



**Corporate Services Committee Action Report  
for the June 20<sup>th</sup>, 2017 meeting held in  
the Council Chambers following Community Issues Committee**

**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Joanne Henderson, Manager Parks and Recreation, Paul Knowles, Chief Administrative Officer, Phil Hogan, Treasurer

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
- 2) REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 3) PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to proceed as recommended for those items not pulled out for discussion.

**COMMUNICATION 128285**

Received from	Phil Hogan
Addressed to	Corporate Services Committee
Date	June 14, 2017
Topic	Update on Major Assessment Appeals

**SUMMARY**

The municipality has had major assessment appeals outstanding for some time and are finally having decisions made by ARB. The majority of these are appeals that go across the Province for Big Box Stores.

Appeals have been decided on or withdrawn for 5 major businesses – Rona, Home Depot, Canadian Tire, Mews, Shoppers ranging in dates back to 2009 up to including 2017. The assessment under appeal for these years was \$132.9 million dollars and has resulted in the Carleton Place share of taxes to be written off amounting to \$49,984.

**128285 Continued**

Appeals yet to be decided for 3 other major businesses – Walmart, Loblaws, CP Plaza Inc , ranging in dates back to 2013 up to and including 2017. The assessment under appeal for these years is \$163.0 million dollars with decisions yet to be made.

The municipality has set aside approximately \$100,000 to deal with these appeals. There will be some permanent assessment loss going forward which will have to be dealt with when we prepare the 2018 budget.

**COMMENT**

Information only

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and Record

**TO BE DISCUSSED**

**COMMUNICATION 128229**

Received from	Phil Hogan Treasurer
Addressed to	Corporate Services Committee
Date	May 10 <sup>th</sup> , 2017
Topic	10 Year Capital Investment Plan

**SUMMARY**

Staff has updated the 10 year capital investment plan.

**COMMENT**

That Council review the plan.

**STAFF RECOMMENDATION**

That Council hereby instructs staff to proceed planning for the core infrastructure projects identified in the 10 year plan.

**COMMITTEE DECISION**

That Council hereby instructs staff to proceed planning for the core infrastructure projects identified in the 10 year plan.

## COMMUNICATION 128286

Received from Phil Hogan  
Addressed to Corporate Services  
Date June 14, 2017  
Topic Funding for Capital - Arena

### SUMMARY

Treasurer to review the budget items related to the Arena and upgrade.

### **Capital Budget Item – 2017 Budget \$1,000,000**

Funding for the \$1,000,000 was to be funded \$100,000 from reserve with \$900,000 From Debt.

### **Operating Issues – Existing Arena – Revenues on decline for Ice Rental and Net Canteen contribution, Hydro Costs Significantly Increasing**

### STAFF RECOMMENDATION

To be discussed

### COMMITTEE DECISION

Receive and Record

## COMMUNICATION 128287

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Corporate Services Committee  
Date June 1<sup>st</sup>, 2017  
Topic Municipal Asset Management Planning

### SUMMARY

Province has posted the proposed Municipal Asset Management Planning Regulation on the Environmental Registry for comment until July 24<sup>th</sup>. The proposed regulation would require municipalities to develop and adopt a strategic Asset Management **Policy** by January 1<sup>st</sup>, 2019. This policy would then need to be reviewed and updated every five years. This policy would include:

- Which municipal goals, plans (e.g., official plan, strategic plan, master plans) or policies the municipality's asset management plan would support;
- A process for how the asset management plan would affect the development of the municipal budget and any applicable long-term financial plans;
- The municipality's approach to continuous improvement and adoption of best practices regarding asset management planning;
- The principles that would guide asset management planning in the municipality, which would be required to include the principles in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*;

## 128287 Continued

- A commitment to consider in asset management planning:
  - the actions that may be required to address the risks and vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, including to: operations requirements (e.g. increased maintenance schedules); levels of service (e.g. raising or lowering levels of service); and lifecycle management; and the anticipated costs that could arise from these impacts, and adaptation opportunities that may be undertaken to manage these potential risks;
  - mitigation approaches to climate change, such as greenhouse gas emission (GHG) reduction goals and targets;
  - disaster planning and any required contingency funding.
- A process to ensure that asset management planning would be aligned with Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; provincial plans as defined in the Planning Act; and, municipal official plans.
- A discussion of capitalization thresholds used to determine which assets are to be included in the asset management plan and how this compares to the municipality's Tangible Capital Asset policy, of one is in place;
- A commitment to coordinate planning between interrelated infrastructure assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies;
- Identification of who would be responsible for asset management planning, including an executive lead and how council will be involved; and
- A commitment to provide opportunities for municipal residents and other interested parties to provide input into asset management planning.

The regulation would also require municipalities to prepare an Asset Management **Plan** in three phases:

- 1) Phase I would address core infrastructure assets, and would be required to be completed by January 1, 2020;
- 2) Phase II would expand on Phase I by including all infrastructure assets in the plan by January 1, 2021;
- 3) Phase III would require further details to be provided for all infrastructure assets by January 1, 2022.

Although the requirements are being phased in, the Final Asset Management Plans will include considerable detail such as:

- Current levels of service;
- Inventory analysis;
- Estimated cost to sustain current levels of service;
- Estimated cost to service growth (only required for larger municipalities but as Carleton Place is growing, this should be included);
- Proposed levels of service;
- A lifecycle management strategy; and

## 128287 Continued

- Financial strategy;

### **COMMENT**

Interestingly the final Asset Management Plans are also to include a section about addressing shortfalls shown in the financial analysis.

### **Addressing shortfalls**

Municipalities would also be required to outline any ongoing funding shortfall that exists between investments required to fund the activities in the lifecycle management strategy and the ability of the municipality to fund these activities, and how the municipality intends to address this shortfall.

Where municipalities cannot conduct all of the activities required to provide proposed levels of service, municipalities would discuss how they would manage the risks associated with not undertaking these activities.

AMO has just produced a report that concludes that municipalities are facing a large funding gap as municipal revenues are not sufficient to cover costs so it seems that most Municipal Asset Management Plans will need to include a significant section addressing shortfalls and explaining how the municipality will manage the risks associated with not undertaking the work included in the Asset Management Plan. If work is not undertaken in accordance with the schedule in the Asset Management Plan then the value of the Plan is questionable.

### **STAFF RECOMMENDATION**

THAT the Municipal Asset Planning Regulation require Asset Management Plans to include a financial strategy that demonstrates sufficient funding to complete the activities in the lifecycle management strategies and that municipalities and the province work together to increase revenues and/or decrease costs and/or adjust service levels so that the work included in the final Asset Management Plans can be funded and completed.

### **COMMITTEE DECISION**

Receive and Record



Corporate Services Committee Agenda  
for the June 20<sup>th</sup>, 2017 meeting to be held in  
the Council Chambers at 7:00 p.m.

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**COMMENT**

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