Please Note: Cellular phones/pagers must be switched to the non-audible function during this meeting.

**Agenda**

**Municipality of West Grey Committee of the Whole**

To be Held on Tuesday, July 30, 2019 at 9:00 a.m.
At the Council Chambers – West Grey Municipal Office

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>2.</td>
<td>Declarations of Pecuniary Interest</td>
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<td>3.</td>
<td>Closed Session</td>
<td>9:00 a.m.</td>
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<tr>
<td></td>
<td>A proposed or pending acquisition or disposition of land by the Municipality or local board.</td>
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<tr>
<td><strong>REGULAR AGENDA:</strong></td>
<td></td>
<td>9:30 a.m.</td>
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<td>4.</td>
<td>Matters Arising from the Closed Session</td>
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<tr>
<td>5.</td>
<td>Public Meetings - None</td>
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<tr>
<td>6.</td>
<td>Delegations</td>
<td>10:15 a.m.</td>
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<tr>
<td></td>
<td>Dyan Jones – request for the Municipality of West Grey to declare a climate change emergency (attachment)</td>
<td>10:15 a.m.</td>
</tr>
<tr>
<td>7.</td>
<td>Business Arising From Previous Meeting</td>
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</tr>
<tr>
<td>8.</td>
<td>Staff Reports</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Chief Building Official – Report COW #07/30/19 (attachment)</td>
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<tr>
<td></td>
<td>Director of Infrastructure and Public Works – Report COW #07/30/19 (attachment)</td>
<td></td>
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<tr>
<td></td>
<td>Director of Finance/Treasurer – Report COW #07/30/19 (attachment)</td>
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<td></td>
<td>Clerk – Report COW #07/30/19 (attachment)</td>
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<tr>
<td></td>
<td>CAO/Deputy Clerk – Report COW #07/30/19 (attachment)</td>
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<tr>
<td>9.</td>
<td>New Business</td>
<td>2:30 p.m.</td>
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<tr>
<td></td>
<td>Major Conferences – Council update (maximum three minutes/Council member)</td>
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<tr>
<td>10.</td>
<td>Adjournment</td>
<td>2:45 p.m.</td>
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</tbody>
</table>

*Please Note: all times are approximate, and are subject to change.*
West Grey Climate Change Emergency Declaration Delegation
July 30, 2019 10:15am

Presented by Dyan Jones Community Delegation Representative

Our community delegation is requesting the Municipality of West Grey formally declare the Global Climate Change Emergency and implement actions and policies to adapt and mitigate the impact of this crisis.

**West Grey Declaration for Climate Change Emergency Resolution**

**Whereas** the UN Intergovernmental Panel on Climate Change report states that the world has less than 12 years to avert the worst impacts of the climate crisis; and
Whereas municipalities will bare the burden of much of the financial damage associated with climate change because of a dramatic increase in costs of road maintenance, inland flooding, water quality, winter recreation, and bridges; and
Whereas municipalities across Canada and Ontario are acting on climate change, and since January 2019 more than 822 municipalities, towns, cities and countries world-wide have declared a climate emergency;
Now therefore be it resolved that the Municipality of West Grey officially declares a climate crisis to name and deepen our commitment to protecting our economy, our community, and our eco systems, from the climate crisis. Climate crisis solutions not only reduce carbon output, but they also offer multiple benefits including improved health and air quality, greater community resilience, economic development and reduced costs; and
Be it further resolved that the Municipality of West Grey directs the West Grey Sustainability Advisory Committee to work with stakeholders through consultation to develop a fact-based measurable Climate Action Plan for fighting the climate crisis in West Grey; and
That a copy of the resolution be forwarded to the Premier of Ontario, the Minister of Environment, Conservation and Parks, the Association of Municipalities Ontario, the local MPP Bill Walker, MP Larry Miller and the Minister of Government and Consumer Services.
The United Nations Intergovernmental Panel on Climate Change Report states that the world has less than 12 years to avert the worst impacts of the climate crisis.

Over 822 municipalities, towns, cities and countries globally have made the Climate Change Declaration and are acting to mitigate and build resilience strategies for their people.

The Partners for Climate Protection (PCP) program is a network of Canadian municipal governments (350+) that have committed to reducing greenhouse gases (GHG) and to acting on climate change.


The Grey Bruce Health Unit and Grey County needs the municipalities as active partners.

https://www.publichealthgreybruce.on.ca/Portals/0/Topics/Healthy_Environments/Climate%20Change%20in%20GBHU%20Report%20%282017%29.pdf

https://www.publichealthgreybruce.on.ca/Portals/0/Topics/Healthy_Environments/CC-HealthImpacts-Digital.pdf


The Province of Ontario’s 2017 5-year Climate Action Plan includes direction to make climate change a provincial interest in Ontario’s Planning Act, to require consideration of climate change mitigation and adaptation in municipal Official Plans, and to support community energy plans and climate action plans. This is the link to the guide prepared by Ministry of the Environment and Climate Change.

Recommendation
THAT Report CBO 2019-01 Building Department Statistics for Q2-2019 be received for information.

Background and Discussion
The purpose of this staff report is to provide the Q2-2019 year to date Building Department statistics on number of permits, project value and permit fees. And provide the Q2-2018 Building Department statistics for comparison. The report should be read in conjunction with the attached permit summaries.

Respectfully submitted:
Karl Schipprack
Chief Building Official

Attachments: Q2 - Building Permit Report
<table>
<thead>
<tr>
<th>TYPE OF PERMIT</th>
<th># of Permits</th>
<th>Project Value</th>
<th>Permit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi Residential</td>
<td>1</td>
<td>5</td>
<td>$400,000</td>
</tr>
<tr>
<td>New Homes</td>
<td>39</td>
<td>21</td>
<td>$12,957,000</td>
</tr>
<tr>
<td>Add/Reno/Mobile</td>
<td>23</td>
<td>17</td>
<td>$1,304,300</td>
</tr>
<tr>
<td>Septic Permits</td>
<td>37</td>
<td>22</td>
<td>$555,000</td>
</tr>
<tr>
<td>Accessory</td>
<td>31</td>
<td>33</td>
<td>$1,273,845</td>
</tr>
<tr>
<td>Agriculture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Buildings</td>
<td>12</td>
<td>12</td>
<td>$1,596,000</td>
</tr>
<tr>
<td>Add/Reno</td>
<td>3</td>
<td>1</td>
<td>$200,000</td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Buildings</td>
<td>1</td>
<td>2</td>
<td>$100,000</td>
</tr>
<tr>
<td>Add/Reno</td>
<td>1</td>
<td>4</td>
<td>$80,000</td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Buildings</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Add/Reno</td>
<td>-</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Buildings</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Add/Reno</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sewer Connections</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Demolitions</td>
<td>3</td>
<td>8</td>
<td>$15,000</td>
</tr>
<tr>
<td>Change of Use</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Revisions</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tent</td>
<td>5</td>
<td>6</td>
<td>$14,775</td>
</tr>
<tr>
<td>TOTALS</td>
<td>156</td>
<td>134</td>
<td>$18,495,920</td>
</tr>
</tbody>
</table>
Committee of the Whole Report

<table>
<thead>
<tr>
<th>Council Date:</th>
<th>July 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report No:</td>
<td>CBO-07-30-19</td>
</tr>
<tr>
<td>Title:</td>
<td>Building Software Report</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Karl Schipprack, Chief Building Official</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Laura Johnston, CAO</td>
</tr>
</tbody>
</table>

RECOMMENDATION
THAT the Municipality of West Grey enters into a 5 year agreement with Evolta Software Inc.; and further

THAT the Building Department operating budget cover the expenses associated with acquiring and licensing the software.

BACKGROUND
To improve communication with property owners and contractors, Building Department Staff conducted research to find efficiencies in the building permit application and inspection process. As well, the department is receiving an increasing number of applications electronically, including digital plans, specifications, reports and photos that are required to be printed out and filed. There are a number of software solutions that will modernize processes, eliminate unnecessary steps and increase efficiencies.

It is also important to note that the Township of Chatsworth is supportive of, and will be requesting this service enhancement and change for their building department.

Proposed changes to Building Department workflow:

<table>
<thead>
<tr>
<th><strong>Current Workflow</strong></th>
<th><strong>Proposed Workflow</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply for building permit.</strong></td>
<td>Applicant drives to the Municipal office with printed copies of the application, site plan, drawings and all supporting documents</td>
</tr>
</tbody>
</table>
### Current Workflow

<table>
<thead>
<tr>
<th>Applicant wants update on permit status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant calls or emails the municipal office. Building Department staff looks up the application and provides the applicant with status of permit.</td>
</tr>
</tbody>
</table>

### Proposed Workflow

| Applicant can review their permit status online and will receive automatic emails when all stages of review have been completed. |
Application reviewed by Building Department Staff.

Current Workflow: Building Department completes review of file. Redlines paper plans if required and sends an email to the applicant explaining deficiencies and any addition information required. A phone call is usually required to explain requested changes.

All email correspondence is printed and added to the file.

Proposed Workflow: Building Department reviews plans and redlines digital plans. When complete an automatic email is sent by the software indicating the application review is complete and provides a list of deficiencies. Applicant can review all drawings with digital remarks. All email correspondence is linked to the file and can be reviewed at any time by staff and applicant.

Applicant wants to submit additional or revised information.

Current Workflow: Additional information is usually emailed to the Building Department. Staff prints all information and adds it to the file.

Proposed Workflow: Applicants can upload additional information at any time. Staff will be notified by automatic email of any changes to the application.

Building permit issued.

Current Workflow: Staff calls the applicant and gives them the total owing on the permit and when it can be picked up. Applicant drives to the Municipal office to pick up the permit, copy of all plans, list of all required inspections and pays the permit fee.

Proposed Workflow: Automatic email is sent to the applicant when permit approved and includes the total owing. Applicant can pay for the permit online. After payment is received the permit is emailed to the applicant with a copy of all approved forms and drawings.
<table>
<thead>
<tr>
<th>Request for inspection.</th>
<th>Applicant calls or emails the Municipal office and staff records the inspection request and includes the paper file.</th>
<th>Applicant can review all required inspections associated with the permit and request inspections. The inspection is added to the ‘To Do’ list automatically.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff schedule inspections for the day.</td>
<td>Review list of inspections and plan best driving route. Paper files are taken on site to allow inspector to review all plans and notes.</td>
<td>Mobile App on tablets will provide a list of inspections and a map including driving directions. All digital files are available through download or where a cellular network is available.</td>
</tr>
<tr>
<td>Inspection complete.</td>
<td>Staff completes written inspection report. A copy of the report is left on site. If nobody is on site inspector will call applicant/contractor that requested the inspection. After returning to the office staff enters all inspection reports into ICity.</td>
<td>Staff completes all inspection reports on Mobile App. Automatic emails are sent to the applicant and contractor that requested the inspection. Email includes deficiencies, notes and pictures taken by the Inspector.</td>
</tr>
</tbody>
</table>

For the building industry, benefits of this cloud-based system include:

- No printing costs for applications – including application, building plans, drawings, site plans, etc.
- Eliminates travel time and expense to/from the municipal office to drop off/pick up applications, permits, etc.
- Able to trace several permits at one time.
- Able to schedule inspections and receive results electronically.
- Allows for quicker application process, given that designers can submit plans and drawings online for their projects.
- Applicants have the ability to monitor progress of their application.
- Plans are available at all times.

The option to submit an application in person will remain for any applicant that cannot or chooses not to apply online.
FINANCIAL IMPACT

Staff received quotes from 4 companies - Evolta, City View, Viewpoint Cloud and City Reporter.

<table>
<thead>
<tr>
<th>Company</th>
<th>Installation Price</th>
<th>Yearly Licence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evolta</td>
<td>$2,500</td>
<td>$18,600</td>
<td>Cloud based software. Includes online application, payment and inspection reporting. Designed specifically for Ontario Building Code Requirements. Used by City of Windsor, Middlesex Centre and the Municipality of Grey Highlands.</td>
</tr>
<tr>
<td>City View</td>
<td>$44,000</td>
<td>$27,300</td>
<td>Cloud based software. Includes online application, payment and inspection reporting. Used by City of Collingwood and the Town of Blue Mountains.</td>
</tr>
<tr>
<td>Viewpoint Cloud</td>
<td>$11,888</td>
<td>$15,000</td>
<td>Cloud based software. Includes online application, payment and inspection reporting.</td>
</tr>
<tr>
<td>City Reporter</td>
<td>$620</td>
<td>$3,720</td>
<td>Inspection reporting software only.</td>
</tr>
</tbody>
</table>

It has been determined that Evolta is the preferred solution as it best fits the requirements of the Building Department. This system is the primary building permit application system used in Finland where over 250 municipalities are enrolled. In Canada the City of Windsor, Middlesex Centre and Municipality of Grey Highlands have signed agreements and many other Municipalities have proposed implementation for 2020.

Funding the installation price and yearly license from Building Department’s operating budget does not impact the tax levy and is appropriate as this software directly benefits the operations of the department and enhances its service to its clients.

Respectfully submitted:
Karl Schipprack
Chief Building Official
Subject #1: Contracted Work

- Owen King Limited has completed the repairs to Bridge #45 and #47 on the Northline of Glenelg.

- Bruce and Lambton Street Reconstruction – Hot mix base paving has now been completed. Boulevard and front yard restoration with sodding to commence the week of July 29. All work expected to be completed in early August. The goal is to have the road open for the August Civic Holiday weekend.

- Roto-mill Inc. completed the recycling of Road 71 from Baseline to Grey Road 6. Duncor will be applying a double surface treatment to the road as a wearing surface the week of July 29.

- Surface treating will commence the week of July 29 and expected to be completed by mid-August.

PW#1: For Committee of the Whole (COW) information/discussion

Subject #2: Staff Update

- No report.

PW#2: For COW information/discussion
Subject #3: Drinking Water Quality Management System (QMS)

Background:

Greg Prangley from Veolia attended a COW meeting on May 7 to provide COW a general overview of the regulated required QMS for Durham and Neustadt.

COW asked that Mr. Prangley return at a later meeting to allow Council more opportunity to ask questions regarding the QMS.

Recommendation:

Public Works request that COW pass a resolution endorsing the Drinking Water Quality Management Standard as presented by Veolia.

PW#3: Seeking COW resolution

Subject #4: Water & Waste Water Asset Management Plan (AMP)

Background:

Pursuant to O.Reg. 588 Section 5(1) - Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021.

Public Works has approached Veolia to provide pricing to complete the Water and Wastewater AMP for the water and wastewater systems in Durham and Neustadt in accordance to the requirements established under O.Reg. 588.

Veolia has provided a detailed cost estimate of the work required (see Appendix A).

Veolia is West Grey’s current service provider for the water and wastewater systems. Veolia has the knowledge and skill to produce a viable AMP for the water and waste water systems.

Public Works has learned many other municipalities are using the funds from the Modernization Funds to complete their AMPs.
Recommendation:

Public Works is seeking COW’s approval to single source Veolia to complete the water and wastewater AMPs as provided in their job cost plan and that the funds be supported through the Modernization Fund.

PW#4:  Seeking COW approval

Subject #5:  Eh!Tel Agreement to use Neustadt Tower

Background:

Eh!Tel had previously requested from Council access to the Neustadt Water Tower for the purpose of placing communication/internet infrastructure on it too service the high need of internet accessible coverage in Neustadt and surrounding territory.

Eh!Tel has an Agreement in place for the use of the Durham Water tower in which they offered internet service to many of West Grey sites free in lieu of money.

For consistency, Public Works recommends using the existing agreement as the template for the Neustadt Water Tower Agreement with some additions to cover access to the site and reimbursement of staff time when attending the site to provide access for Eh!Tel. The Agreement also provides an annual monetary reimbursement as proposed by Eh!Tel for occupancy with annual adjustments (see Appendix B).

Recommendation:

The Director is recommending COW approve the agreement granting Eh!Tel access to the Neustadt Water Tower to support the much needed internet accessibility for Neustadt and surrounding area, subject to legal review.

PW#5:  Seeking COW approval
Subject #6: Engineering Services for OSIM Inspection & Evaluation of Bridge Structures

Background:

Under the provincially mandated bridge inspection program, the Municipality of West Grey (West Grey) has engaged the services of WSP Consulting Engineers (WSP) to complete the biannual OSIM inspection of 100+ structures since 2008. West Grey has an obligation once again to complete the inspections by the end of 2019.

To achieve consistency in reporting, Public Works asked WSP to submit pricing for the 2019 inspections. The pricing is significantly less (approx. $8,000) than the price submitted in 2016, due to the completion of establishing the Bridge Condition Index (BCI). The measurement details of the structure’s components are not required for the 2019 review.

The benefits of engaging WSP to provide the OSIM inspection for West Grey include:

- WSP has knowledge and history of all structures;
- Using the same Engineer establishes consistency with the inspections and reports; and
- WSP has completed a comprehensive bridge rationalization study and it make sense that they be retained to complete the process.

Recommendation:

Based on WSP’s expertise and their knowledge of the Municipality’s structures, the Director recommends engaging the services of WSP to complete the 2019 bridge and culvert inspections south of Grey Road 4 in accordance with the pricing established in WSP’s report for an upset limit of $17,460, plus HST.

PW#6: Seeking COW approval
Subject #7: Green Construction through Wood Funding Application

Background:

Public Works made an application to the Green Construction (GC) through the Wood Program offered by the Federal Ministry of Natural Resources. Public work has been recently advised that its application for the wooden bridge structure #51 (Conc. 18 of Normanby) did not receive enough points to move forward with approval. However, GC advised that they did see merit in West Grey’s application and has placed the proposal on a wait list of projects that the program would entertain supporting should enough funding become available. Specific requirements of the application were important in the evaluation criteria such as design and innovation, which were both captured in West Grey’s proposed structure (see Appendix C).

The application submitted by West Grey and our consultant, Wood Research and Development (WRD) was for a $1.350 million build, of which $633,150 was requested to be funded. The funding value was not based on a percentage, but on the incremental cost difference using wood over concrete or steel. In speaking with the GC Wood representative, the requested funding for our project, if it was supported, would be significantly less. The amount, however, was not disclosed.

WRD has offered an opportunity for West Grey to consider a partnership where they would provide $350,000 toward the $1.35 million in order for West Grey to move forward with the project in 2020.

By comparison, the estimated cost to construct a double lane simple wooden bridge is approximately $900,000 which includes engineering and design. With the partnership proposal of $350,000, West Grey will require an additional $100,000 (approx.) to build this arch bridge which already has all the necessary engineering and design work completed (value of $74,400).

PW#7: For COW information/discussion
Subject #8: Meux Creek Erosion Stabilization Tender Results

Background:

Public Works was issued a work order by the Ministry of Environment Conservation and Parks (MECP) in 2018 to stabilize the banks of Meux Creek due to erosion. Mitigation measures were completed as a temporary solution and approved by the MECP and Saugeen Valley Conservation Authority. Public Works has requested quotes to fix this issue on a permanent basis (reference photo and plans, Appendix D).

The Department had budgeted $150,000 in 2019 to complete this work. Tenders have recently been received with the results shown below.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roubos Farm Service Ltd.</td>
<td>$256,177.00</td>
</tr>
<tr>
<td>VanDriel Excavating Ltd.</td>
<td>$475,910.02</td>
</tr>
<tr>
<td>Ontario Construction Co. Ltd.</td>
<td>$489,469.00</td>
</tr>
</tbody>
</table>

The reason for the overage is due to the extent of additional work recommended by the geomorphologist requiring more extensive placement of stone along the bank.

Recommendation:

The Department is seeking COW approval to award the Meux Creek Stabilization Project to Roubos Farm Service Ltd. for a tendered value of $256,177.00 plus taxes subject to the approval from the SVCA.

PW#8: seeking COW resolution

Respectfully submitted
Brent Glasier, C.E.T.
Director of Infrastructure and Public Works

Attachments:  
Appendix A – Veolia Quote  
Appendix B – Eh!Tel Agreement  
Appendix C – Wooden Arch Bridge  
Appendix D – Meux Creek
Appendix A

Veolia Quote
Veolia – Best Choice for Asset Management

Veolia is pleased to respond to the Municipality of West Grey’s request to provide services to develop an Asset Management Plan for their water and wastewater systems. Veolia is the best suited to develop and provide this plan as highlighted through the listed benefits below:

- Veolia is in a unique position of operating and managing the assets, and this provides a familiarity with the equipment and a significantly shorter learning curve resulting in quicker project execution which saves West Grey money, time, and effort.

- Our asset management program is long standing and established at over 100 sites in North America. The program has been developed based on industry best practices and is specifically tailored to the water and wastewater industries. Our Center of Excellence resources focus on continuous improvement of the program year after year to ensure alignment with new innovations and regulations.

- Veolia has a vested interest in integrating this program into our daily operations of the facilities – this won’t be a plan that sits on the shelf, but rather an upgrade that is integrated and executed upon daily for enhanced visibility and insight for budgeting and equipment management.

- Veolia is committed to the success of the process and our partnership with West Grey

We hope we can be of service to assist you in meeting your regulatory and long term budgeting needs!
West Grey Asset Management Plan Phase 1 Proposal
May 23, 2019

FROM
Greg Prangley, Project Manager
Melissa Demsky, Sr. Director of Asset Mgmt

TO
Brent Glasier, Director of Infrastructure &
Public Works

Overview
Veolia is currently under contract to operate, maintain and manage West Grey’s water and wastewater infrastructure assets specifically including Durham Water Works, Neustadt Water Works, Durham Sewage Works, and Neustadt Sewage Works.

In December 2017, the province approved a regulation on municipal asset management planning, Ontario Regulation 588/17. The aim of the regulation is to ensure municipalities provide consistent asset management planning strategies for long term service delivery of critical infrastructure to the people of Ontario. The regulation provides requirements following the timeline below:

- July 1, 2019 – Strategic Asset Management Policy
  - Requires municipalities to outline commitments to best practices and continuous improvements
- July 1, 2021 – Asset Management Plan: Phase 1
  - For core assets (inc. water, wastewater)
    - inventory of assets
    - current levels of service measured by standard metrics
    - cost to maintain levels of service
- July 1, 2023 – Asset Management Plan: Phase 2
  - Built out the Phase 1 plan to include all assets
- July 1, 2024 – Asset Management Plan: Phase 3
  - Build on Phase 1 and Phase 2 by adding
    - proposed levels of services
    - lifecycle management and financial strategy

Veolia proposes to provide the Municipality of West Grey with an Asset Management Plan for their water and wastewater infrastructure assets that meets the Ontario Regulation 588/17 Phase 1 requirements.
Asset Management Plan (AM Plan)

Per the Ontario Regulation 588/17 Phase 1 requirements, the Asset Management Plan shall include the following:

Each Asset Category to include the following:

- Current levels of service being provided
  - Determined in accordance with qualitative descriptions and technical metrics based on data from last 2 years
  - For Core assets – the qualitative descriptions set out in Column 2 and the technical metrics in column 3 of Tables 1 and 2 for water and wastewater assets (see Appendix for Tables)

- Current performance of each asset category
  - Determined in accordance with the performance measures established by the municipality, such as energy usage and operating efficiency, based on data from last 2 years

- Summary of assets in each category

Each Asset in each Asset Category to include the following:

- Replacement cost of assets in the category

- Average age of the assets in the category
  - Determined by assessing the average age of the components of the assets

- The information available on the condition of the assets in the category
  - A description of the municipality’s approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices

- Lifecycle activities that would need to be undertaken to maintain the current levels of service for each of the 10 years following the year developed and the cost of providing those activities based on an assessment of the following:
  - Full lifecycle cost of the assets
  - Options for which lifecycle activities could potentially be undertaken to maintain the current levels of service
  - Risks associated with the options (above)
  - Lifecycle activities that can be undertaken for the lowest cost to maintain the current levels of service
General Information to include the following:

- Description of assumptions regarding future changes in population or economic activity and how those assumptions relate to the Lifecycle activities
- Every AM Plan must indicate how all background information and reports is based and must be made available to the public

Scope of Work

Development of the Phase 1 AM Plan shall include the following tasks as defined below in red text:

Each Asset Category to include the following:

- Current levels of service being provided
  - Determined in accordance with qualitative descriptions and technical metrics based on data from last 2 years
  - For Core assets – the qualitative descriptions set out in Column 2 and the technical metrics in column 3 of Tables 1 and 2 for water and wastewater assets (see Appendix for Tables)
  - Task 1 = Determine the Current Levels of Service for the metrics in Table 1 and 2 being provided by the Municipality of West Grey

- Current performance of each asset category
  - Determined in accordance with the performance measures established by the municipality, such as energy usage and operating efficiency, based on data from last 2 years
  - Task 2 = Determine the Current Performance of Asset Categories based on the Municipality of West Grey’s energy usage and operating efficiency parameters

- Summary of assets in each category
  - Task 3 = Compile the listing of assets for each category
    - 3.1 = Develop asset definition for level of detail and inclusion threshold
    - 3.2 = Compile asset lists across all water and wastewater assets
    - 3.3 = Field verify the list for completeness where possible

Each Asset in each Asset Category to include the following:

- Replacement cost of assets in the category
  - Task 4 = Develop replacement costs for each asset
    - 4.1 = Develop definition for which costs are included in replacement cost. I.e. cost of the asset, construction, engineering and design
4.2 = Collect all available replacement information for each asset
4.3 = Develop replacement asset cost for all remaining assets using Veolia template cost model tool

- Average age of the assets in the category
  o Determined by assessing the average age of the components of the assets
  o Task 5 = Determine the age for each asset
    ▪ 5.1 = Collect all available install dates for each asset
    ▪ 5.2 = Estimate install dates for all remaining assets using Municipality history data
    ▪ 5.3 = Develop expected life timeframes for each asset type to determine expected life using Veolia template cost model tool and assign to each asset

- The information available on the condition of the assets in the category
  o A description of the municipality’s approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices
  o Task 6 = Determine the condition for each asset
    ▪ 6.1 = Develop methodology for assessing the condition of each asset category
    ▪ 6.2 = Gather all historical condition assessment data previously completed for each asset
    ▪ 6.3 = Evaluate accuracy of historical data and determine any additional condition assessment work to be completed
    ▪ 6.4 = Conduct a condition assessment for all assets as determined in 6.3

- Lifecycle activities that would need to be undertaken to maintain the current levels of service for each of the 10 years following the year developed and the cost of providing those activities based on an assessment of the following:
  o Full lifecycle cost of the assets
  o Options for which lifecycle activities could potentially be undertaken to maintain the current levels of service
  o Risks associated with the options (above)
  o Life cycle activities that can be undertaken for the lowest cost to maintain the current levels of service
  o Task 7 = Develop the Capital Plan
    ▪ 7.1 = Consolidate the asset registry, asset cost, asset age, asset expected life timeframe, and asset condition
    ▪ 7.2 = Optional – Conduct a criticality analysis to determine consequence and likelihood of failure of each asset
    ▪ 7.3 = Based on the desired Levels of Service and the consolidated asset information develop a comprehensive Capital Plan that meets the Municipality’s desired 20 Year Capital Plan report
General Information to include the following:

- Description of assumptions regarding future changes in population or economic activity and how those assumptions relate to the Lifecycle activities
  - Task 8 = Develop assumptions regarding population and economic activity
    - Assume this Task to be completed by the Municipality

- Every AM Plan must indicate how all background information and reports is based and must be made available to the public

General Tasks

- Task 9 = Develop the Asset Management Plan document by compiling the information developed in Tasks 1 through 8

Cost Summary

Development of the Phase 1 AM Plan shall include Tasks 1 through 9 as defined in the Scope of Work. Cost Summary to be developed after review of scope of work completed.

The table below summarizes an estimate of hours for each Task defined in the Scope of Work.

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Details</th>
<th>Veolia West Grey Site Staff</th>
<th>Project Manager (G.P.)</th>
<th>Asset Manager</th>
<th>Sr. Dir. AM (M.D.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hrs</td>
<td>Hrs</td>
<td>Hrs</td>
<td>Hrs</td>
<td>Hrs</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>64</td>
<td>226</td>
<td>254</td>
<td>4</td>
<td>548</td>
</tr>
<tr>
<td>1</td>
<td>Determine the Current Levels of Service for the metrics in Table 1 and 2 being provided by the Municipality of West Grey</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Determine the Current Performance of Asset Categories based on the Municipality of West Grey’s energy usage and operating efficiency parameters</td>
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<td>16</td>
<td>16</td>
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<tr>
<td>3</td>
<td><strong>Compile the listing of assets for each category</strong></td>
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</tr>
<tr>
<td>3.1</td>
<td>Develop asset definition for level of detail and inclusion threshold</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Compile asset lists across all water and wastewater assets</td>
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<td>8</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Field verify the list for completeness where possible</td>
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<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Develop replacement costs for each asset</td>
<td>108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Develop definition for which costs are included in replacement cost. I.e. cost of the asset, construction, engineering and design</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Collect all available replacement information for each asset</td>
<td></td>
<td>40</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Develop replacement asset cost for all remaining assets using Veolia template cost model tool</td>
<td>60</td>
<td>2</td>
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</tr>
<tr>
<td>5</td>
<td>Determine the age for each asset</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Collect all available install dates for each asset</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Estimate install dates for all remaining assets using Municipality history data</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Develop expected life timeframes for each asset type to determine expected life using Veolia template cost model tool and assign to each asset</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Determine the condition for each asset</td>
<td>108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>Develop methodology for assessing the condition of each asset category</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>Gather all historical condition assessment data previously completed for each asset</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Evaluate accuracy of historical data and determine any additional condition assessment work to be completed</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td>Conduct a condition assessment for all assets as determined in 6.3</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop the Capital Plan</td>
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<td>----</td>
<td>-------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>7</td>
<td>7.1 Consolidate the asset registry, asset cost, asset age, asset expected life timeframe, and asset condition</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>7.2 Optional – Conduct a criticality analysis to determine consequence and likelihood of failure of each asset</td>
<td>24</td>
<td>32</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>7.3 Based on the desired Levels of Service and the consolidated asset information develop a comprehensive Capital Plan that meets the Municipality’s desired 20 Year Capital Plan report</td>
<td>16</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>8 Develop assumptions regarding population and economic activity</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>* Assume West Grey to Complete Task</td>
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</tr>
<tr>
<td></td>
<td>9 Develop the Asset Management Plan document by compiling the information developed in Tasks 1 through 8</td>
<td>16</td>
<td>40</td>
<td>56</td>
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</table>
The table below summarizes an estimate of hours with an hourly wage rate applied for each Task defined in the Scope of Work.

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Details</th>
<th>Hrs</th>
<th>Cost</th>
<th>Hrs</th>
<th>Cost</th>
<th>Hrs</th>
<th>Cost</th>
<th>Hrs</th>
<th>Cost</th>
<th>Hrs</th>
<th>Cost</th>
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</thead>
<tbody>
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<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td>64</td>
<td>$3,840</td>
<td>226</td>
<td>$27,120</td>
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<tr>
<td><strong>1</strong></td>
<td>Determine the Current Levels of Service for the metrics in Table 1 and 2 being provided by the Municipality of West Grey</td>
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<td>16</td>
<td>$1,920</td>
<td>$ -</td>
<td>$ -</td>
<td>16</td>
<td>$1,920</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Determine the Current Performance of Asset Categories based on the Municipality of West Grey’s energy usage and operating efficiency parameters</td>
<td>$ -</td>
<td>16</td>
<td>$1,920</td>
<td>$ -</td>
<td>$ -</td>
<td>16</td>
<td>$1,920</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>3</strong></td>
<td>Compile the listing of assets for each category</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.1</strong></td>
<td>Develop asset definition for level of detail and inclusion threshold</td>
<td>$ -</td>
<td>2</td>
<td>$240</td>
<td>2</td>
<td>$300</td>
<td>$ -</td>
<td>4</td>
<td>$540</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.2</strong></td>
<td>Compile asset lists across all water and wastewater assets</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td>8</td>
<td>$1,200</td>
<td>$ -</td>
<td>8</td>
<td>$1,200</td>
<td></td>
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</tr>
<tr>
<td><strong>3.3</strong></td>
<td>Field verify the list for completeness where possible</td>
<td>40</td>
<td>$2,400</td>
<td>$ -</td>
<td>20</td>
<td>$3,000</td>
<td>$ -</td>
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<td>$5,400</td>
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<tr>
<td><strong>4</strong></td>
<td>Develop replacement costs for each asset</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>4.1</strong></td>
<td>Develop definition for which costs are included in replacement cost. I.e. cost of the asset, construction, engineering and design</td>
<td>$ -</td>
<td>2</td>
<td>$240</td>
<td>2</td>
<td>$300</td>
<td>2</td>
<td>$400</td>
<td>6</td>
<td>$940</td>
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</tr>
<tr>
<td><strong>4.2</strong></td>
<td>Collect all available replacement information for each asset</td>
<td>$ -</td>
<td>40</td>
<td>$4,800</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>40</td>
<td>$4,800</td>
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<tr>
<td><strong>4.3</strong></td>
<td>Develop replacement asset cost for all remaining assets using Veolia template cost model tool</td>
<td>$ -</td>
<td></td>
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<td>$9,000</td>
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<td>$400</td>
<td>62</td>
<td>$9,400</td>
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<tr>
<td>5</td>
<td>Determine the age for each asset</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Collect all available install dates for each asset</td>
<td>$ -</td>
<td>40</td>
<td>$ 4,800</td>
<td>$ -</td>
<td>40</td>
<td>$ 4,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Estimate install dates for all remaining assets using Municipality history data</td>
<td>$ -</td>
<td>16</td>
<td>$ 1,920</td>
<td>$ -</td>
<td>16</td>
<td>$ 1,920</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Develop expected life timeframes for each asset type to determine expected life using Veolia template cost model tool and assign to each asset</td>
<td>$ -</td>
<td>$ -</td>
<td>8</td>
<td>$ 1,200</td>
<td>$ -</td>
<td>8</td>
<td>$ 1,200</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>Determine the condition for each asset</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Develop methodology for assessing the condition of each asset category</td>
<td>$ -</td>
</tr>
<tr>
<td>6.2</td>
<td>Gather all historical condition assessment data previously completed for each asset</td>
<td>$ -</td>
</tr>
<tr>
<td>6.3</td>
<td>Evaluate accuracy of historical data and determine any additional condition assessment work to be completed</td>
<td>$ -</td>
</tr>
<tr>
<td>6.4</td>
<td>Conduct a condition assessment for all assets as determined in 6.3</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7</th>
<th>Develop the Capital Plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Consolidate the asset registry, asset cost, asset age, asset expected life timeframe, and asset condition</td>
<td>$ -</td>
</tr>
<tr>
<td>7.2</td>
<td>Optional – Conduct a criticality analysis to determine consequence and likelihood of failure of each asset</td>
<td>24</td>
</tr>
</tbody>
</table>
Based on the desired Levels of Service and the consolidated asset information develop a comprehensive Capital Plan that meets the Municipality’s desired 20 Year Capital Plan report.

<table>
<thead>
<tr>
<th></th>
<th>Task Description</th>
<th>$</th>
<th>16</th>
<th>$1,920</th>
<th>30</th>
<th>$4,500</th>
<th>$</th>
<th>46</th>
<th>$6,420</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.3</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Develop assumptions regarding population and economic activity</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Develop the Asset Management Plan document by compiling the information developed in Tasks 1 through 8</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>
## Appendix

Tables 1 and 2 of the Ontario Regulation 588/17 Phase 1 requirements which define the Current Level of Service qualitative descriptions and technical metrics to be included.

### TABLE 1
**WATER ASSETS**

<table>
<thead>
<tr>
<th>Column 1 Service attribute</th>
<th>Column 2 Community levels of service (qualitative descriptions)</th>
<th>Column 3 Technical levels of service (technical metrics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.</td>
<td>1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.</td>
</tr>
<tr>
<td>Reliability</td>
<td>Description of boil water advisories and service interruptions.</td>
<td>1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.</td>
</tr>
</tbody>
</table>

### TABLE 2
**WASTEWATER ASSETS**

<table>
<thead>
<tr>
<th>Column 1 Service attribute</th>
<th>Column 2 Community levels of service (qualitative descriptions)</th>
<th>Column 3 Technical levels of service (technical metrics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.</td>
<td>Percentage of properties connected to the municipal wastewater system.</td>
</tr>
<tr>
<td>Reliability</td>
<td>1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in</td>
<td>1. The number of events per year where combined sewer flow in the municipal wastewater system</td>
</tr>
</tbody>
</table>
1. Description of features in place which allow overflow during storm events to prevent backups into homes.
2. Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.
3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes.
4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3.
5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system.

| exceed system capaMunicipality compared to the total number of properties connected to the municipal wastewater system. |
| The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. |
| The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. |
Appendix B

Eh!Tel Agreement
LICENSE OF OCCUPATION

THIS AGREEMENT made in duplication the ___ day of ______, 2019.

Between:

MUNICIPALITY OF WEST GREY
(hereafter referred to as the “Licensor”)

OF THE FIRST PART

EH!tel Networks Inc.
(hereafter referred to as the “Licensee”)

OF THE SECOND PART

WHEREAS the Licensor is the owner of certain lands (hereinafter referred to as the “Premises”) particularly known and described as follows:

NEUASTADT WATER TOWER
Located at 135 Tower Street, Neustadt, ON.

AND WHEREAS the Licensee wishes to enter upon the said Premises for the purpose of installing, operating and maintaining communications equipment on the premises as described as follows:

SEE Schedule B

NOW THEREFORE in consideration of the foregoing and the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Licensor hereby grants to the Licensee a license to enter upon the Premises for the purpose of installing, operating and maintaining the Equipment twenty-four (24) hours a day, seven (7) days a week.

2. The Licensee is permitted to utilize one dedicated 120v 15amp circuit from the electrical panel in the shelter at the base of the water tower.

3. The License granted shall be for a term of Five (5) years commencing on the ___ day of _____, 2019 and ending on the ___ day of _____, 2024. The license shall be automatically renewed for an additional Five (5) years unless notification in the form of writing 60 days prior to the ___ day of ______, 2024 is submitted by either party. The term of this agreement shall expire on the ___ day of the ____, 2029.

Pending the agreement of West Grey, both parties may initiate a new agreement for another five (5) year agreement.

INIT _____; _____
4. Annual lease payment shall be in Accordance to the terms under Schedule C

5. The Licensee shall be responsible for and resolve any interference issues created with existing hardware on the water tower as used by the Municipality of West Grey and Bell Canada Communications.

6. The Licensee covenants and agrees to indemnify and save harmless the Licensor from any and all claims, demands, actions and damages arising from or out of any act of omission of the part of the Licensee or its employees, contractors, agents or those for whom it is responsible in law arising out or related to this Agreement.

7. The Licensee shall look solely to its insurers in the event of any loss or damage to the Equipment by reason of fire or otherwise howsoever caused and the Licensee waives, releases, and discharges the Licensor from and against all obligations or claims whatsoever arising by reason of or arising out of such loss or damage, whether such obligations or claims arise through the negligence or willful misconduct of the Licensor, its employees, agents or contractors. The Licensee shall carry a minimum of $5,000,000 liability and further that the Municipality of West Grey is named as additionally insured party. The Licensee shall provide a copy of the insurance certificate to West Grey covering the full term of this agreement.

8. The Licensee shall observe all provisions of any governmental law or regulation relevant to the installation and maintenance of the Equipment.

9. It shall be lawful for the Licensor or for any person authorized by the Licensor at all times to enter upon the Premises to ensure that the provisions herein are being fully complied with by the Licensee.

10. Access to Property

The licensee shall not be allowed access to the site without the West Grey’s Utilities Supervisor or persons directed on his behalf or representatives from Veolia being present. The licensee will be responsible to pay the hourly rate for any of the above West Grey representatives for time on site.

11. The License granted herein is exclusive for the said frequencies outlined in Schedule B.

12. Changes to Licensee’s Equipment: The Licensee shall not construct or install structures or equipment other than as specifically provided in this Agreement nor make any changes to existing structures or Equipment without the prior consent in writing of the Licensor.

13. The Licensor shall not be liable for damage by vandalism by third parties to the Licensee’s equipment.

INIT _____; _____
14. The Licensee acknowledges that the Licensor is required to perform scheduled maintenance, including repainting of the structure, and the Licensee agrees to co-operate with the Licensor in the temporary shutdown or removal of any equipment during such scheduled maintenance and painting if requested to do so by the Licensor, acting reasonably, at the Licensee's cost.

15. **Event of Default**

a) In the event of Default by the Licensee, the Licensor, upon notice to the Licensee (in addition to the other rights or remedies that the Licensor may have under this Agreement or the Lease where the Default occurred, at law or in equity) may exercise any or all of the following remedy:
   i. Terminate the Agreement

b) In the event of a Default by the Licensor, the Licensee upon notice to the Licensor (in addition to the other rights or remedies that the Licensee may have under this Agreement or the Lease where the Default occurred, at law or in equity) may exercise any or all of the following remedies:
   i. Terminate the Agreement; or
   ii. Take action to enforce performance by the Licensor of its covenants and take obligations under this Agreement.

c) If the Licensee files or initiates proceedings or has proceedings files or initiated against it, relating to its liquidation, insolvency, reorganization or other relief (such as the appointment of a trustee, receiver, liquidator, custodian or other official) under any bankruptcy, insolvency or other similar law or makes an assignment for the benefit of its creditors or enters into an agreement for the composition, extension or readjustment of its obligation in connection with the foregoing, the Agreement, all Leases shall terminate automatically, without notice.

d) All rights and remedies of either Party provided herein are not intended to be exclusive but rather are cumulative and are in addition to any other right or remedy otherwise available to either Party respectively at law or in equity, and any one or more of either Party’s rights and remedies may from time to time be exercised independently or in combination and without prejudice to any other right or remedy either Party may have or may have exercised. The Parties further agree that where any of the remedies provided for and elected by the non-defaulting Party are found to be unenforceable, the non-defaulting Party shall not be precluded from exercising any other right or remedy available to them at law or in equity.

e) **Alternative Dispute resolution:** Licensee and Licensee shall attempt to settle any claim or controversy arising out of this License through consultation and negotiation in the spirit of mutual friendship and cooperation. If such attempts fail, then the dispute shall first by submitted to a mutually-acceptable neutral advisor for mediation, fact-finding or other form of alternate dispute resolution. Neither of the parties may unreasonably withhold acceptance of such an advisor, and his or her selection will be made within forty-five (45) days after notice by the other party demanding such mediation. INIT _____; _____
The cost of such mediation or any other alternated dispute resolution agreed upon by both parties shall be shared equally by Licensor and Licensee. Any dispute which cannot be so resolved between the parties within one hundred eighty (180) days of the date of the initial demand by either party for such mediation shall be determined by the courts. The use of such a procedure shall not be construed to affect adversely the rights or either party. Nothing in the Section shall prevent either party from resorting to judicial proceedings if (a) good faith efforts to resolve a dispute under this procedure have been unsuccessful, or (b) interim resort to a court is necessary to prevent serious and irreparable injury to a party or to others.

16. The Licensor reserves the right to terminate the contract prematurely with consideration of a sixty (60) day written notice to the Licensee for any reason whatsoever but specifically in the event that the site of the premises becomes economically unworkable or the structure at the premises is unsafe to climb.

17. In the event of termination of this Agreement, the Licensee shall, at its expense, remove its Equipment from the Premises within thirty (30) days of the effective date of termination of this Agreement or such additional period as the parties may agree upon, failing which the Licensor may remove such Equipment. The Licensor will not be responsible for any damage to the Licensee’s Equipment. Upon the removal of such Equipment by the Licensor, the Licensor shall have the right to retain the Equipment so removed until the Licensee pays the Licensor’s costs of removal thereof and if the Licensee fails to pay such costs within thirty (30) days from the date of removal than the Licensor shall have the further right to sell the equipment so removed.

18. The Licensee shall not assign or transfer the rights and privileges granted hereunder without the prior written consent of the Licensor, such consent not to be unreasonably withheld. The Licensor shall have the right to assign this Agreement without the consent of the Licensee.

19. Any notice required to be given to any party shall be deemed to have been sufficiently given:

a) In the case of the Licensor, if personally serviced on any officer or executive of the Licensor, or, if forwarded by mail, addressed to:

**MUNICIPALITY OF WEST GREY**
402813 Grey Road 4
RR#2 Durham, ON
N0G 1R0

or to such other address as the Licensor may from Time to time advise by notice in writing

INIT _____; _____
b) In the case of the Licensee, if personally served on any officer or executive of the Licensee, or, if forwarded by mail addressed to:

**EH!TEL Networks Inc.**
392058 Grey Road 109
Holstein, ON.
N0G 2A0

or to such other address as the Licensor may from Time to time advise by notice in writing

20. Wherever the singular or masculine is used in this Agreement the same shall be deemed to include the plural or the feminine, or the body politic or corporate, also the successors and assigns of the parties hereto and each of them (where the context or the parties so require).

21. **Nondisclosure:** The terms of this Agreement shall remain confidential between Licensor and Licensee, and each party warrants to the other that such party shall use its best efforts to prevent any of its officers, directors, employees, partners, or agents from disclosing the terms and conditions of this Agreement to any third part, without first obtaining the written consent of the other party.

IN WINESS WHEREOF the parties hereto have executed this Agreement by the hands of their proper signing officers.

**MUNICIPALITY OF WEST GREY**

Per

_______________________________
Party to bind the Corporation

_______________________________
Date signed

**EH!TEL Networks Inc.**

Per

_______________________________
Antonius (Twan) Peeters, President
I have authority to bind the Corporation

_______________________________
Date Signed

INIT _____; ____
SCHEDULE “A”

Contact Numbers for Eh!Tel Networks Inc.
Office: 1-519-594-0946

Emergency Contact Numbers

Antonius (Twan) Peeters, President
Cell 519-369-4183

Andrew McLean, Network Manager
Office 519-594-0946 extension 2275
Cell 519-760-9600

Wendy Grant, Sales Manager
Office 519-594-0946 extension 2233
Cell 519-261-0730

Contact Numbers for West Grey
Office: 519-369-2200

Utilities Supervisor: Steve Ayerhart
Cell 519-369-4343

Veolia: Ron Grahman
Cell 519-369-8179
SCHEDULE “B”

EH!TEL Networks Inc. shall have exclusive use of the following frequencies:

Frequencies:
1) 24Ghz unlicensed band
2) 5.xGhz unlicensed band (less the frequencies in this band broadcasting from the water tower)
3) Frequencies licensed by Industry Canada for EH!tel Networks. (3.65 to 3.7Ghz, 11Ghz pending)

Complete inventory of the Equipment to be installed by the Licensee

6 – Ubiquiti Sector Antennas with Attached Ubiquiti Radios (initial deployment 3)
2 – Ubiquiti AF-5G30-S45 Dishes with AF-5GHD Radios (initial deployment 1)
1 – Generic Equipment Cabinet (3ft W x 4ft H x 2ft D) installed on silo wall.
8 – Shireen Shielded Outdoor Cat5
3 – Custom Build Standoffs for Rail (copy of Bell Mobility Design)
Additional information provided in “Site Plan” doc.
Cabinet contains Network equipment (UPS, Power Management, Monitoring, Switching/Routing, POE’s, Surge Protection, Hydro Meter)
SCHEDULE “C”
License Fee and Payments

The Licensee shall pay the License Fee to the Licensor as follows:

1. During the period commencing on the _________, 2019 or the first day of construction and ending on the same date of 2024, the Licensee shall pay to the Licensor an annual License Fee in the amount of:

   One Thousand Five Hundred Dollars ($1,500.00) plus applicable taxes, payable in advance of the commencement date, or the first date of construction.

2. Provided that the Licensee shall have exercised its first (1st) option to renew the license, during the period commencing on _________, 2024 and ending at the same date of 2029 Licensee shall pay to the Licensor an annual License Fee in the amount of:

   Two Thousand Dollars ($2,000.00) plus applicable taxes, payable in advance.

3. Provided that the Licensee shall have exercised its second (2nd) option to renew the license, during the period commencing on _________, 2029 and ending at the same date of 2034, the Licensee shall pay to the Licensor an annual License Fee in the amount of:

   Two Thousand Five Hundred Dollars ($2,500.00) plus applicable taxes, payable in advance.

4. Provided that the Licensee shall have exercised its third (3d) option to renew the license, during the period commencing on _________, 2034 and ending at the same date of 2039, the Licensee shall pay to the Licensor an annual License Fee in the amount of:

   Three Thousand Dollars ($3,000.00) plus applicable taxes, payable in advance.

INIT ____; _____
Appendix C

Wooden Arch Bridge
BRIDGE 51
FOR
MUNICIPALITY OF WEST GREY
MARCH 2019
Appendix D

Meux Creek
CONTRACT 18034
SLOPE STABILIZATION AND
EROSION CONTROL
MEUX CREEK - NEUSTADT
MAY, 2019

SITE LOCATION

DRAWING INDEX

MEASUREMENT |
---
ST einz. |

DAVID WINKLER PKWY (GR. 10)
QUEEN ST.
Date: July 30, 2019.

**Council Technology Follow-up**
The following motion was passed at the Dec. 17, 2018 Council meeting:

That Council approves the purchase of laptops and payment of monthly security fees, with licenses not included, for those Council members who choose to use laptops, and iPads to be returned by those Council members choosing laptops.

Since that time there has been inquiries as to whether it would be possible to obtain MS Office with Word and Excel. Pricing for Office 365 would be $13.00 per user per month.

**FTR#1 Recommendation: Seeking Council direction.**

**Durham Activity Centre – Equipment Purchase**
In 2017 a $20,000 donation was received by West Grey to be held in a Durham Activity Centre Capital Reserve for future capital projects undertaken by the Durham Activity Centre including equipment replacements and/or upgrades. Attached is a letter from the Board of Directors for the Durham Activity Centre is requesting the transfer of the remaining balance held in the reserve to be used to partially offset the purchase of treadmills.

**FTR#2 Recommendation: That the balance of $3,996.27 in the Durham Activity Centre Capital Reserve be transferred to partially offset the purchase of new treadmills.**

**Development Charges Study**
West Grey’s existing Development Charges By-law 19-2015 expires May 1, 2020. Quotations were requested for updating the West Grey Development Charges Study. The cost for the development charges study is fully funded from our current development charges reserve. Attached is the timeline and budget proposal from Watson & Associates.

**FTR#1 Recommendation: That the Development Charges Study quotation from Watson & Associates Economists Ltd in the amount of $26,000 plus HST be approved.**

Respectfully submitted:
Kerri Mighton
Director of Finance/Treasurer
July 15, 2019

Municipality of West Grey
402813 Grey County Rd 4,
Durham, ON N0G 1R0

The Durham Activity Centre has just funded the replacement of the five treadmills at a cost of $28,350 + hst. This is the net cost after trade-in of the old treadmills. The installation is scheduled for today July 15, 2019. Having been used since March 2010 (>9 years old) they have provided reliable service beyond the normal life span of a treadmill in a commercial setting. While still in decent operating condition; they were in need of replacement of the rollers and starting to present noises that warranted their current replacement. The DAC has remained with Matrix Treadmills as they proved to be reliable and the warranty coverage on the previous ones proved beneficial when dealing with any issues (lifetime warranty on the motor).

I have attached a copy of the accepted quote/invoice for the treadmills. We are **asking if the balance of the Equipment Reserve Fund could be provided to the DAC to help offset the $28,350 cost of the treadmills.** Our calculation is that the Capital Equipment Reserve Fund Balance should be $3,896.27

The original $20,000 Reserve Fund was established with a 2017 donation to West Grey. In 2018 Reserve funding provided the DAC $5,040.33 (Video Monitoring System) & $11,063.40 (replacement of 3 elliptical machines).

Sincerely,

Dan Sullivan
President
Durham Fitness Centre
Date: 23/05/2019  
Quote #: QUO-18144-GSLASL8  
Expires On: 27/06/2019  

Primary Sales Contact  
Ryan Hennessey  
P1: 519-998-0678  
P2: 514-565-9879  
ryan@stakfitness.com  

Inside Sales Support  
Fadi Andrws  
P1: 514-336-0008  
ext 303  
P2: 514-336-0000  
fadi@stakfitness.com  

Bill To:  
Durham Fitness Centre  
245 Elm Street E  
Durham, ON N0G 1R0  
CA  

Ship To:  
Durham Fitness Centre  
245 Elm Street E  
Durham, ON N0G 1R0  
CA  

Comments:  
All pricing in **CAD**. Trade credit shown in volume discount. Include included delivery, set up, placement, testing and all garbage/packaging disposed of. "Lifetime Motor Warranty" July/Aug 2019 delivery request.  

Shipping Notes:  
**RG5251 via Patriot. Ship To: STAK Mississauga, 6725 Mill Creek Dr, Mississauga ON. ATTN: Elaine Dino. Tailgate - No, Appointment - YES**  

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<thead>
<tr>
<th>Qty</th>
<th>Model Number</th>
<th>Description</th>
<th>MSRP Price</th>
<th>Net Unit Price</th>
<th>Ext. Price</th>
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<tr>
<td>5</td>
<td>T5x-06</td>
<td>T5x Matrix Treadmill</td>
<td>$11,894.00</td>
<td>$5,500.00</td>
<td>$27,500.00</td>
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</table>

- Equipment Sales Price  
  $27,500.00  
- Install  
  $1,925.00  
- Install Discount  
  ($400.00)  
- Freight  
  $525.00  
- Volume Discount  
  ($1,200.00)  

**Customer Subtotal (before tax)**  
$28,350.00  

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<tr>
<th>HST/GST</th>
<th>806.232.724 RT0001</th>
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<td>$3,685.50</td>
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**Total Amount Due (CAD) (including tax)**  
$32,035.50  

Payments must be made payable to: STAK Fitness  

Payment Terms: 100% PTS  

Quote is valid for 30 days  
50% deposit requested at signing, unless specified  
All products remain property of STAK Fitness until paid in full  

Signature: [Signature]  
Date: [May 29, 2019]  

25% Deposit $8,035.50
### Figure 8-1
Detailed Timeline by Study Step

<table>
<thead>
<tr>
<th>DEVELOPMENT CHARGES BACKGROUND STUDY STEPS</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<th>February</th>
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<td>1. Study Start-up (1)*</td>
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<td>3. Review of Background Material</td>
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<td>4. Growth Projection Development</td>
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<td>5. Staff Interviews (1) (includes C.B.C.)</td>
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<td>7. D.C. Policy Development</td>
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<td>8. Examination of Long-Term Capital/Operating</td>
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<td>9. Asset Management Plan</td>
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<td>10. Council Workshop (1)*</td>
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<td>11. Present Draft Background Study and By-law for staff review (includes C.B.C.)</td>
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<td>12. Finalize DC Background Study</td>
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<td>13. Transition Soft Services into C.B.C. Study</td>
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<td>14. D.C. Public Meeting (1)*</td>
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<td>15. C.B.C. Public Consultation (1)*</td>
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<td>16. By-law Passage</td>
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<td>17. Implementation Process</td>
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<td>18. Project Management</td>
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* Indicates meeting

- BL - By-law Passage
- CW - Council Workshop
- DR - Draft Report Released to Staff
- FR - Final Report Release Date
- PM - Public Meeting
- CBC - Public Consultation
- ST - Start-up Meeting
9. Budget

Based on the work programs identified above, our budget estimate to complete the D.C. background study and C.B.C. strategy, including the public process for the Municipality of West Grey is $26,000 (exclusive of applicable taxes). A breakdown of the budget estimate by study step and by individual consultant is presented below.

### Figure 9-1
Detailed Budget by Study Step

<table>
<thead>
<tr>
<th>Development Charges Background Study</th>
<th>Watson &amp; Associates Economists Ltd.</th>
</tr>
</thead>
</table>
| Detailed Estimate for Each Major Study Component | Gary Sandlin  
Director | Jamie Cook  
Director | Byron Tin  
Senior Consultant | Vlad Petrov  
Analyst | Total Resources |
| Hourly Rates | $295 | $270 | $170 | $130 |
| **Development Charges Background Study & Community Benefit Charge** | | | | |
| 1 Study Start-up (1)* | 5 | - | 5 | - | 10 |
| 2 Data Collection | 1 | 1 | 4 | 1 | 7 |
| 3 Review of Background Material | 2 | - | 3 | - | 5 |
| 4 Growth Projection Development | - | 3 | - | 10 | 13 |
| 5 Staff Interviews (1)* (includes C.B.C.) | 6 | - | 8 | - | 16 |
| 6 Development Charge Calculation and Rules | 2 | - | 8 | - | 10 |
| 7 D.C. Policy Development | 2 | - | 4 | - | 6 |
| 8 Examination of Long Term Capital/Operating | - | - | 1 | - | 1 |
| 9 Asset Management Plan | - | - | 1 | - | 1 |
| 10 Council Workshop (1)* | 5 | - | 2 | - | 7 |
| 11 Prepare Draft Background Study and By-law for staff review (includes C.B.C.) | 2 | 2 | 5 | 4 | 16 |
| 12 Finalize DC Background Study | 1 | 1 | 2 | 2 | 6 |
| 13 Transition Soft Services into C.B.C. Study | 2 | - | 6 | - | 8 |
| 14 D.C. Public Meeting (1)* | 4 | 1 | 2 | 2 | 9 |
| 15 C.B.C. Public Consultation (1)* | 1 | - | 1 | - | 2 |
| 16 By-law Passage | 1 | - | 1 | - | 2 |
| 17 Implementation Process | - | - | 1 | - | 1 |
| **Subtotal Number of Hours** | 36 | 8 | 57 | 19 | 120 |
| **Subtotal Fees** | $16,620 | $2,160 | $9,690 | $2,470 | $24,940 |
| **Disbursements (travel, telephone, courier, documents)** | 1,100 |
| **Total D.C. and C.B.C. Fees (excl. applicable taxes)** | $26,000 |

i. The budget relates to the calculations, report preparation and policy adoption for the D.C. study. The budget does not cover time should a D.C. appeal occur, or liability for the results thereof. Similarly, advertising and legal costs as required under the D.C.A. have not been incorporated herein. Adjustments have been made for inflation and, in the case of the D.C. study, additional steps under Bill 73.

ii. With respect to the C.B.C. portion of the study, the budget represents assisting the Municipality in preparing the strategy based on the current soft services from the D.C. process. Any additional work required (i.e. appraisals, other C.B.C. eligible cost, etc.) would be an additional scope and budget (which will be discussed with staff).
iii. If Municipal staff wish to have Watson attend additional meetings, we would be available to prepare for and attend at an upset budget of $2,000 per meeting.

iv. Out-of-pocket disbursements for travel, long distance, copying and related expenses, are invoiced at cost. Budget does not include applicable taxes.

v. Our billings are submitted on a monthly basis for time worked on the project during the previous month. Billings are on a net 30-day basis.

vi. Our estimated budget provides a contingency for unforeseen issues that may arise during the process due to the new requirements of the D.C. legislation.

vii. The quotation provides for a digital copy of the draft and final reports along with a draft of the D.C. by-law in a form ready for final review by the Municipality.

We would note that with the proposed changes from Bill 108, the cost of undertaking D.C. studies will be 100% recoverable from D.C.s, whereas historically the D.C. study would only be 90% recoverable.

10. Project Management

Watson understands how important it is to meet timelines and budget and that the key to success is to develop a thorough schedule and internal project management plan. Given that there is always the potential for unforeseen circumstances during any project, the project team recognizes the importance of a well-crafted project management plan to ensure that unforeseen circumstances can be dealt with quickly and the project remains on time and on budget. In order for Watson to manage its resources effectively for this study, Gary Scandlan, as the project manager, will be responsible for developing and overseeing compliance with the project work plan and ensuring that the Municipality is informed of all project activities. Mr. Scandlan will be actively involved in all steps of the implementation and execution, will coordinate assignments and will be accessible and responsive to Municipal staff. On-going project management and client consultation will allow for Watson to effectively manage resources to ensure the project stays on schedule and within budget.
Agenda Report
Clerk – Report COW #07/30/19

Date: July 30, 2019. Page 1 of 1

Proposed Municipality of West Grey Corporate Asset Naming Policy
Council has requested a Corporate Asset Naming Policy be drafted for consideration. An initial draft policy was previously brought forward at the May 28, 2019 Committee of the Whole meeting, however, direction was given to draft a different policy, similar to that of the City of Kingston Corporate Asset Naming Policy.

I have therefore drafted a Corporate Asset Naming Policy based on the City of Kingston’s policy, and have added some notes for consideration by the Committee of the Whole. (attachment)

COW#1 Recommendation: Seek direction from Committee of the Whole.

Proposed Special Committee of the Whole Meetings
Council requested this item be brought forward for discussion purposes during the July 30, 2019 Committee of the Whole meeting. The Special Committee of the Whole meetings are proposed to be held for brain-storming/visioning purposes using a break-out session format, possibly including a local municipal facilities tour.

COW#2 Recommendation: Seek direction from Committee of the Whole.

Respectfully submitted:
Mark Turner, Clerk
Purpose

This policy is to encompass the naming of any corporate asset including parks, open spaces, facilities, streets and other municipal buildings or properties. The final decision for naming of corporate assets will rest with Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular corporate asset is important for public awareness, promotion and emergency access. Therefore, naming will be consistent with the Municipality of West Grey (the “Municipality”) vision and will not contravene any policy of the Municipality nor reflect negatively on the Municipality's public image.

The intent of this policy is to:

- Continue the current traditional practice of naming municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements;
- Recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of the Municipality;
- Provide direction of how to apply for approval to name, rename or dedicate municipal property, buildings or park elements

Persons Affected

1. This policy applies to:
   
   1. all employees  (Not sure why this section was included – misleading)
Policy Statement

1. There are four main types of naming situations this policy intends to address:
   1. Opening of a new corporate asset or reopening of a corporate asset following refurbishment
   2. Honouring individuals or groups
   3. Recognizing international, national or provincial events/competitions
   4. Providing recognition of gifts, sponsorships and joint ventures

2. The selection of a name will be based on a number of criteria including but not limited to:
   1. A longstanding local area identification with the residents
   2. Understandable to the majority of citizens in the Municipality
   3. Consistent with any other applicable policies and naming guidelines
   4. Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of the Fire Department and Police Department of the Municipality
   5. Consistent with sponsorship levels

3. Preference will be given to names that:
   1. Give a sense of place, continuity and belonging reflecting the geographic location, community, neighbourhood or street where the corporate asset is located and/or;
   2. Recognize the historical significance of the area and/or;
   3. Reflect unique characteristics of the site and/or;
   4. Reflect the type of service offered and/or;
   5. Are in keeping with a selected theme and/or;
   6. Honour individuals, living or deceased, who have made a significant contribution to the community

4. Names will not be chosen that:
   1. Cause confusion due to duplication or names sounding similar to existing locations within the Municipality
2. Are the names of tobacco companies

3. Lend themselves to inappropriate short forms or modifications

4. Are discriminatory or derogatory considering race, gender, creed, political affiliation, or other similar factors

5. Recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees though Parks and Arenas)

5. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the Municipality by:

   1. Enhancing the quality of life and well-being of the Municipality
   2. Contributing to the historical or cultural preservation of the Municipality
   3. Contributing toward the acquisition, development or conveyance of land or building
   4. Achieving excellence in their endeavours and representing the Municipality in a meritorious manner - And/or
   5. Where there is a direct relationship or association that exists between former place of residence of the person or group and the asset to be named

6. Naming in honour of elected or appointed public officials, and administrative officials or staff of the Municipality, shall occur posthumously.

7. Where the name of an individual is recommended after an in camera discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration.

8. Where the naming opportunity is as a result of a sponsorship or gift the following factors must be considered:

   1. The significance of the contribution made relative to the construction and operating costs of the item being named
   2. The cost of establishing the naming option (e.g. cost of the signage to be paid by the applicant unless the Municipality has made the request for the name change)
3. Sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received.

9. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e. letterhead, databases, promotional materials) Each application will be considered on a case-by-case basis.

Application Procedure

1. Applicant(s) shall submit a written request for civic naming to the Clerk. The written request shall provide the following:
   1. Background information concerning the rationale for consideration of the request;
   2. Biographical information if named after an organization or individual; and
   3. Documentation including letters from organizations and individuals providing substantial support for the request.

2. Each application for naming/renaming shall undergo a process which will:
   1. Review the application for conformity with this policy
   2. Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
   3. Discuss in camera any naming in recognition of an individual prior to discussing it with the individual or next of kin. (Note: Grey County & Southgate hold these discussions in open session.)
   4. Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
   5. Determine whether or not a special event is planned to coincide with the formal naming

Responsibilities

1. Council is responsible for approving and directing compliance with this policy.

2. The Clerk is responsible for:
1. receiving requests for naming of a corporate asset from eligible applicants, and in accordance with this policy;

2. confirming receipt of the application to the applicant;

3. providing the request to the Director of the department responsible for the requested asset

3. Supervisors/Managers/Directors are responsible to:

   1. Review the application for conformity with this policy

   2. Circulate to and consult with stakeholders on the suitability of the application

4. Any employee who breaches this policy may be subject to discipline up to and including dismissal.
Recommendation

THAT Report CAO-07-30-19 be received; and

THAT Committee endorse the Vision Statement and Strategic Plan Pillars; and

THAT Committee recommends adoption of the Plan by Council at a future Council meeting.

Executive Summary

West Grey Council met in April 2019 to begin the development of its Strategic Plan for this term of Council (to 2022). The initial plan contained nine areas of focus. West Grey’s senior management team reviewed the areas of focus and identified, from the staff perspective, options to create a manageable, sustainable and successful Strategic Plan. Council then met on May 31, 2019 to review the revised plan and finalize and shape a Draft Plan. Attached as Appendix A is the draft of the plan, including a Vision Statement, three pillars and the corresponding action items.

Background and Discussion

West Grey Council began the development of its Strategic Plan during its second quarter in office. A special Committee of the Whole meeting was held in May 2019 to launch the development of the Plan for this term of Council, to 2022. The Chief Administrative Officer (C.A.O.) also participated in the visioning workshop, led by a staff facilitator. Nine broad areas of focus, designed to create a complete community, were identified. Those areas were: governance, infrastructure, innovation, growth, quality of life, engagement, service delivery, communication and finance.

Members of West Grey’s senior management team met in May to review the nine areas and identify options to address these priority areas. That meeting resulted in identifying that, while nine areas were named, there was commonality in several categories. With the goal of creating a memorable, achievable, and relevant plan, the priorities were aligned logically, resulting in creating six “action-focused” areas. Those were:

1. Foster
new ways of thinking; celebrate our community; engage with citizens; fiscal
creativity/planning; delivering services responsibly; and improving communication.

In May, West Grey Council and C.A.O. met again as Committee of the Whole to attach deliverables to the six action areas.

In June, the staff facilitator organized, aligned and consolidated the input from council and the senior management team and created a Draft Plan. This Draft is comprised of a Vision statement, three pillars of focus, and nine action items with corresponding activities and sponsors.

**Draft Plan**

In the proposed Plan, the Vision statement encompasses the sentiment of the committee workshops: governing responsibly, championing change, new ways of thinking, investigating new opportunities and embracing responsible solutions.

The three pillars also consolidate and solidify the conversations and brainstorming from the committee workshops. The pillars are: Involve and Engage; Responsible and Accountable; and Celebrate and Promote. The Draft Plan is attached as Appendix A.

**Legal and Legislated Requirements**

Not applicable.

**Financial and Resource Implications**

The Strategic Plan will become a valuable document that will guide, influence and shape future decisions, including financial planning and spending, staff work plan and priority setting, and future-focused planning regarding asset management, community development and staffing.

**Consultation**

K. Mighton, Treasurer and Director, Finance
B. Glasier, Director, Infrastructure and Public Works
K. Schipprack, Chief Building Official
S. Stewart, Manager, Community Services
L. Johnston, Chief Administrative Officer

**Next Steps**

On direction, finalize the Plan, including graphic design and communication plan, and return to Council for approval and adoption.

**Attachments**

Appendix A: Draft West Grey Strategic Plan

Respectfully submitted:
Laura Johnston
Chief Administrative Officer
Appendix A: Draft West Grey Council Strategic Plan

Our Vision

- We are champions of creative thinking.
- We explore new ideas.
- We embrace unique opportunities.
- We welcome responsible solutions.

Pillar One: Involve and Engage

1. We empower thru innovative engagement
   a. We will leverage technology to deliver services to resident effectively
      i. **Executive Sponsor:** Director of Finance/Treasurer
   b. We will champion a culture of innovation, by empowering staff to take unique and responsible risks.
      i. **Executive Sponsor:** Management team
   c. We will enhance West Grey’s profile, by investing in a diverse work force.
      i. **Executive Sponsor:** Management team

2. We actively engage and seek input
   a. We will invest in online platforms, providing residents with opportunities to share feedback with council and staff.
      i. **Executive Sponsor:** Chief Administrative Officer
   b. We will design a public-facing dashboard to keep residents informed of opportunities, enhancements and achievements.
      i. **Executive Sponsor:** Chief Administrative Officer

3. We communicate openly and clearly
   a. We will improve communication with residents thru relevant forms of media and investing in innovative platforms to facilitate an open dialog with citizens, council and staff.
      i. **Executive Sponsor:** Chief Administrative Officer
   b. We will host open forums for residents to meet with Council, offering residents an opportunity to provide meaningful and innovative solutions to Council.
      i. **Executive Sponsor:** Clerk
Pillar Two: Responsible and Accountable

1. **We govern effectively thru responsible decision making**
   a. We will develop a housing strategy that identifies key priorities and housing gaps, from social housing to home ownership.
      i. **Executive Sponsor:** Clerk, Municipal Planner
   b. We are committed to asking questions, exploring innovative solutions and making informed decision.
      i. **Executive Sponsor:** Management team

2. **We are stewards of our assets and services**
   a. We will develop a proactive a strategic asset management plan that considers the life cycle of each asset, providing data driven management of assets.
      i. **Executive Sponsor:** Chief Administrative Officer, Director of Finance/Treasurer
   b. We will use information obtained from bridge and road consultant to determine the future of West Grey’s infrastructure.
      i. **Executive Sponsor:** Director of Public Works and Infrastructure
   c. We will be leaders in environmental stewardship. We will develop a plan to reduce waste, leverage waste diversion opportunities and inform citizens.
      i. **Executive Sponsor:** Director of Public Works and Infrastructure

3. **We are forward thinking in how we manage our finances**
   a. We will evaluate West Grey’s financial health, ensuring West Grey continues to prosper and exceed the expectations of residents.
      i. **Executive Sponsor:** Director of Finance/Treasurer
   b. We will ensure fiscal stability as financial pressures change, instilling confidence in residents.
      i. **Executive Sponsor:** Director of Finance/Treasurer
Pillar Three: Celebrate and Promote

1. We are proud of our culture
   a. We will celebrate our unique culture by embracing the diverse hamlets and villages within West Grey.
      i. Executive Sponsor: Chief Administrative Officer
   b. We will create awareness and pride of our distinct heritage, by designating proprieties and identifying cultural resources.
      i. Executive Sponsor: Chief Administrative Officer

2. We celebrate our community
   a. We celebrate West Grey’s community pride and cherish our local assets, as they provide an enhanced quality of life.
      i. Executive Sponsor: Chief Administrative Officer
   b. We will work with Grey County to design a plan to promote West Grey as a destination of choice.
      i. Executive Sponsor: Chief Administrative Officer

3. We welcome you to a place of value
   a. We will champion a community of inclusion, innovation and balance, a place where everyone is welcome and the common goal is community.
      i. Executive Sponsor: Chief Administrative Officer
   b. We will promote our social infrastructure and enhance our community well-being.
      i. Executive Sponsor: Chief Administrative Officer