	<b>Report Title</b>	2018 OCIF Top-Up Application
	<b>Report No.</b>	OPS 18-21
	<b>Author</b>	Kevin De Leebeeck, P.Eng. Director of Operations
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	August 13, 2018
	<b>Attachments</b>	<ul style="list-style-type: none"> <li>• OCIF Top-Up Application</li> </ul>

## **RECOMMENDATION**

**THAT Council receive Report OPS 18-21 2018 OCIF Top-Up Application as information;**

## **BACKGROUND**

Approximately \$100 million in provincial funding is available under the Top-Up component of the Ontario Community Infrastructure Fund (OCIF) for the 2018 intake. Eligibility for the 2018 intake is being targeted to communities whose formula based grants in 2019 and 2020 add up to a combined total of less than \$2 million. Eligible communities with critical core infrastructure projects may submit proposals to the Top-Up application component to bring their total OCIF funding up to \$2 million over two years. The OCIF Top-Up application submission deadline is August 28<sup>th</sup> 2018.

## **SUMMARY**

Proposed projects must demonstrate prioritization and alignment with asset lifecycle activities within the applicants Asset Management Plan. In accordance with the Corridor Coordination and Project Prioritization Process within the Towns Asset Management Plan the following arterial roadway projects are identified in priority sequence:

<b>Arterial Roadway</b>	<b>From</b>	<b>To</b>	<b>AMP Road Risk Rating</b>	<b>Cost Est.</b>
Vienna Rd.	Simcoe St.	Highway 3	Extreme	\$ 1,350,000
Oxford St.	Broadway	Vienna Rd	Extreme	\$ 1,325,000
Cranberry Rd.	North St. E.	Town Limit	Extreme	\$ 975,000
Concession St. W.	Rolph St.	Charlotte Ave.	High	\$ 1,725,000

The Oxford St. and Vienna Rd. projects are also eligible under the Connecting Link Program and are therefore not recommend for submission under the OCIF program. While the Cranberry Rd. project has a higher AMP Road Risk rating, staff believe that addressing the public safety issue associated with vertical and horizontal roadway alignment of the Concession St. W. project combined with the benefits of promoting safe active transportation makes the Concession St. W. project more viable as it relates the OCIF Top-Up assessment criteria.

The Concession St. W. Reconstruction project limits as shown in **Figure 1** is between Rolph St. and Charlotte Ave. The proposed work involves the complete reconstruction of the pavement structure including new barrier curb and gutter with sidewalks and storm drainage improvements. Should OCIF Top-up funding be approved the proposed works would be undertaken during the 2020 construction season.

The 2018 OCIF Top-Up application for the reconstruction of Concession St. W. from Rolph St. to Charlotte Ave. is attached. Council resolution of project designation is not required as part of the application submission. Applications will be assessed over the fall/winter with funding decisions made available in January/February 2019.

### **CONSULTATION/COMMUNICATION**

Staff consulted with Oxford County Planning staff to ensure the proposed project aligned with the Provincial Policy Statement and approved land use policies. Staff also leveraged membership to Public Sector Digest for additional application review and comment.

### **FINANCIAL IMPACT/FUNDING SOURCE**

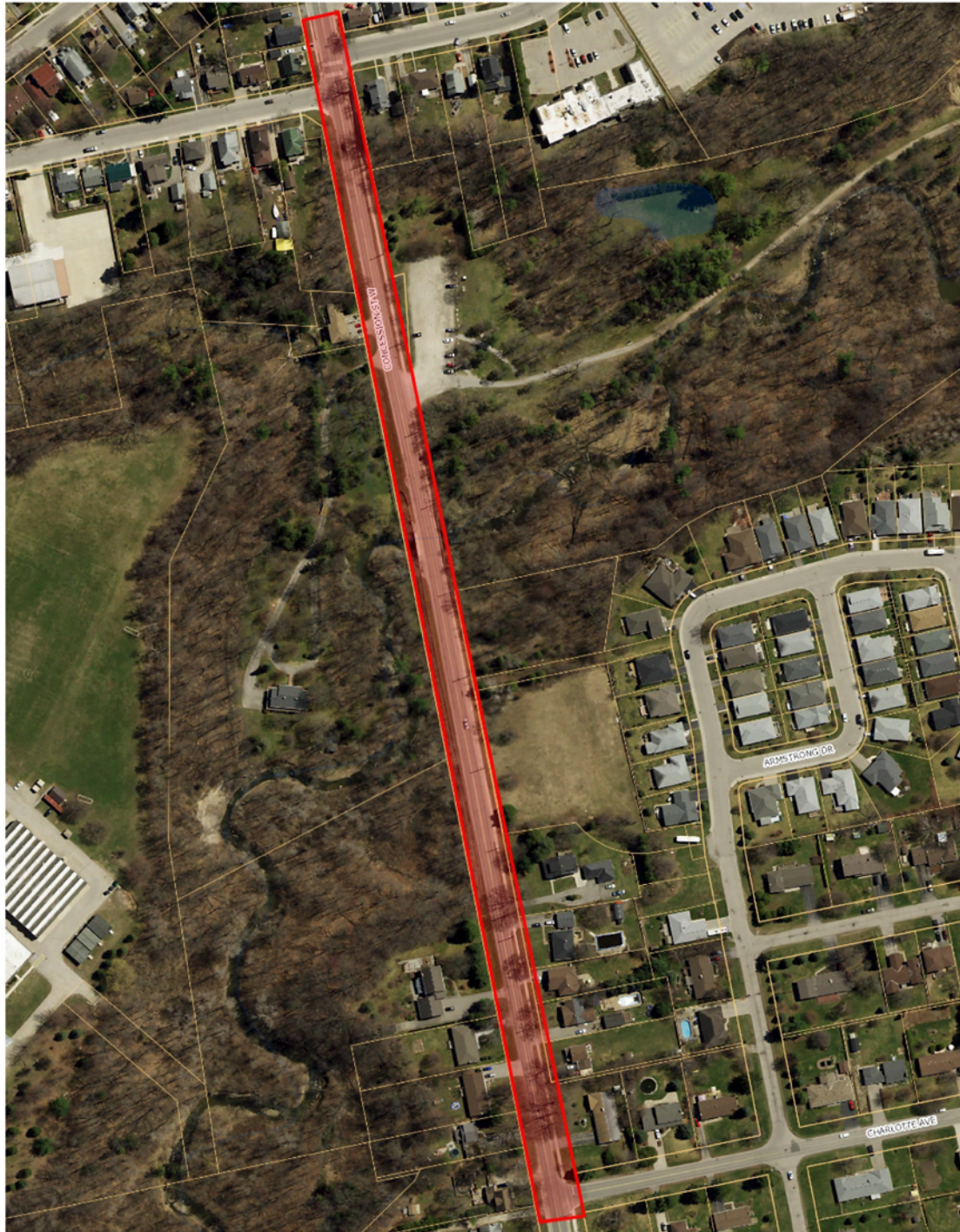
For approved applications, the province will provide funding for up to 90% of the eligible project costs. Based on the eligibility requirements the Town of Tillsonburg is able to submit a project application request for up to \$1,556,165 in funding, equivalent to a total eligible project cost of \$1,729,072. Applicants would contribute the remaining 10% of the eligible costs and would be responsible for all ineligible project costs.

At this time, there are no 2018 budgetary impacts as a result of the OCIF Top-Up application. Should the application be successful the Town would proceed to undertake detailed design in 2019 and tender the project for construction in 2020.

### **COMMUNITY STRATEGIC PLAN (CSP)**

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan through the renewal of infrastructure.

**Figure 1: Concession St. W. Reconstruction**



Legend

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 18, 2018



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NAD\_1983\_UTM\_Zone\_17N





The following application form will be used to assess projects under the Province's 2018 OCIF Top-Up Application-based Component intake. Before completing this form, please refer to the Program Guidelines on the [Infrastructure funding for small communities](#) web page.

**What is the deadline for submitting applications?**

The completed application form must be received by **5 p.m. Eastern Daylight Time (EDT) on Tuesday, August 28, 2018**. Please note that applications submitted after this time will be considered late and the proposed project will be deemed ineligible for funding. Any supporting documentation must also be submitted by the deadline in order to be considered part of the application. In addition, applicants cannot change the proposed project after the application deadline unless an extraordinary circumstance arises (e.g., the collapse of a local bridge) and permission is granted by the Province.

**How do I apply?**

1. Applicants are required to complete the Application Form (below) as well as the applicable technical schedule.
2. Applicants should refer to their top-up eligibility letter to determine the maximum amount of application-based funding they request from the Province.
3. There are separate technical schedules for road, bridge, water and wastewater projects. **Applicants are required to complete the technical schedule that best applies to their project.**
4. Includes all costs associated with the structure, such as engineering fees for reports, environmental studies, designs and project management, as well as other construction costs.
5. Applicants are also required to submit an asset management plan and to ensure that the project submitted is aligned with the priorities identified in their asset management plan.



## Submission Instructions

Save the completed form and send as an attachment to [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca) by the deadline noted above. Attach all relevant documents to the email, including the technical schedule and other supporting documentation. If the email and attachments exceed 10 MB, please separate into multiple emails and indicate the total number of emails which will be submitted (e.g., 1 of 3).

**Applicants are requested not to submit a scanned copy of the application form through email. If you are unable to submit this form via email or have any additional questions, please**

- call 1-877-424-1300, or
- send an email to [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca)

## How will I know my application was received?

You will receive two e-mails from the Ontario Ministry of Agriculture, Food and Rural Affairs. Once the completed application has been submitted, an automated acknowledgement of receipt will be sent to the applicant. A follow up email with your file number will be issued within 10 business days. If you do not receive this email within 10 business days, please contact [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca) or 1-877-424-1300.

Fill in all fields on this form that apply to your proposed project. **Failure to complete this form in its entirety may result in the inability to assess the application and the project may be declined.**

If this is a joint project, with two or more applicants, include the names of all applicants that are involved in this project.

### Section 1 – Municipality/Local Services Boards (LSB) Applicant Contact Information

Name of Municipality/LSB <b>Town of Tillsonburg</b>	MMA Code Number <b>37402</b>	CRA Business Number
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#### Mailing Address

Unit Number <b>204</b>	Street Number <b>200</b>	Street Name <b>Broadway</b>	Rural Route	PO Box
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City/Town <b>Tillsonburg</b>	Province <b>ON</b>	Postal Code <b>N4G 5A7</b>
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#### Authorized Contact

Last Name <b>De Leebeeck</b>	First Name <b>Kevin</b>
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Position <b>Director of Operations</b>
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Telephone Number <b>519-668-3009</b> ext. <b>2232</b>	Email Address <b>kdeleebeeck@tillsonburg.ca</b>
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**Communication Contact Should the Project Be Approved** ☒ Same as Authorized Contact If not, fill out the following

Last Name <b>De Leebeeck</b>	First Name <b>Kevin</b>
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Position <b>Director of Operations</b>
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Telephone Number <b>519-668-3009</b> ext. <b>2232</b>	Email Address <b>kdeleebeeck@tillsonburg.ca</b>
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### Section 2 – Project Information

Is this a joint project?

☐ Yes ☒ No

Project Name (maximum 150 characters)

**Concession Street West Reconstruction**



Project Type (Select the main project type that will address the primary health and safety problem)

☒ Road ☐ Bridge ☐ Drinking Water ☐ Wastewater (including stormwater)

Does the proposed project have multiple components?

Note: For example, a project including paving, water and sewer main work is acceptable. Applicants submitting an application with multiple components must demonstrate that each component of the project is contiguous and meets eligibility requirements.

Applicants that are not sure whether a project with multiple components is eligible or if the project is contiguous are encouraged to contact [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca) before submitting an application.

☐ Yes ☒ No

### Section 3 – Project Details

#### 3.1 Health and Safety Issue Description

Please indicate which of the following outcomes/benefits are anticipated for the municipality/local services board as a result of the proposed project. Where an outcome/benefit is selected, provide a description of how the project achieves the outcome/benefit.

Select all that apply.

Benefit	Details
<input checked="" type="checkbox"/> Addresses an urgent public health and/or safety issue(s)?	<p>Pedestrian safety is a concern due to the lack of sidewalk on the north side of Concession Street West. The Official Plan requires Concession Street West to have sidewalk on both sides due to its classification as an Arterial Road. The main entrance of Kinsmen Participate Park (ParticiPark), a popular recreation area, is off of this section of Concession Street West. A 175m section of sidewalk on Concession Street West, within the project area, is a part of the McLaughlin Way Trail (Tillsonburg Trail Network). This section is also a part of the Trans Canada Trail. These important trails are frequented by residents of two nearby retirement/long-term care homes, so pedestrian safety is of utmost importance.</p> <p>This section of road currently has a rural cross section with no curbs and limited shoulders, further impacting the safety of pedestrians.</p> <p>There are vehicular and pedestrian safety concerns regarding the horizontal and vertical curves along the roadway. These curves are not in compliance with current Transportation Association of Canada (TAC) guidelines and have potential sightline and approach safety concerns.</p> <p>This represents a hazard to pedestrian and vehicular traffic.</p>
<input checked="" type="checkbox"/> Reduces the probability of asset failure and/or service interruptions?	<p>The road sections in this area are in very poor condition with a combined PCI of 44 and thus will require continuous maintenance to ensure compliance with the Minimum Maintenance Standards, unless reconstruction is completed.</p> <p>This road is continuing to deteriorate resulting in excessive ongoing maintenance concerns. Continuing deterioration increases the probability of catastrophic failure as sections are nearing conditions that are not repairable. Continual maintenance is required unless reconstruction is completed.</p>
<input checked="" type="checkbox"/> Achieves service levels or key performance indicators established by in the asset management plan?	<p>An objective of the AMP is to maintain all Arterial Roads at a minimum PCI of 50. This section is currently failing to meet that objective (PCI of 44), and improvements to this section of road will achieve the AMP objective.</p> <p>Additionally, arterial roads are given the highest level priority ranking within the AMP (Asset Class Priority ranking 1 out of 3).</p>



Benefit	Details
<input checked="" type="checkbox"/> Reduces lifecycle costs?	<p>With a PCI of 44 and continuing deterioration, the maintenance costs on this section of roadway will continue to increase unless reconstruction is completed. Completing miscellaneous storm sewer repairs within the project area is proposed, which will achieve cost savings compared to completing the two projects separately.</p> <p>Due to the non-compliance with TAC guidelines, lifecycle rehabilitations as outlined in the AMP are not viable options and a full reconstruction is required.</p>
<input checked="" type="checkbox"/> Promotes safe active transportation (e.g., cycling, walking, etc.) and/or transit-supportive policies?	<p>The McLaughlin Way Trail includes approximately 175m of Concession Street West sidewalk within the project area. This trail is part of the Trans Canada Trail and connects to the ParticiPark Trail adjacent to the project area. Additionally, Concession Street West is a primary route for pedestrians on the west side of Town to access the downtown core. Improved sidewalk infrastructure as well as curb and gutters separating traffic from pedestrians will create a safer, more accessible environment for active transportation.</p> <p>The Tillsonburg Trails Master Plan highlights the project area and proposes a crosswalk across Concession Street West to connect the ParticiPark Trail to the south with the proposed Glendale Trail to the north. The crossing would provide greater continuity to the trail system and increased safety to trail users, including Glendale Highschool students using the proposed Glendale Trail.</p>
<input checked="" type="checkbox"/> Supports climate change adaptation (i.e., resilient infrastructure) and/or mitigation (i.e., reduced greenhouse gas emissions)?	<p>Upgrading of the rural cross section to include sidewalk on both sides the roadway as well as curbs to separate traffic from pedestrians will vastly improve the safety and walkability of Concession Street West and the trail networks it is a part of. Increased trail usage represents a decrease in vehicles on the roadways and a reduction in greenhouse gas emissions for the Town, as this is a major route to the downtown core.</p>
<input checked="" type="checkbox"/> Supports enhanced environmental protection?	<p>Installing an urban roadway with curb and gutters will limit the erosion and sediment transportation into the adjacent slope and Stony Creek, thus improving water quality to a small degree.</p>

### 3.2 Project Description

Provide a technical description of the proposed project. This includes outlining the scope of the project and a full description of all of the infrastructure work to be undertaken. Do not include any outcomes/benefits of the project in the description as this was covered in 3.1. (maximum characters 2000)

The Concession Street West Reconstruction involves the complete reconstruction of the pavement structure including new barrier curb and gutter and sidewalks. The new pavement structure would be designed to current standards with an adequate granular base and asphalt thickness. Roadway alignment (horizontal and vertical curves) will also be modified to improve rideability and meet TAC sightline requirements.

Base map preparation would commence upon notification of funding approval with final design and contract documents prepared by November 2019. The Tender would be awarded in February 2020 to ensure completion of the works during the 2020 construction season.

### 3.3 Alternative Options

What alternative options were considered for this project? (Maximum 2000 characters)

Under Section 5.6 of the Asset Management Plan, various lifecycle options with respect to roadways are discussed. These options fall into two categories – maintenance and rehabilitative/reconstruction. The condition of Concession Street West is beyond what would be considered for maintenance. Partial depth and full depth rehabilitation were considered as options, but are not viable due to the need to address TAC non-compliances. These non-compliances, with respect to vertical and horizontal curves, necessitate a full reconstruction and make any alternative maintenance or rehabilitative options non-viable.



### 3.4 Estimated Cost by Fiscal Year (April 1 – March 31)

Activities	April 30, 2018 – March 31, 2019	April 1, 2019 – March 31, 2020	April 1, 2020 – December 31, 2020 (all costs must be incurred by this date)	Total Costs (\$)
Environmental assessment, design and engineering costs (if any)		91,500	101,700	193,200
Project Management				
Construction and material costs			1,591,600	1,591,600
Contingency (to a maximum of 15%)			159,200	159,200
<b>Total Project Costs (including taxes)</b>		<b>91,500</b>	<b>1,852,500</b>	<b>1,944,000</b>
Less: Taxes		10,285	208,221	218,506
<b>Total Eligible Costs</b>		<b>81,215</b>	<b>1,644,279</b>	<b>1,725,494</b>
<b>Total OCIF Formula-Based Funding Used (if applicable)</b>	0	0	0	0
<b>Total OCIF Top-Up Funding Requested</b>		<b>73,094</b>	<b>1,479,851</b>	<b>1,552,945</b>
<b>Top-Up Funding Percentage (%)</b>		<b>90%</b>	<b>90%</b>	<b>90%</b>
<b>Amount of Other Municipal/LSB Contribution (if applicable)</b>	0	8,121	164,428	172,549

### 3.5 Funding from Other Sources

Has this project been submitted for funding or approved for funding under another capital program?

Note: Applicants can use their OCIF formula-based funding to support their OCIF application-based project. But applicants cannot combine their OCIF application funding and funding from another capital program including, but not limited to, Small Communities Fund, Clean Water Wastewater Fund, Connecting Links, and the Northern Ontario Heritage Fund Corporation program to support the same project. However, applicants can submit an application for a project on the same site as a project already receiving funding from another capital program, but the applicant **must** clearly scope out the component that is unique to the OCIF application.

☐ Yes ☒ No

### 3.6 Milestones/Timelines Estimates

**Note:** The dates will be used in creating the successful applicant's Contribution Agreement. Successful applicants will be held accountable to maintain the stated project timelines. All projects must be completed by December 31, 2020.

Milestone	Estimated Date
Application Submission Deadline	August 28, 2018
Funding recipients announced	January 2019 (Estimated)
Return of signed Contribution Agreement including Municipal By-Law/LSB Board Resolution or equivalent	No later than March 15, 2019
Project Start Date	May 1, 2019
Completion of Capital Design	November 29, 2019
Awarding of Capital Contract (Note: A report will be due within approximately 15 business days of this date)	February 28, 2020
Construction Start Date	May 1, 2020
Construction Completion Date (Note: A final project report will be due within approximately 60 business days of this date)	November 15, 2020

### 3.7 Timing Risks

Outline any risks that might delay achievement of any of the project milestones noted above. Ensure you include the risks associated with completing any regulatory or other requirements (e.g., Environment Assessments, Aboriginal consultations, etc.).

The project is expected to require a Schedule "A+" MCEA, which does not present a timing risk. No other assessments are required for the completion of this project. The County of Oxford (Upper Tier) has transfer of review authority with the MOECC for any storm sewer works that may be required for this project. Coordination



and approvals with the Long Point Region Conservation Authority may be required for the installation/modification of the storm sewer outlet due to the urban conversion of the roadway.

Estimate how much each risk could delay achievement of the milestone(s) and provide mitigation strategies.

Due to the anticipated timing of the construction phase of this project and the lead time available for the completion of the MCEA Schedule "A+", Environmental Compliance Application, and approval from the Conservation Authority, we anticipate the risk that this project could be delayed is very minimal.

### 3.8 Project Location

Unit Number	Street Number	Street Name
		Concession Street West
Rural Route	County/District	
	Oxford County	
City/Town	Province	Postal Code
Tillsonburg	ON	N4G 5A7
Latitude and Longitude coordinates of the project can be pulled from Google Maps by right-clicking and selecting "What's here". Please note that Ontario's coordinates are between 41.6723 and 56.85012 for latitude and -95.15699 to -71.30798 for longitude.		
Latitude (e.g., 12.2222)	Longitude (e.g., -122.222)	
42.86495	-80.73962	

Describe the location of the project and provide a map to scale including project start and end points, length and relevant landmarks (e.g., intersecting streets). If the project has multiple components, ensure all components of the project are identified. If applicable, describe the area that is affected by the health and/or safety problem addressed by the project.

The Concession Street West project is located on the west side of the Town of Tillsonburg (map attached). The limits of the project area are Concession Street West from Charlotte Street to Rolph Avenue, approximately 600m of roadway. The roadway crosses Stony Creek within the project area. The area adjacent to this project is comprised of mature, low density residential and park/recreation areas. Concession Street West is a central corridor to the downtown core and nearby the project area are Glendale High School, Tillsonburg District Memorial Hospital, and two retirement homes: Tillsonburg Retirement Residence and the County-owned Woodingford Lodge. As a result, this project affects a significant number of people. Since the roadway is currently a rural cross-section, there are no sidewalks or curb/gutter which provides safety for the children and residents who may use these infrastructure and facilities.

### 3.9 Alignment with Provincial and Municipal Land-use Planning Priorities

Describe how the proposed project is aligned with the required provincial priorities and outcomes, as set out in the Provincial Policy Statement (PPS) and land use policy, provincial land use plans, where applicable (e.g., Growth Plan for the Greater Golden Horseshoe). The proposed project is consistent with the priorities of the Provincial Policy Statement, including Section 1.1.3.1 of the PPS which states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted. Section 1.1.3.3 of the PPS states that Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs. The scope of work proposed under this reconstruction project support these PPS policies.

Section 1.5.1 of the PPS states that healthy, active living should be promoted "planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity," and "planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources." This project specifically addresses these issues by increasing pedestrian access and safety in an important trail system (Tillsonburg Trail Network/Trans Canada Trail).

Does this application include the construction of a new building?

☐ Yes ☒ No

Describe how this project meets the objectives of your municipality's Official Plan. For **road and bridge** projects, include matters such as active transportation, transit supportive policies, and climate change adaptation and mitigation.

Section 2.1.6 – Transportation Systems and Corridors, of the Official Plan states connectivity within and among transportation systems and modes will be maintained and, where possible, improved. The section specifically mentions road, pedestrian, and cycle networks. Addressing the vertical and horizontal curves directly aligns with this objective.



Section 8.7.4 – Pedestrians, and Section 8.7.5 – Bicycling, support upgrading existing roads and transportation infrastructure to increase pedestrian safety, accessibility, and provide new opportunities for active transportation, particularly in areas of increased residential density. This proposed project will contribute to this objective and will be a significant improvement over the existing condition.

For further details on municipal Official Plans, refer to the [Land Use Planning](#) on the Ministry of Municipal Affairs' website.

## Section 4 – Aboriginal Groups Consultation

These questions are intended to aid the Province in determining whether the Crown's duty to consult Aboriginal Groups is triggered and how the Province can best meet its obligations. Aboriginal Groups include the Indian, Inuit and Métis peoples of Canada and any other group having Aboriginal or treaty rights under section 35 of the *Constitution Act*, 1982. It is important to note that consultations are an ongoing process. It is possible that Aboriginal Groups have brought or may bring forward new information in response to notifications that could affect Ontario's consultation obligations. It is important that Ontario be made aware of any new information so it can remain responsive throughout the consultation process.

Note: The Duty to Consult is relevant to all parts of the Province whether a project is on reserve or municipal/LSB owned lands.

For more information on Ontario's duty to consult Aboriginal peoples, refer to the [Duty to consult with Aboriginal peoples in Ontario](#) web page.

### 4.1 Environment and Geography

Does the municipality/LSB own the land, building(s) or works upon which the proposed project will be constructed or renovated?

☒ Yes ☐ No

Is the proposed project land going to be disturbed, altered or affected through excavation, deforestation, etc.?

☐ Yes ☒ No

Will the proposed project require in-water work?

☐ Yes ☒ No

Will the proposed project affect birds/fowl or other animals and their habitat?

☐ Yes ☒ No

### 4.2 Regulatory decisions, approvals, licenses, authorizations, agreements, etc. by the federal or provincial government, including conservation authorities, municipal by-laws or orders or other such instruments.

List any regulatory decisions/approvals etc. made or anticipated in relation to the proposed project. Include the type of approval, e.g., Municipal Class EA – Schedule B or whatever is relevant.

**Municipal Class EA - Schedule "A+"**

Is an Environmental Assessment required for your proposed project?

☐ Yes ☒ No ☐ Not applicable

Have any Aboriginal Groups been engaged in the decision/approval etc. process to date?

☐ Yes ☒ No

### 4.3 Known Assertions or Claims

Is the municipality/LSB aware of any historical or archaeological finds, etc. in the vicinity of the proposed project site?

☐ Yes ☒ No

Is the municipality/LSB aware of any recent claims or assertions by Aboriginal Groups in connection with the proposed project site?

☐ Yes ☒ No

Has the municipality/LSB ever consulted Aboriginal Groups in the past about this or any of its infrastructure projects?

☐ Yes ☒ No

Has any Aboriginal Groups previously expressed a concern regarding other infrastructure projects the municipality has undertaken?

☐ Yes ☒ No

## Section 5 – Asset Management Plans (AMP)

Applicants are required to have an asset management plan (AMP) in place to be eligible for provincial funding.

### 5.1 Priority in Asset Management Plans

Has the proposed project been determined based on the lifecycle activities prioritized in your municipality's or LSB's asset management plan?

Note: Projects submitted by applicants must have been determined based on the lifecycle activities that have been prioritized in the applicants' asset management plan. For example, if an applicant has identified road needs as a priority lifecycle activity within its asset management plan, then submission of a road project would be appropriate. The proposed project should be part of the asset management plan's planned expenditures.

☒ Yes, the proposed project has been determined based on the lifecycle activities prioritized in the AMP.



☐ I have an AMP but this project is not aligned with the lifecycle activities identified in the AMP.

Please explain

Under the Town's current Asset Management Plan, arterial roads are assigned an asset class priority ranking of 1 (out of 3). Due to its poor condition, this roadway has been classified as "High Risk" and a "Potential Candidate for Replacement" in the Asset Management Plan. The Asset Management Plan, updated in 2016, states the objective of maintaining all arterial roadways with a Pavement Condition Index (PCI) over 50. This section of Concession Street West is an arterial roadway with a PCI of 44 and ongoing deterioration of the roadway. Due to this, as well as the health and safety factors outlined in this application, this roadway meets the objectives of the Asset Management Plan and is a strong candidate for replacement.

The exiting alignment is not in compliance with current revisions of the Transportation Association of Canada (TAC) manual, meaning a rehabilitative approach as outlined in Section 5.6 of the AMP would not be sufficient, and the extensive retrofits outlined in this application are necessary.

### 5.2 Submission of Asset Management Plans

Attach the municipality's or LSB's most up to date asset management plan (including appendices) or provide a link to where the AMP can be found online.

Documents must be submitted in Word, Excel or PDF formats. Each file must not exceed 7 megabytes (MB) in size.

Total attachments must not exceed **7 MB** in size.

File Name	File Size (MB)	Selected File
		<input type="checkbox"/>

Link to where the AMP can be found online

<https://www.tillsonburg.ca/en/town-hall/Asset-Management-Plan.aspx>

### 5.3 Year AMP was last updated

Indicate which year the municipality's or LSB's AMP was last updated

2016

### 5.4 AMP Preparation

Has the municipality's or LSB's AMP been prepared in accordance with the [2012 Building together: Guide for municipal asset management plans](#) or with [O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure](#) under the *Infrastructure for Jobs and Prosperity Act, 2015*?

**For clarity, municipalities are not required to submit asset management plans that are compliant with O. Reg. 588/17 as part of the 2018 OCIF intake** and municipalities will not be penalized for submitting asset management plans that were prepared according to the 2012 Building together: Guide for municipal asset management plans. However, municipalities should be aware that O. Reg. 588/17 is phased in over time and the province has committed to updating capital funding programs to reflect regulatory requirements. Municipalities are encouraged to plan accordingly.

☒ Developed according to 2012 Building together: Guide for municipal asset management plans;

or

☐ Developed according to O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure under the *Infrastructure for Jobs and Prosperity Act, 2015*

☐ Meets all requirements due by July 1, 2021

☐ Meets all requirements due by July 1, 2023

☐ Meets all requirements due by July 1, 2024

## Section 6 – Documents Submitted with this Application Form

Outline any files or documents (e.g., Municipal Structure Inspection Form, Consultant's Report) you will be submitting along with this application form. Attach all documents to the same email.

Description of File or Document Attached	File Name or Hyperlink
1. <a href="#">Project map</a>	<a href="#">Project Area - Concession Street West (Charlotte Avenue to Rolph Street).pdf</a>
2. <a href="#">Tillsonburg Community Strategic Plan (2014)</a>	<a href="https://www.tillsonburg.ca/en/town-hall/resources/Corporate-Plans/Tillsonburg-Community-Strategic-Plan.pdf">https://www.tillsonburg.ca/en/town-hall/resources/Corporate-Plans/Tillsonburg-Community-Strategic-Plan.pdf</a>
3. <a href="#">Oxford County Official Plan</a>	<a href="http://www.oxfordcounty.ca/Business-in-Oxford/Planning-and-Development/Official-Plan">http://www.oxfordcounty.ca/Business-in-Oxford/Planning-and-Development/Official-Plan</a>
4. <a href="#">Excerpt from Tillsonburg Trails Master Plan</a>	<a href="#">Pages from Trails Master Plan 2015.pdf</a>
5. <a href="#">Tillsonburg Asset Management Plan</a>	<a href="https://www.tillsonburg.ca/en/shared-content/resources/2016-Asset-Management-Plan-Nov2016-v2.2.pdf">https://www.tillsonburg.ca/en/shared-content/resources/2016-Asset-Management-Plan-Nov2016-v2.2.pdf</a>

#### Section 7 – Declaration (No signature required)

I certify that:

- The information in the application is factually accurate;
- The municipality or LSB has a publicly available asset management plan
- The municipality or LSB is in good standing with the provincial government;
- The municipality or LSB has the financial resources to cover their share of the project and will be responsible for any cost overruns;
- The project put forward in the application will be completed by December 31, 2020;
- Any information provided to the Province in connection with the proposed project may be subject to disclosure in accordance with *Freedom of Information and Protection of Privacy Act* and any other requirements of law; and
- I have the authority to bind the municipality/LSB.

Name (Last Name)

[Calder](#)

(First Name)

[David](#)

Position

[CAO](#)

Date (yyyy/mm/dd)

[2018/08/13](#)



## Technical Schedule – Roads

The following technical schedule is intended to gather more detailed information and provide assessment scores on the criticality of the proposed project. A technical schedule is available for each project type eligible under the Ontario Community Infrastructure Fund (OCIF) and each application and technical schedule will be assessed by the appropriate Ministry.

In order to be considered eligible for funding, applicants must complete the following schedule in full.

For information on the eligibility requirements and desired outcomes of the **Roads** category, please refer to the [Program Guidelines](#).

### A. What are the benefits of your Road Project?

Choose at least one benefit (maximum of 4)

☐ Improved traffic operations

☒ Improved safety

☒ Improved pedestrian and cyclist safety

☐ Improved emergency vehicle response

☒ Extended service life (number of years)

☐ Decrease in flooding or washout incidents

☒ Improved drainage (cross-fall, curb and gutter, storm sewer etc.)

☐ Improve underground infrastructure (watermain, sanitary sewer, etc.)

☒ Other Please describe: Improve total lifecycle for underground storm sewers through targeted spot repairs.

### B. Criteria for Assessment

1. Provide a description of the roadway and traffic characteristics in terms of:

Current Average Annual Daily Traffic (AADT) . . . . . 4300

Summer Average Daily Traffic (SADT) . . . . . 9300

Current daily volume or percentage of trucks . . . . . 4%

Current daily volume of pedestrians and cyclists . . . . . 99

Future AADT (10 and/or 20 year forecast), truck, pedestrians and cyclists volume . . . . . 2% annual growth

Classification (arterial, collector, local road) . . . . . Arterial

Typical cross section of roadway – lanes, shoulders and side slopes . . . . . Rural cross section

Speed (Design or Posted speed) . . . . . 50 km/h

2. Provide a technical description of any roadway safety related deficiencies including but not limited to:

Horizontal or vertical alignment (e.g., deficient curve or super-elevation etc.)

The existing vertical curve does not comply with TAC guidelines, resulting in sub-standard sight lines. Horizontal curves are not TAC compliant, specifically in the area of the bridge approach.

Shoulder or lane width (e.g., deficient cross-section with respect to speed and AADT)

Within the project area, Concession Street West is not equipped with shoulders or physical separation from pedestrian traffic such as barrier curb. This presents a hazard to pedestrians.

Intersections (e.g., operating at capacity or deficient intersection sight distance etc.)

The sight lines at the west incline of the project area are a safety concern due to the existing vertical curve of the roadway. The vertical curves are not in accordance with the latest TAC guidelines and require reconstruction to meet TAC guidelines.

Pavement condition (e.g., deficient pavement in terms of Pavement Condition Index (PCI))

PCI 44 – Poor/Failing

Drainage (e.g., failing small structural culvert (up to 3m) span)

Note: For large culvert/bridges, see Schedule D – Municipal Structure Inspection Form is required

The installation of curb and gutter is proposed to limit high velocity runoff from the roadway along the adjacent



embankments to reduce sediment transportation and erosion risk. Reducing sediment loading into Stony Creek will be an environmental/water quality objective.

Roadside safety (e.g., deficient slide slope, guide rail, or clear zone etc.)

The embankments adjacent to the park and watercourse exceed recommended values for roadways without guardrail. It is proposed that guardrail be extended in these areas to increase vehicular safety.

Attach any supporting documentation e.g., reports, including Fatal Collisions, Personal Injury Collisions and Property Damage Collisions over the past five years, engineering plans, safety review, photographs.

Description of File or Document Attached	File Name or Hyperlink
1. PCI Evaluation form	PCI Calculation - Concession Street West (Charlotte Avenue to Rolph Street).pdf
2. PCI Evaluation photographs	PCI Photographs - Concession Street West.pdf
3. Sightline Photographs	Sightline Photographs - Concession Street West.pdf
4. Road cross section	Cross Section - Concession Street West.pdf

Active Transportation (e.g., non-existing and deficient pedestrian and bicycle infrastructure)

There is no sidewalk on the north side of Concession Street West in the project area. Due to Concession Street West's classification as an Arterial road it requires sidewalk structures on both sides of the roadway. As mentioned elsewhere in this application, this project is in proximity to, and includes a portion of, the Tillsonburg Trail Network and Trans Canada Trail. Improvements to pedestrian/bicycle infrastructure and safety are therefore of great importance. In addition, in the Tillsonburg Trails Master Plan it is proposed that a crosswalk be built across Concession Street West as part of the ParticiPark Trail. This location is within the project area and would connect the ParticiPark Trail with the proposed Glendale Trail. The crosswalk is not currently feasible due to the conditions and rural cross section of Concession Street West.

3. Will the project result in a potential reduction in the frequency or severity of traffic collisions on the roadway or other public safety risk?

☒ Yes ☐ No If yes, specify details below ▼

Clearly describe the present or future road safety issues that arise from the current state of the road and the impact to the community (i.e., vehicle collisions; motorist or pedestrian or cyclist injuries or fatalities). Describe how each improvement will reduce the frequency or severity of traffic collisions or other public safety risk. Include police collision statistics. (Maximum 2000 characters)

The addition of sidewalks and curb structures will provide a safe thoroughfare for pedestrians away from the travelled portion of the roadway and reduce the potential for collisions or serious injury. Improving the vertical curves along this roadway will also improve sightlines and therefore reduce the risk of traffic collisions. Guardrails are also recommended in areas where they do not currently exist to increase vehicular safety.

4. How will the project benefit the Province Wide Cycling network? If the road project includes a cycling infrastructure component (e.g., bike lane or paved shoulder on the roadway), provide a description and attach any supporting information (e.g., Active Transportation plan including a cycling network map)

As a portion of Concession Street in this project area is designated part of the Trans Canada Trail system, it is a candidate for upgraded cycling facilities. The Town's 2014 Community Strategic Plan Section 3.3 supports Town Operations to retrofit municipal infrastructure such as sidewalks for universal accessibility where needed. The County Official Plan, Chapter 8 Tillsonburg Policies, Section 8.7.5 Bicycling indicates that Town Council shall promote and initiate improvements that enhance bicycling as a means of transportation, and encourage bicycleways within neighbourhood, community and linear park systems. The Town of Tillsonburg is planning on constructing bicycle lanes. However, further details will be developed as part of the MCEA Schedule "A+" public process.

5. Attach any supporting documentation e.g., collision reports from municipality or police records including all types of collisions (fatal, personal injury and property damage) over the past five years, statistics, engineering plans, design reports, safety reviews and photographs.

Description of File or Document Attached	File Name or Hyperlink
1.	