
| <b>Playgrounds</b>                    |   |  |   |
|                                       | Playgrounds Meet CSA standards  | Percentage (%) of Inspections completed monthly and documented   | Maintenance completed within 14 days or within seven (7) days of delivery of parts.<br><br>Replacement completed every 20 years   |
| <b>Machinery and Equipment Assets</b> |   |  |   |
|                                       | Recreation Program Equipment  | Equipment is safe to use and in Fair or better condition   | Equipment is visually inspected prior to use<br><br>Equipment is inspected once per session (four (4) – 10 weeks) of use.<br><br>Deficient equipment is removed from service upon discovery.      |
|                                       | Parks Equipment<br><br>Staff are trained to provide safe and effective use of machinery and equipment assets      | Equipment is serviced annually and parts in fair condition or worse are replaced when required.<br><br>Percentage (%) of equipment in good or better condition<br><br>Percentage (%) of Operators with required training and certifications<br><br>Safe work practices in place to ensure worker safety and effective operation of equipment | Machinery and equipment are inspected on a regular basis, with frequency related to their service delivery<br><br>Safe work practices are reviewed annually                                       |
|                                       | Facilities Equipment<br><br>Staff are trained to provide safe and effective use of machinery and equipment assets | Equipment is inspected on the schedule as per TSSA regulations to meet provincial standards<br><br>Major components such as  | Monthly or as required preventative maintenance is documented<br><br>Daily and weekly logs are maintained and reviewed by the supervisor weekly<br><br>Safe work practices are reviewed annually. |

| Service Type<br>(Classification) | Community Levels<br>of Service (CLOS)                 | Technical Levels<br>of Service (TLOS)   | Target Service Level<br>(Measured Condition)   |
|----------------------------------|---|---|--|
|                                  |   | <p>Refrigeration/HVAC Equipment are inspected annually</p> <p>Small equipment is inspected prior to use and on a regular basis to ensure it is safe and functional to operate</p> <p>Percentage (%) of Operators with required certifications</p> |  |
| <b>Splashpads</b>                |   |   |  |
|                                  | Seasonal waterplay facilities                         | <p>All water plays components fully functioning.</p> <p>Surfaces clean and free of hazards.</p> <p>Mechanical equipment and buildings maintained and operational.</p>   | <p>100 percent (%) Water Quality Checks completed daily</p> <p>100 percent (%) Weekly Water Quality Checks completed</p> <p>Number (#) of days operational</p> <p>Mechanical equipment repaired within one (1) day or as parts and service permits</p> |
| <b>Environmental Services</b>    |   |   |  |
| Septic Systems                   | Septic Systems remain functional                      | Septic pump outs regularly scheduled  | Annual Inspection occurs and is documented   |
| Wells                            | Wells are functioning effectively                     | Water Testing is scheduled and within acceptable parameters   | Pump-outs occur regularly and are documented   |
| Irrigation Systems               | Irrigation systems are functional                     | Repair and seasonal maintenance (start-up and shutdown) of irrigation systems at sports fields, horticultural beds, planters and turf areas.  | Waste receptacles are emptied when capacity reaches more than 50 percent (%) full.   |
| Waste Management                 | Waste bins are located in parks and checked regularly |   | <p>Missed collection (within five (5) days of report).</p> <p>Illegal dumping (within seven (7) days of report).</p>   |

| Service Type<br>(Classification)  | Community Levels<br>of Service (CLOS)                                    | Technical Levels<br>of Service (TLOS)   | Target Service Level<br>(Measured Condition)  |
|---|--|---|---|
|   |  | Sanitation collection –<br>summer (minimum two<br>(2) times per week).<br>Sanitation collection -<br>winter (biweekly for<br>Destination Parks;<br>monthly for<br>Community Parks)  | Dead animal removal (within two<br>(2) days of report).<br><br>Overflow waste receptacles (within<br>48-hours of report)  |
| <b>Trails, Park Pathways</b>  |  |   |   |
| Asphalt Trails<br>Stone dust Trails<br>Other Trails<br>(Natural, Wood<br>Mulch)<br>Park Pathways –<br>Asphalt<br>Park Pathways –<br>Stone dust  | Length of Trails   | Percentage (%) of<br>Monthly Trail<br>Inspections Completed   | 100 percent (%) of multi-use<br>inspections complete and<br>documented<br><br>Annual inspections of pathways<br><br>Maintenance completed within<br>seven (7) days  |
| <b>Trees &amp; Horticulture</b>   |  |   |   |
| Street Trees<br><br>Woodlots<br><br>Trees on County<br>Properties (Parks,<br>Municipal Buildings,<br>Fire Halls, OPP<br>Station, Cemeteries)<br><br>Community<br>Gardens, Garden<br>Beds, Containers,<br>Baskets, Pollinator<br>Gardens | County-wide canopy<br>coverage<br><br>Community Forest Plan<br>developed | Annual tree planting<br><br>Average Pruning Cycle<br>for Street Trees<br><br>Percentage (%) of<br>trees on County lands<br>in Fair or better<br>condition<br><br>Tree Inventory for<br>County properties<br>(Number of trees and<br>species)<br><br>Percentage (%) trees<br>are pruned on time per<br>Best Management<br>Practices (work<br>orders) | 3000 trees planted annually by the<br>County<br><br>Gradual increase of canopy<br>coverage to 30 percent (%) by 2051<br><br>Seven (7)-year pruning and<br>inspection cycle<br><br>Development applications to<br>provide 30 percent (%) canopy<br>coverage<br><br>Annual updates of the inventory |

| Service Type<br>(Classification)   | Community Levels<br>of Service (CLOS)   | Technical Levels<br>of Service (TLOS)   | Target Service Level<br>(Measured Condition) |
|--|---|---|--|
|  |   | <p>Percentage (%) trees inspected per Best Management Practices</p> <p>Technical Tree Guideline followed</p> <p>Community Forest Plan updated</p>   |  |
| <b>Recreation Programming</b>  |   |   |  |
| Recreation programs and events provide opportunities for leisure, entertainment, skill development, social interaction, and personal enrichment. | <p>Registered Recreation programs</p> <p>Recreation drop-in programs</p> <p>Community Events</p> <p>Social Networking</p> | <p>Quarterly assessment of communities recreation needs through surveys, focus groups and data analysis</p> <p>Offer diverse programming for different age groups, interests and abilities</p> <p>Ensuring all programs are led by qualified program leaders by ensuring all required qualifications are satisfied.</p> <p>Collaborating with Community Partners annually to meet the need of Recreation Programs and community</p> <p>Complete program evaluations quarterly to ensure program quality is met</p> <p>Track and monitor membership and participation levels after each session is completed</p> |  |



| Service Type<br>(Classification)        | Community Levels<br>of Service (CLOS)   | Technical Levels<br>of Service (TLOS)  | Target Service Level<br>(Measured Condition) |
|---|---|--|--|
| <b>Parkland and Natural Green Space</b> |   |  |  |
|   | <p>Parkland is available for residents to use for physical and mental well-being, social connection and ecological sustainability.</p> <p>Natural green space assets are available for recreation, environmental health and create habitat for animals, plants and other organisms.</p> | <p>Hectares per capita of active parkland</p> <p>Hectares per capita of Natural green space</p> <p>Development application review to protect natural assets</p> <p>Walkability -Access to parkland within 400-800 m for communities over 300 in population</p> <p>Sq. M of outdoor recreation space (FIR)</p> <p>Total parkland in each type of category that meets targets in the Park Master Plan</p> <p>Percentage (%) assets not fit for service (at or passed planned service life)</p> | <p>4.50 ha / 1000</p> <p>4.25 ha/1000</p>    |



**SUBJECT: Asset Management**

**County of Brant – Strategic Asset Management Policy Addendum – Brant-Brantford Paramedic Services**

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

## 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to the Brant-Brantford Paramedic Services related assets. The content of this addendum should be read in conjunction with the SAMP.

## 2. Principles:

Preparation of the Brant-Brantford Paramedic Services portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to;

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Ambulance Act, 1990*
3. *Emergency Management and Civil Protection Act, R.S.O. 1990*
4. *Technical Standards and Safety Act, 2000*
5. *Employment Standards Act, 2000*
6. *Occupational Health and Safety Act, R.S.O. 1990*
7. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) Brant-Brantford Paramedic Services assets exist to assist municipal staff in the delivery critical emergency services to the public.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying infrastructure deficiencies, failures and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

LOS for Brant-Brantford Paramedic Services assets are not specifically defined by *Ontario Regulation 588/17*. Therefore, the County has developed its own specific defined LOS measures.

LOS measures for the County Brant-Brantford Paramedic Services assets will be established solely based on a Technical (or Asset) Level of Service (TLOS) approach.

TLOS measure the adequacy of the assets to deliver the desired services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Brant-Brantford Paramedic Services department, these will be the County's designated LOS measures for ambulance/paramedic services assets:

| Technical Levels of Service  |                      |
|--|----------------------|
| Measure  | Standard             |
| Power Stretchers to be replaced on a seven (7)-year schedule.  | approx. 15% annually |
| Cardiac Monitors to be replaced on a five (5)-year schedule.   | 20% annually         |
| Glide Chairs to be replaced on an as-needed basis.   | As needed            |
| Pro Stair Chairs to be replaced on an as-needed basis.   | As needed            |
| Scoop Stretchers to be replaced on as-needed basis.  | As needed            |
| Portable Suction Units to be replaced on an as-needed basis.   | As needed            |
| Ambulances to be replaced on seven (7)-year schedule   | approx. 15% annually |
| Light Fleet/Administrative Vehicles on same replacement and maintenance schedules as regular fleet (see fleet addendum). | 10% annually         |

Note: All Ambulances are replaced on a seven (7)-year cycle. The first five (5) years of their lifecycle they are used as front-line/primary vehicles. Ambulances that age past five (5) years and into their remaining two (2) years of life cycle become designated as spares/secondary vehicles.

**SUBJECT: Asset Management**

**County of Brant – Strategic Asset Management Policy Addendum – Facilities (Vertical Structures) Assets**

|                 |              |
|-----------------|--------------|
| Policy #:       |              |
| Effective date: | July 1, 2025 |
| Amendment date: | July 1, 2025 |
| Replaces:       |              |

**1. Procedure Statement and Scope:**

This addendum to the policy identifies the specifics in the application of the policy as it pertains to the Facilities (Vertical Structures) assets. The content of this addendum should be read in conjunction with the Strategic Asset Management Policy (SAMP).

**2. Principles:**

Preparation of Facilities (Vertical Structures) components of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Technical Standards and Safety Act, 2000*
3. *Employment Standards Act, 2000*
4. *National Fire Code of Canada, 2020*
5. *Ontario regulation 163/24, Building Code Act, 1992*
6. *Accessibility for Ontarians with Disabilities Act, 2005*
7. *Occupational Health and Safety Act, R.S.O. 1990*
8. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) assets exist to deliver services to the public (more specifically property owners), and internal staff to be able to serve those property owners.

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying deficiencies, failures, and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

*Ontario Regulation 588/17* does not define LOS for Facilities (Vertical Structures) and therefore the County has developed municipally defined LOS.

The LOS measures for the County's Facilities (Vertical Structures) assets will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** for Facilities (Vertical Structures) assets measure the LOS received by the public. These measures will be used by the County to assess whether it delivers the desired LOS.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement and control technical service levels to influence the service outcomes.

The primary measure for the TLOS at the County's facilities will be Facility Condition Index (FCI). FCI is a widely used facility management benchmark that is used to objectively assess the current and projected condition of a building asset. FCI is defined as the ratio of the deferred renewal costs plus current year required renewal (capital and operating) cost over current replacement value for each facility.

The FCI categorizations:

- 0% to 2.5%: Building condition is very good;
- Above 2.5% to 5%: Building condition is good;
- Above 5% to 7.5%: Building condition is fair;
- Above 7.5% to 10%: Building condition is poor;
- Above 10%: Building condition is very poor.

### 3. Application:

In coordination with the Facilities Management department, these will be the County's designated LOS measures for Facilities (Vertical Structures) assets:

| Customer Levels of Service                    |                                    |
|---|------------------------------------|
| Measure                                       | Standard                           |
| Average number of residents per facility type | Varies depending on facility type. |
| Average utilization rate per facility type    | Varies depending on facility type. |

| Technical Levels of Service                                      |  |
|--|--|
| Measure  | Standard   |
| Facility Energy Intensity (ekWh/sq. ft)                          | Average for all facilities:<br>18.95 ekWh/sq. foot |
| Energy Cost Avoidance/yr   | 2023-2024: \$2,383.53                              |
| Average Facility Condition Index (weighted by replacement value) | Below a condition of five (5)                      |
| Percentage of Facilities in Fair or Better Condition             | 75%  |
| Regularity of Condition Assessments by County Staff              | Two (2) Years                                      |





## Fire Prevention Activity Report

### June 2025

#### Property Inspections

| Property Type      | Monthly Total | Previous Total | Year-to-Date Total | 2024 Total |
|--------------------|---------------|----------------|--------------------|------------|
| Residential        | 14            | 13             | 67                 | 209        |
| Commercial         | 16            | 4              | 29                 | 95         |
| Industrial         | 4             | 13             | 43                 | 124        |
| Assembly           | 11            | 8              | 46                 | 203        |
| Institutional      | 0             | 0              | 0                  | 47         |
| Agricultural/Other | 0             | 0              | 10                 | 26         |
| <b>Total:</b>      | <b>45</b>     | <b>38</b>      | <b>195</b>         | <b>704</b> |

| Type of Inspection  | Total |
|---|-------|
| Burn Bylaw Inspections                                      | 1     |
| Fire Administration Smoke/Carbon Monoxide Alarm Inspections | 0     |

#### Public Education Activities

| Type of Activity          | Total |
|---------------------------|-------|
| Learn Not to Burn         | 23    |
| Station Tour / Other      | 12    |
| Children's Safety Village | 1     |

## Fire Prevention Activity Report

### June 2025

#### Fire Investigation/Incidents

| Type of Investigation/Incident | Total |
|--------------------------------|-------|
| Structure Fires                | 1     |
| Other Incidents                | 3     |



## **Administration and Operations Committee Report**

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**To:** The Chair and Members of the Administration and Operations Committee  
**From:** Greg Demers, Director of Roads  
**Date:** July 15, 2025  
**Report #:** RPT-0188-25  
**Subject:** Highland Estates Solar Streetlight Update  
**Purpose:** For Information and Direction

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### **Recommendation**

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Whereas the County of Brant (the County) has received concerns regarding the recent solar streetlight initiative installed August 2023 in the Royal Highland Estates Subdivision.

And Whereas staff were directed by Committee to investigate possible options to address concerns brought forward at the March 18, 2025, Administration and Operations Committee meeting.

That staff move forward with option three (3) as outlined in this report

### **Strategic Plan Priority**

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Strategic Priority 5 - Environmental Sustainability and Climate Action

### **Impacts and Mitigation**

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#### Social Impacts

Option three (3) as outlined in this report should have a positive impact by addressing some of the residents' concerns related to lighting issues during peak times of road use.

#### Environmental Impacts

On November 26, 2019, Council declared through a resolution that a climate emergency threatens our County, province, nation, civilization, humanity and the natural world. That the County adopt a carbon reduction strategy target which would reasonably and effectively lead the County to become net carbon neutral by 2050. Continuing to use alternate energy options when possible is in line with Council adopted PRT-21-229 2024 Energy Conservation and Demand Management Plan.

#### Economic Impacts

No financial impact

## Report

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### Background

During the Administration and Operations Committee meeting held March 18, 2025, staff were asked to review resident concerns related to lack of solar powered streetlight function during times of lowlight winter conditions located in Royal Highland Estates. Staff discussed with Brant Municipal Enterprises (BME) options for improving the streetlighting functions. County Staff and BME discussed the history/functionality of the solar streetlights, resident concerns and possible solutions to improve illumination during times of reduced sunlight. Through these discussions three (3) options were provided and are as follows;

#### **Option 1: Grid-Tied Backup Charging System**

**Overview:** Install underground wiring or direct-bore connections to allow each unit's battery to draw supplemental charge from the electrical grid via smart charge controllers. The lights would remain solar powered, but a grid connection would activate when battery levels fall below a critical threshold.

**Pros:**

- Increased lighting reliability during extended winter outages.
- Automatic grid charging during low-voltage events.
- Improved resident satisfaction during low-light seasons.

**Cons:**

- **High cost:** Estimated between **\$150,000–\$200,000**.
- Major landscape disruption due to trenching/bore.
- Introduction of ongoing electricity costs.
- Does not eliminate all outage risks (e.g., fixture or fuse failures).

#### **Option 2: Adjusted Lighting Profile**

**Overview:** Optimize the lighting schedule to reduce energy use during non-peak hours:

- Full brightness: **7:00 PM – 11:00 PM**
- Dimming to 10–20% output: **11:00 PM – 4:00 AM**
- Return to full brightness: **4:00 AM – dawn**

**Pros:**

- Extends battery runtime during low-sunlight days.
- No capital cost or construction required.

**Cons:**

- Lower light levels during late-night hours may not satisfy all residents.

**Option 3: Continue with Current Configuration**

**Overview:** Maintain the current setup and monitor performance through increased night inspections during the winter months, supplemented by the recommended snow removal solution.

**Pros:**

- No additional infrastructure cost.
- Snow tool has already shown promising results for winter performance.
- Allows continued observation to evaluate long-term trends.

**Cons:**

- Risk of ongoing resident dissatisfaction during occasional outages.

Analysis

Since installation, the system has generally met the expected performance targets. However, during winter months, periods of extended cloud cover and snow accumulation on solar panels have caused intermittent outages, leaving certain areas of the subdivision without lighting for three (3) to five (5) days. Early January of 2025 the County experienced an estimated 14 consecutive days without sunshine which depleted the batteries as an example.

Summary and Recommendations

Staff recommend option three (3) as this option was found to be effective in most situations during the 2024/2025 season. Staff will have an option to implement Option two (2) adjusting lighting profile if conditions are extreme like the experienced conditions of 2024/2025.

**Attachments**

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1. RPT-21-305 – Street Lighting in Royal Highland Estates

**Reviewed By**

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D. Mellor, General Manager of Operations

**Copied To**

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R. Knap, Roads Technologist  
J. DeMunck, Road Operations Manager  
K. Seitz, Road Superintendent  
S. Yacoub, Director of Energy – Bant Municipal Enterprises  
L.L. Rouse, Purchaser

**By-law and/or Agreement**

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|   |    |
|---|----|
| By-law Required   | No |
| Agreement(s) or other documents to be signed by Mayor and /or Clerk | No |







## **Administration and Operations Committee Report**

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**To:** To the Chair and Members of Administration and Operations Committee  
**From:** Adam Crozier, Project Manager, Office of the CAO  
**Date:** November 16, 2021  
**Subject:** RPT-21-305 – Street Lighting in Royal Highland Estates  
**Purpose:** For approval and for direction

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### **Recommendation**

Whereas the County of Brant has received concerns regarding issues with the streetlights located in the original portion of the Royal Highland Estates subdivision;

And Whereas staff have reviewed the street lighting system and recommend a full renewal based on the age and condition of the individual components;

That the County proceed with a renewal of the streetlights in the original phase of the Royal Highland Estates subdivision (Highland Drive, St. Andrew's Court, Brigadoon Court, Glengarry Court) with off-grid solar power fixtures as outlined as Option 3 in report RPT-21-305;

And that staff be directed to include this project in the draft 2023 Capital Budget with an amount of \$495,750.

### **Strategic Priority**

Strategic Priority 4 – Reliable Infrastructure

### **Financial Considerations**

The Financial Considerations for the replacement of the street lighting network are discussed throughout the report and are based on the existing network of approximately 50 streetlights along Highland Drive, St. Andrew's Court, Brigadoon Court and Glengarry Court.

### **Background**

At the September 21, 2021 meeting of the Administration and Operations Committee, Committee received a letter from a resident of Highland Drive expressing concern regarding the current state of street lighting in the Royal Highland Estates Subdivision (subdivision). As such, staff have reviewed the current state of the street lighting network and are providing information on relevant options available to address the concerns. Notably, this report does not address the streetlights in Phase 2 of Royal Highland Estates (Wingrove Woods and Wallace Court) which were more recently installed.

The exurban nature of the subdivision presents a unique challenge in the overall context of the County of Brant's street lighting portfolio. The vast majority of streetlights fixtures in the County were replaced through a conversion project undertaken in 2017 which focused solely on the replacement of the standard "Cobra head" street lighting fixtures but did not address any decorative or non-standard fixtures. Further complicating matters is that the road allowance in the subdivision is not subject to the same conditions requiring periodic major renewal projects (i.e. replacement of watermain, wastewater/storm outlets) which typically also address the main and costly components of a street lighting renewal project (wiring and poles) during the broader project. Finally, the vast majority of the street lighting system in the subdivision including underground wiring, poles and light fixtures are estimated to be original from its construction in the 1970s and maintenance costs and periods of interoperability have increased in recent years.

## **Report**

Based on the age and condition of the overall lighting system including the poles, fixtures and the undergrounding wiring, it is recommended that the streetlights along Highland Drive, St. Andrews Court, Brigadoon Court and Glengarry Court be replaced with independently solar powered fixtures. Staff have outlined the potential options to address the concerns with inoperability below:

### **Option 1: Continue to Replace Lights as Needed**

This option would see the County continue to provide maintenance on the existing streetlight fixtures, poles and wiring systems until a total failure occurs. Since May 2019 the County has expended approximately \$10,600 on maintenance costs including the replacement of bulbs, photocells, ballasts, fixture heads and underground wiring. The current state of the poles is that they are worn and unsightly including poles that have 2 shades of dark paint on them, and many have trees that have grown around them which reduces their efficacy.

This option is not recommended based on the principles of asset management including increasing maintenance costs, and the concerns raised by residents regarding the reliability of the existing street lighting network.

### **Option 2: Replace Street Lighting Network – Grid Connected with New Poles, Fixtures, and Underground Wiring**

This option would see a complete rebuild of the street lighting network with the replacement of all components including poles and fixtures, and the underground wiring system connecting to each pole and the electricity grid. The main cost associated with this option is the trenching and replacement of the underground electrical wiring, representing approximately 60% of the project cost. As the existing underground wiring is aluminum-based and has caused voltage spikes damaging the components of the streetlights in the past, the project should not proceed without a full renewal of the wiring systems.

**Estimated Capital Cost: \$602,500**

**Estimated Annual Operating Cost: \$4,150 (Maintenance plus Electricity Cost)**

### Option 3: Replace Street Lighting Network – Off-Grid with New Poles and Solar-Powered Fixtures (Recommended Solution)

This option would see the existing network of poles and fixtures replaced with fixtures powered by a battery unit charged by a solar panel attached to the pole. The main cost associated with this option is the components that generate (solar panel) and store (battery) the energy required to power the streetlight. No trenching would be required to install the fixtures and any malfunctions would be isolated to the individual streetlight. Should additional lighting be requested, an individual pole and fixture can be independently installed as needed. As well, remote monitoring can be provided which can dim or increase the lighting as needed, and the status of a light can be determined without a site visit. Finally, the existing wiring system would be de-energized and left until a major renewal project occurred.

**Estimated Capital Cost: \$495,750**

**Estimated Annual Operating Cost: \$2,850 (Maintenance minus Electricity Cost)**

Staff recommend Option 3 as the preferred method to renew the street lighting network in the subdivision as it provides a solution to address concerns regarding the reliability of the existing network, a means to provide additional lighting if desired in the future, and as the capital costs are 21% less, and operating costs are 45% less than Option 2.

Due to ongoing supply chain issues staff recommend that this project be included in the draft 2023 Capital Budget to better ensure that the required materials are available to complete the project in whole. Staff will work to firm up details of the project in anticipation of the project commencing in 2023 and continue with required maintenance on the existing street lighting network until the project is completed.

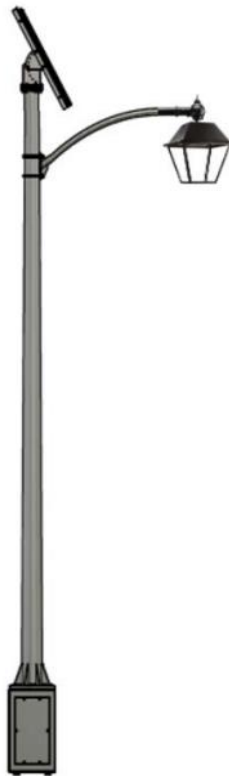


Figure 1: Visual Representation of Decorative Off-Grid Street Light Pole and Fixture

## Environmental Impact

It is estimated that the current streetlights in the original phase of the subdivision consume 33,945 kWh per year, which represents 1,034 kg of GHGs annually.

The replacement of the current fixtures with new grid powered fixtures is expected to consume 14,400 kWh per year, which represents 333 kg of GHGs annually, and a reduction of 700 kg of GHGs from the existing network.

The replacement of the current fixtures with off-grid solar powered fixtures would represent an elimination of the existing GHG emissions.

## **Interdepartmental Considerations**

The Roads Division oversees the maintenance of the County's street lighting network.

## **Attachments**

None.

## **Copy to**

1. Michael Bradley, Chief Administrative Officer
2. Greg Demers, Director of Roads
3. Sean Yacoub, Director of Renewable Energy, BME
4. Heather Mifflin, Director of Finance/Treasurer
5. Rick Knap, Roads Technologist

In adopting this report, is a bylaw or agreement required?

By-law required (No)

Agreement(s) or other documents to be signed by Mayor and /or Clerk (No)

Is the necessary by-law or agreement being sent concurrently to Council? (No)



## Administration and Operations Committee Report

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**To:** To the Chair and Members of the Administration and Operations Committee  
**From:** Darren Watson, Fire Chief  
**Date:** July 15, 2025  
**Report #:** RPT-0229-25  
**Subject:** CPS-RFP-25-05 Award – St George Pumper Apparatus (Unit #371)  
**Purpose:** For Approval

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### Recommendation

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Whereas the 2025 capital budget includes \$925,000 for a replacement pumper apparatus for the St George Fire Station (Unit 371);

And whereas through CPS-RFP-25-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #371), Dependable Emergency Vehicles provided a price of \$952,611 (HST excluded) for a stock 2025 pumper and scored second in allocated points for a compliant bid in which four suppliers submitted five proposals;

Be it hereby resolved that CPS-RFP-25-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #371) be awarded to Dependable Emergency Vehicles for the price of \$952,611 (HST excluded);

And that the additional amount of \$44,377 required for this purchase be funded from Fire Capital Reserve.

### Executive Summary

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The 2025 capital budget includes funding for the replacement of Unit 371. The 2025 capital budget forecast includes funding needed for the purchase of Unit 371.

Current market conditions are causing significant supply chain issues and anticipated price increases that will affect the acquisition of fire apparatus in a timely and cost-effective manner.

Through CPS-RFP-25-05, Dependable Emergency Vehicles provided a price of \$952,611 (HST excluded) and scored second in allocated points for a compliant bid in which four suppliers submitted proposals. The bid that scored highest was also from Dependable Emergency Vehicles however it was for a 2024 model. Accordingly, staff is recommending that CPS-RFP-25-05 be awarded to Dependable Emergency Vehicles to replace Unit 371 and that the additional amount of \$44,377 required for full purchase of Unit 371 be funded from the Fire Capital Reserve.

### Strategic Plan Priority

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Strategic Priority 4 - Reliable Infrastructure

Strategic Priority 5 – Healthy, Safe and Engaged Citizens

Strategic Priority 6 – Stable and Responsive Governance

## **Impacts and Mitigation**

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### Social Impacts

Investment in emergency services assets to ensure apparatus and equipment are modern, in excellent working order, and include up to date technology supports effective and efficient emergency response to our community.

### Environmental Impacts

None.

### Economic Impacts

Effective emergency response supports the protection and preservation of life and property across the municipality, minimizing the effects of economic losses from fires and other emergencies.

## **Report**

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### Background

Unit 371 is an American LaFrance and was placed into County service in 2005. Under National Fire Protection Association Standards NFPA 1901 and 1912, apparatus replacement is necessary to provide emergency responders the appropriate resources to ensure that service delivery is maintained to industry best practice standards.

In accordance with the Fire Underwriters Survey recommendations, after 20 years of service, the existing Unit 371 will be taken out of service. This unit will be prepared to be sold then sent to auction for disposal.

Current market conditions are causing significant supply chain issues and anticipated price increases that will affect the acquisition of fire apparatus in a timely and cost-effective manner. The 2025 capital budget includes funding for the replacement Unit 371.

CPS-RFP-25-05 – Request for Proposal for One (1) Custom Fire Pumper Truck (Unit #371) was issued on Wednesday, June 11, 2025, and closed Thursday, July 3, 2025, with five proposals received from four vendors.

### Analysis

Proposals were reviewed for adherence to specifications, reputation of the manufacturer, delivery time, residual value, and price. The scoring for the submittals is as follows:

All submittals meet and exceed minimum specifications in various areas. Dependable Emergency Vehicles scored higher in delivery time therefore would reduce ongoing repair costs and increase reliability of an aging front line pumper.

Refer to the chart below for comparison.

| Vendor           | Brand   | Year | Bid Rank | Costing Points | Total  |
|------------------|---------|------|----------|----------------|--------|
| Dependable #1    | Spartan | 2024 | 1        | 50             | 96.5   |
| Dependable #2    | Spartan | 2025 | 2        | 47.981         | 93.981 |
| Fort Garry       | HME     | 2025 | 3        | 38.732         | 76.232 |
| Darch Fire       | E-One   | 2026 | 4        | 38.095         | 73.095 |
| Commercial Truck | Pierce  | 2027 | 5        | 33.857         | 63.857 |

### Summary and Recommendations

Through CPS-RFP-25-05, Dependable Emergency Vehicles provided a price of \$952,611 (HST excluded) for a stock 2025 pumper and scored second in allocated points for a compliant bid in which four suppliers submitted proposals.

Staff is recommending that CPS-RFP-25-05 be awarded to Dependable Emergency Vehicles to replace Unit 371 and that \$44,377, representing the balance of funds required for the full purchase of Unit 371 be funded by the Fire Capital Reserve.

### **Attachments**

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None.

### **Reviewed By**

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1. Cindy Stevenson, General Manager of Emergency and Protective Services

### **Copied To**

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1. Alison Newton, Chief Administrative Officer
2. Heather Mifflin, Director of Finance, Treasurer
3. Heather Bailey, Manager of Budgets and Long-term Financial Planning
4. Laura-Lynn Rouse, Purchaser

### **By-law and/or Agreement**

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By-law Required No

Agreement(s) or other documents to be signed by Mayor and /or Clerk No





## **Brant Heritage Committee Report**

The Brant Heritage Committee makes the following recommendations from its meeting on July 3, 2025:

1. THAT the Brant Heritage Committee supports the involvement of heritage elements in the Geocaching and Culture Days events;  
AND that the Brant Heritage Committee submit their input for these events to the Arts, Culture and Heritage Officer.
2. THAT the Brant Heritage Committee supports the inclusion of a Heritage Scavenger Hunt within the Culture Days programming.

Respectfully Submitted,

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Joan Telfer Faux  
Chair





## Brant Heritage Committee Minutes

**Date:** July 3, 2025  
**Time:** 4:00 p.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

**Present:** Mayor Bailey, Councillors MacAlpine, and Howes, Members Brown, Campbell, Dirycz, Hart, Telfer Faux, and Workman Rose

**Staff:** Gable, Kortleve, Beddard, Novak, and Pluck

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Member Telfer Faux in the Chair.

**1. Attendance**

Introductions were made, and a welcome was extended to Member Campbell and Member Hart.

**2. Approval of Agenda**

An addition was noted under other business (Culture Days Information).

Moved by Member Workman Rose  
Seconded by Councillor Howes

THAT the Brant Heritage Committee agenda of July 3, 2025 be approved, as amended.

**Carried**

**3. Declaration of Pecuniary Interests**

None.

**4. Delegations / Petitions / Presentations**

None.

**5. Adoption of Minutes from Previous Meetings**

**5.1 Brant Heritage Committee minutes of June 5, 2025**

Moved by Member Brown  
Seconded by Councillor Howes

THAT the Brant Heritage Committee minutes of June 5, 2025 be approved.

**Carried**

**6. Business Arising from the Minutes**

None.

**7. Staff Reports**

**7.1 Downtown Dig Update**

Zach Gable, Director of Economic Development and Tourism provided an update to the Committee with regards to the Paris Downtown Dig. He advised that several hundred bricks from the Paris Mill Race are in the County's possession, with the possibility to incorporate the bricks back into a future piece of the Downtown Dig project.

Moved by Councillor MacAlpine  
Seconded by Councillor Howes

THAT the Downtown Dig Update be received as information.

**Carried**

**7.2 Bawcutt Centre Expressions of Interest**

Z. Gable advised the Committee that the County of Brant has released an Expressions of Interest to establish a public-private partnership to support the redevelopment of The Bawcutt Centre. He noted that the Expression of Interest is available at [bidsandtenders.ca](https://bidsandtenders.ca) under the County of Brant.

In response to questions, Z. Gable advised that the conservation plan which the Brant Heritage Committee endorsed is included in the tender documents.

Moved by Councillor Howes  
Seconded by Councillor MacAlpine

THAT the Bawcutt Centre Expressions of Interest announcement be received as information.

**Carried**

7.3 452 West River Road Farmhouse - Verbal Update

Brandon Kortleve, Manager of Policy Planning updated the Committee on the status of 428-452 West River Road, noting that there is a new single single-detached dwelling, and an old farmhouse dating back to the late 1800s. He advised that a temporary zoning by-law to permit two dwellings for a period of three years was approved in September 2022, to provide time for the evaluation of the farmhouse and find a permanent solution to conserve the historic dwelling. He further advised that a full application should be forthcoming, and that staff are proposing to extend the time of the temporary zoning.

In response to questions, B. Kortleve spoke to the Provincial Planning Statement and County of Brant Official Plan, noting the permitted uses for Additional Residential Units on a lot in a prime agricultural area.

Moved by Member Workman Rose  
Seconded by Member Brown

THAT the verbal update on 452 West River Road be received as information.

**Carried**

8. **Committee Workplan**

None.

9. **Communications**

None.

10. **Other Business**

10.1 Committee Business

Discussion was held with regards to the role, objectives, and expectations of the Brant Heritage Committee, with the desire to explore topics in greater detail being expressed.

B. Kortleve advised that a review of the Brant Heritage Committee's Terms of Reference will begin in September, and that a further training session surrounding the role of the Brant Heritage Committee under the Heritage Act, will also take place at the September meeting.

10.2 Culture Days Information

Jazmin Beddard, Arts, Culture and Heritage Officer advised that the 2025 Culture Days event will be taking place from September 19th until October 12th, with the County of Brant hosting a festival hub event at Paris Lions Park the afternoon of Sunday, October 5th.

She further noted that a Geocaching event will be held at the Burford Agricultural Society Fairgrounds from September 25 to September 28th, 2025, and that the Brant Heritage Committee has been invited to participate, following the success of the previous Culture Days heritage scavenger hunt. J. Beddard further advised that staff have a compiled list of locations based on previous recommendations by the committee and community groups for a scavenger hunt associated with the

Geocaching event, where participants would retrieve commemorative coins. She sought feedback from the Committee on both upcoming events.

In response to questions, J. Beddard advised that the organizers of the Geocaching event indicated they wanted to include heritage elements as part of the free event programming, where appropriate.

The Committee held discussion surrounding the design, locations, and distribution of the Geocaching event coins. Members were encouraged to submit their ideas to the Arts, Culture and Heritage Officer.

In response to questions, Z. Gable advised that a plan will be brought forward at the September meeting regarding the Committee's involvement with the Geocaching and Culture Days events.

Moved by Councillor Howes  
Seconded by Member Brown

THAT the Brant Heritage Committee supports the involvement of heritage elements in the Geocaching and Culture Days events;

AND that the Brant Heritage Committee submit their input for these events to the Arts, Culture and Heritage Officer.

**Carried**

Moved by Councillor Howes  
Seconded by Member Brown

THAT the Brant Heritage Committee supports the inclusion of a Heritage Scavenger Hunt within the Culture Days programming.

**Carried**

#### **11. Next Meeting and Adjournment**

Committee adjourned at 5:19 p.m. to meet again on Thursday, September 4, 2025, at 4:00 p.m. at the County of Brant Council Chambers.

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Secretary