

Municipality of East Ferris

Report to Council

Report No.: CAO-2025-01

Date: September 9, 2025

Originator: Jason H. Trottier, CAO/Treasurer

Subject: MPAC Services - Capital Replacement Planning Report for Facilities

RECOMMENDATION

THAT Council for the Municipality of East Ferris authorizes staff to engage the services of Municipal Property Assessment Corporation (MPAC) to conduct a review of municipal facilities and provide a Capital Replacement Planning Report for a fee of \$15,000 + HST.

BACKGROUND

O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure requires that every municipality prepares a strategic asset management plan in respect of all municipal infrastructure assets including buildings.

The facilities data currently being used for asset management planning purposes dates back to a Building Condition Report and Reserve Fund Study conducted by Mitchell Architects in January 2015. As the data is now 10 years old, we need updated information for planning purposes.

On July 29, 2025, staff met with MPAC representatives, at their request, to discuss a new service they provide – development of Capital Replacement Plans. A Capital Replacement Plan will provide the municipality with a long-term plan for the physical and financial needs of our buildings. This plan will also help the municipality with planning to ensure funds are available when large scale maintenance is required without seeking alternative sources of revenue.

MPAC's report will include major capital replacements that are required over the life of the property and will assist the municipality with developing a long-term budget for this work. MPAC will follow recognized industry guidelines during the course of development of the Capital Replacement Plan, including guidelines published by Asset Management Ontario and the Canada Mortgage and Housing Corporation (CMHC) Capital Replacement Planning guidelines outlined in Appendix 'A'.

MPAC's approach will leverage their property and valuation data currently on file that was collected when the property was inspected and assessed, update their records based on their field inspections, and supplement the report with any additional data we can provide.

The Municipality of East Ferris requested that MPAC provide a proposal to develop a Capital Replacement Plan for municipal owned properties. MPAC and the Municipality have identified the following properties to be reviewed:

| Property Roll Number | Property Location |
|----------------------|---|
| 483400000409900 | 1990 Corbeil Road and 25 Taillefer Road |
| 483400000138800 | 1257 and 1267 Village Road |
| 483400000410400 | 390 Highway 94 and 392 Highway 94 |
| 483400000139520 | 1229 Village Road |
| 483400000147810 | 649 Astorville Road |

The following timeline has been established for development of the report:

| Property Assessment Milestones | Due Date |
|-----------------------------------|--------------------------|
| Contracting and Project Planning | September 2025 |
| Detailed Site Inspection | October 2025 |
| Valuation and Report Writing | October – November 2025 |
| Draft Report Delivery and Meeting | November – December 2025 |
| Final Report Delivery | December 2025 |

ANALYSIS/OPTIONS

- Option #1: THAT Council for the Municipality of East Ferris authorizes staff to engage the services of MPAC to conduct a review of municipal facilities and provide a Capital Replacement Planning Report for a fee of \$15,000 + HST.
- Option #2: THAT Council for the Municipality of East Ferris does not authorize staff to engage the services of MPAC to conduct a review of municipal facilities and provide a Capital Replacement Planning Report.

RECOMMENDATION

Option #1: THAT Council for the Municipality of East Ferris authorizes staff to engage the services of MPAC to conduct a review of municipal facilities and provide a Capital Replacement Plan Report for a fee of \$15,000 + HST.

FINANCIAL IMPLICATIONS

The cost for development of the Capital Replacement Planning Report is \$15,000 + HST. The cost of this report was not included in the 2025 budget. There are funds available in the

General Government budget to allocate to this item as insurance costs were less than anticipated.

Respectfully submitted,

A handwritten signature in black ink, consisting of a large loop followed by several smaller, connected loops, ending with a period.

Jason H. Trottier, HBBA, MPA, CPA, CMA
CAO/Treasurer