

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
COMMITTEE/COUNCIL MEETING**

**TO BE HELD WEDNESDAY JUNE 3, 2020 AT 7:00 P.M.**

**AGENDA**

**IMPORTANT NOTE:**

As a result of the Order in Council recently issued by the Province of Ontario, and the Municipality of McDougall declaring an emergency for the COVID-19 pandemic, as well as the requirements for social distancing, this Committee/Council meeting will be held electronically in accordance with section 238 of the Municipal Act, 2001.

**1. CALL TO ORDER**

**2. DECLARATIONS OF INTEREST**

**3. PRIORITIZATION OF AGENDA**

**4. ADOPTION OF MINUTES**

- i) THAT the minutes of the Committee/Council Meeting held on May 20, 2020 be adopted as circulated. **Rsl.**

**5. DEPUTATIONS**

**Matters Arising.**

**6. PLANNING/BUILDING**

**Matters Arising.**

**7. BY-LAW ENFORCEMENT**

**Matters Arising.**

**8. FIRE PROTECTION**

- i) Report of the Fire Chief. **(attachment)**  
Re: Monthly Summary Fire Services 2020.
- ii) Report of the Fire Chief. **(attachment)**  
Re: Operations Update.

**Matters Arising.**

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**AGENDA**

**9. EMERGENCY MANAGEMENT**

- i) COVID-19 Emergency Response.  
Re: Declaration of Emergency.

**Matters Arising.**

**10. RECREATION**

- i) Report of the Director of Parks and Recreation DPR-2020-04  
**(attachment)**  
Re: General Update.

**Matters Arising.**

**11. PUBLIC WORKS**

- i) Report of the Manager of Public Works PW-2020-04 **(attachment)**  
Re: Monthly Report.

**Matters Arising.**

**12. ENVIRONMENT**

- i) Waste Management.
- ii) Report of the Environmental Services Supervisor ENV-4-2020.  
**(attachment)**  
Re: Environmental Services Report.

**Matters Arising.**

**13. FINANCE**

- i) Accounts Payable. **Rsl.**
- ii) Report of the Treasurer T2020-3. **(attachment) Rsl.**  
Re: Asset Management Grant.

**Matters Arising.**

**14. ADMINISTRATION**

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
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**TO BE HELD WEDNESDAY JUNE 3, 2020 AT 7:00 P.M.**

**AGENDA**

**Matters Arising.**

**15. REQUESTS FOR SUPPORT**

- i) City of Cambridge. **(attachment)**  
Re: Provincial Funding for Rehabilitation Facilities.
- ii) City of Kitchener. **(attachment)**  
Re: Universal Basic Income.
- iii) City of Brantford. **(attachment)**  
Re: Essential Workers Day – March 17.

**Matters Arising.**

**16. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN**

- i) The Federation of Northern Ontario Municipalities (FONOM). **Rsl.**  
Re: OPP Detachment Boards.

**17. COMMITTEE REPORTS**

**Matters Arising.**

**18. REPORT OF THE CAO**

- i) Report of the CAO. **(attachment)**  
Re: COVID Operations June 2020.

**19. GENERAL ITEMS AND NEW BUSINESS**

**20. BY-LAWS**

- i) By-law 2020-32. **(attachment)**  
Re: Being a By-law to declare to be surplus, stop up, close and sell:  
Part of the Original Shore Road Allowance laid out along the shore of Nine Mile Lake being Part of Broken Lot 22, Concession 12 shown as Road Allowance on Plan Attached to LP7378 (C.T. 45) and Part of the Original Shore Road Allowance in front of Broken Lot 22 in Concession 12, in the geographic Township of McDougall, now in the Municipality of McDougall,

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
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**AGENDA**

in the District of Parry Sound, designated as Part 2 on 42R-21349  
(NICKLE)

- ii) By-law 2020-33. **(attachment)**  
Re: Being a by-law to amend by-law 2017-08, a By-law to establish the hiring of personnel and to regulate certain personnel matters, and to repeal By-law 2017-22.
- 21. **TRACKING SHEET**  
Please be advised that items on the tracking sheet may be discussed during scheduled meetings. **(No items on the tracking sheet)**
- 22. **CLOSED SESSION**
- 23. **RATIFICATION OF MATTERS FROM CLOSED SESSION**
- 24. **CONFIRMATION BY-LAW**
  - i) By-Law No. 2020-34.  
Re: To confirm the proceedings of the Committee/Council meeting held on June 3, 2020.
- 25. **ADJOURNMENT**

## **Resolution List for June 3, 2020**

**THAT** the minutes of the Committee/Council Meeting held on May 20, 2020 be adopted as circulated.

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**THAT** the attached lists of Accounts Payable for May \_\_, 2020 in the amount of \$\_\_\_\_\_ and payroll for May \_\_, 2020 in the amount of \$\_\_\_\_\_ be approved for payment.

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**BE IT RESOLVED THAT** the Council for the Municipality of McDougall directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program Enhancements in McDougall.

**BE IT THEREFORE RESOLVED** that the Municipality of McDougall commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- CityWide Asset Manager and GIS Viewer License
- CityWide Asset Manager Implementation and Data Work
- Asset Management Systems Training

**BE IT FURTHER RESOLVED THAT** the Municipality of McDougall commits \$11,050.00 from its budget toward the costs of this initiative.

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**WHEREAS** Council for the Corporation of the Municipality of McDougall received correspondence dated May 14, 2020 from The Federation of Northern Ontario Municipalities (FONOM) regarding issues discussed at their May 13<sup>th</sup>, 2020 virtual meeting;

**AND WHEREAS** the correspondence brought attention to AMO's Discussion Paper "New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance";

**AND WHEREAS** AMO's discussion paper proposes that Northern Ontario District Social Services Administration Boards (DSSAB) replace the current OPP Detachment Boards;

**AND WHEREAS** the FONOM Board has identified several issues with DSSAB Boards replacing the current Detachment Boards, and recognizes that Community Policing is distinctive to each Municipality;

**THEREFORE BE IT RESOLVED THAT** the Council for the Corporation of the Municipality of McDougall is in agreement with the opinion of FONOM, that the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and Norm Miller, MPP for Parry Sound-Muskoka.

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**BE IT RESOLVED** that the next portion of the meeting be closed to the public at \_\_\_\_\_ p.m.  
in order to address a matter pertaining to:

1. the security of the property of the municipality or local board;
2. personal matters about an identifiable individual, including municipal employees or local board employees;
3. a proposed or pending acquisition or disposition of land by the municipality or local board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
6. the receiving of advice which is subject to solicitor/client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act;
8. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, or a Municipal Ombudsman;
9. subject matter which relates to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
10. the meeting is held for the purpose of educating or training the members and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Board or Committee.
11. information provided in confidence by another level of government or Crown agency
12. a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if released, could significantly prejudice the competitive position of a person or organization
13. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
14. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried, or to be carried, on by the municipality or local board

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**THAT** Council reconvene in Open Session at \_\_\_\_\_ p.m.

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**THAT** we do now adjourn at \_\_\_\_\_ p.m.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
COMMITTEE/COUNCIL MEETING**

**TO BE HELD WEDNESDAY MAY 20, 2020 AT 7:00 P.M.**

**MINUTES**

Present Physically:	Mayor	D. Robinson (Chairperson)
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Present Electronically:	Councillor	J. Constable
	Councillor	L. Gregory
	Councillor	L. Malott
	Councillor	J. Ryman

And

**Draft**

Present Physically:	CAO	T. Hunt
	Clerk	L. West

Present Electronically:	Fire Chief	B. Leduc
	Chief Building Official	K. Dixon

It should be noted that social distancing measures were implemented for the Mayor and staff physically attending the meeting. Members of the public are able to view the Council proceedings through the municipal website.

**IMPORTANT NOTE:**

As a result of the Order in Council recently issued by the Province of Ontario, and the Municipality of McDougall declaring an emergency for the COVID-19 pandemic, as well as the requirements for social distancing, this Committee/Council meeting was held electronically in accordance with section 238 of the Municipal Act, 2001.

The Municipal Clerk took a roll call and determined that all members of Council were in attendance, either in person or electronically and that quorum was established for the meeting to proceed.

The Clerk then took a roll call of staff to advise who was participating in the Council meeting.

**1. CALL TO ORDER**

Mayor Robinson called the meeting to order at 7:00 p.m.

**2. DECLARATIONS OF INTEREST**

Nil.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
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**MINUTES**

**3. PRIORITIZATION OF AGENDA**

- i) Addition to Section 11.1 Report of the Manger of Public Works.  
PW-2020-04  
Re: Road Needs Study Proposal Recommendation.
- ii) Addition 20.2 By-law 2020-31  
Re: Being a by-law to amend By-law No. 2018-32, a by-law to regulate traffic and to govern and control the parking of vehicles in the Municipality of McDougall, and to repeal By-law 2020-27.

**4. ADOPTION OF MINUTES**

- i) THAT the minutes of the Committee/Council Meeting held on May 6, 2020 be adopted as circulated.  
**Resolution No. 2020-53** **Constable/Gregory**  
**THAT** the minutes of the Committee/Council Meeting held on May 6, 2020 be adopted as circulated.

**“Carried”**

**5. DEPUTATIONS**

**Matters Arising.**  
Nil.

**6. PLANNING/BUILDING**

**Matters Arising.**  
Nil.

**7. BY-LAW ENFORCEMENT**

**Matters Arising.**  
Nil.

**8. FIRE PROTECTION**

**Matters Arising.**  
Nil.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
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**TO BE HELD WEDNESDAY MAY 20, 2020 AT 7:00 P.M.**

**MINUTES**

**9. EMERGENCY MANAGEMENT**

- i) COVID-19 Emergency Response.  
Re: Declaration of Emergency.  
Mayor Robinson noted that this is a standing item on the agenda throughout the declaration of Emergency. Council agreed that no further action is required at this time.

**Matters Arising.**

Nil.

**10. RECREATION**

- i) Report of the Director of Parks and Recreation DPR-2020-03.  
Re: Swim Program and COVID-19  
Chief Leduc provided an overview of the report, and noted that it was recommended that the swim lesson program be cancelled for summer 2020 due to COVID-19. Council received this report as information, and directed Chief Leduc to proceed as recommended.

**Matters Arising.**

Nil.

**11. PUBLIC WORKS**

- i) Report of the Manger of Public Works PW-2020-04.  
Re: Road Needs Study Proposal Recommendation.  
**Resolution No. 2020-54** **Malott/Constable**  
**THAT** the Council for the Corporation of the Municipality of McDougall approve the Municipal Road Needs Study in accordance with Request for Proposal No. 2020-003 submitted by Tatham Engineering in the amount of \$37,095.00 plus HST.

**“Carried”**

**Matters Arising.**

Nil.

**12. ENVIRONMENT**

- i) Waste Management.  
Nil.

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**MINUTES**

**Matters Arising.**

The CAO noted the loader at the landfill requires a new set of tires, and that the landfill is running 24 hours a day to keep up with the Ministry of Transportation contracts.

**13. FINANCE**

- i) Accounts Payable.

**Resolution No. 2020-55**

**Malott/Ryman**

**THAT** the attached lists of Accounts Payable for May 21, 2020 in the amount of \$285,729.17 and payroll for May 21, 2020 in the amount of \$55,491.99 be approved for payment.

**“Carried”**

**Matters Arising.**

Nil.

**14. ADMINISTRATION**

- i) Council Statement of Priorities and Direction 2018-2022.  
The Clerk noted that this is the updated Council Statement of Priorities and Direction for review. Council received as information, and proposed no changes or additions.
- ii) Municipality of Whitestone.  
Re: Resolution requesting the North Bay Parry Sound district Health Unit Publishing COVID-19 Statistics for West Parry Sound.  
Council received the correspondence as information.
- iii) Municipality of Whitestone.  
Re: Resolution request to North Bay Parry Sound District Health Unit regarding Public Health Funding.  
Council received the correspondence as information.
- iv) Township of Carling.  
Re: Resolution request to North Bay Parry Sound District Health Unit regarding Public Health Funding.  
Council received the correspondence as information.
- v) Danny Whalen, President, The Federation of Northern Ontario Municipalities (FONOM).  
Re: OPP Detachment Boards.

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**MINUTES**

Council received the correspondence as information.

- vi) Association of Municipalities of Ontario (AMO).  
Re: Virtual AMO 2020 Conference.  
Council received the correspondence as information.

**Matters Arising.**

Nil.

**15. REQUESTS FOR SUPPORT**

- i) Township of Armour.  
Re: High Speed Internet Connectivity in Rural Ontario.  
**Resolution No. 2020-56** **Ryman/Constable**  
**THAT** the Council for the Corporation of the Municipality of McDougall supports the attached resolution from the Township of Armour, on the need to make substantial investments in high-speed internet connectivity in rural areas;

**AND FURTHER THAT** a copy of this resolution be sent to Scott Aitchison, MP for Parry Sound-Muskoka, and Norm Miller, MPP for Parry Sound-Muskoka.

**“Carried”**

- ii) Township of Armour.  
Re: Post-Secondary Education Students in Health Care Placements.  
**Resolution No. 2020-57** **Gregory/Malott**  
**THAT** the Council for the Corporation of the Municipality of McDougall supports the attached letter from the Township of Armour, regarding post-secondary education students in health care placements;

**AND FURTHER THAT** a copy of this resolution be sent to Honourable Christine Elliott, Minister of Health, and Honourable Stephen Lecce, Minister of Education, Scott Aitchison, MP for Parry Sound-Muskoka, and Norm Miller, MPP for Parry Sound-Muskoka.

**“Carried”**

- iii) Town of Grimsby.  
Re: Support for Commercial Rent Assistance Program.  
This was reviewed by Council with no action indicated.

**Matters Arising.**

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
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**TO BE HELD WEDNESDAY MAY 20, 2020 AT 7:00 P.M.**

**MINUTES**

Council requested that a resolution be brought forward at the next meeting of Council to support FONOM's position regarding AMO's proposal to have District Social Services Administration Boards replace Ontario Provincial Police Detachment Boards, per item 14.v.

**16. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN**  
Nil.

**17. COMMITTEE REPORTS**

- i) Municipality of Whitestone.  
Re: Resolution to appoint Lewis Malott to the Parry Sound District Emergency Medical Service (EMS) Advisory Committee.  
Council received as information.
- ii) West Parry Sound Pool Committee.  
Re: May 13, 2020 Draft Minutes.  
Council received as information.
- iii) Nadine Hammond, Curator/Manager, West Parry Sound District Museum.  
Re: Letter of thanks for supporting the Museum.  
Council received as information.

**Matters Arising.**

Nil.

**18. REPORT OF THE CAO**  
The CAO provided a brief verbal update on general matters.

**19. GENERAL ITEMS AND NEW BUSINESS**

**20. BY-LAWS**

- i) By-law 2020-29.  
Re: Being a by-law to establish policies and procedures regarding the sale and disposition of land and to repeal By-law 2015-16  
**Read a First, Second and Third Time, Passed, Signed and Sealed this 20<sup>th</sup> day of May 2020.**
- ii) By-law 2020-31

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**TO BE HELD WEDNESDAY MAY 20, 2020 AT 7:00 P.M.**

**MINUTES**

Re: Being a by-law to amend By-law No. 2018-32, a by-law to regulate traffic and to govern and control the parking of vehicles in the Municipality of McDougall, and to repeal By-law 2020-27.

**Read a First, Second and Third Time, Passed, Signed and Sealed this 20<sup>th</sup> day of May 2020.**

**21. TRACKING SHEET**

Please be advised that items on the tracking sheet may be discussed during scheduled meetings. **(No items on the tracking sheet)**

**22. CLOSED SESSION**

- i) A proposed or pending acquisition or disposition of land by the municipality or local board.

Re: Concession 7 Part Lot 21.

**Resolution No. 2020-58**

**Constable/Gregory**

**BE IT RESOLVED** that the next portion of the meeting be closed to the public at 7:32 p.m. in order to address a matter pertaining to:

A proposed or pending acquisition or disposition of land by the municipality or local board.

**“Carried”**

**Resolution No. 2020-59**

**Ryman/Malott**

**THAT** Council reconvene in Open Session at 7:44 p.m.

**“Carried”**

**23. RATIFICATION OF MATTERS FROM CLOSED SESSION**

That the Clerk is directed to proceed as directed by Council to with the inquiry of the disposal of a piece of land.

**24. CONFIRMATION BY-LAW**

- i) By-Law No. 2020-30.

Re: To confirm the proceedings of the Committee/Council meeting held on Wednesday May 20, 2020.

**Read a First, Second and Third Time, Passed, Signed and Sealed this 20<sup>th</sup> day of May 2020.**

**25. ADJOURNMENT**

**Resolution No. 2020-60**

**Constable/Gregory**

**THAT** we do now adjourn at 7:46 p.m.

**“Carried”**

**MUNICIPALITY OF MCDOUGALL FIRE / EMERGENCY SERVICES, 2020**

1) FIRE & RESCUE SERVICES	STANDARD ACTIVITY REPORT													
MONTH	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2020	2019
1) CALL ANALYSIS														
i) Structure Fire/misc fire/chimney fires		1	2										3	5
ii) Wildland Fire				1									1	2
iii) Vehicle Fire													0	0
iv) Motor Vehicle Collision	1		1										2	15
v) District MVC Response	1												1	1
vi) Rescue (including elevator rescues)		1	1										2	2
vii) Other Public Emergency				4									4	11
viii) unauthorized burning	1		1	7									9	6
ix) fire / CO/ smoke alarms activated				2									2	17
x) call cancelled on route													0	2
xi) Mutual Aid		2	1										3	13
xii) Medical VSA or Suspected Cardiac													0	12
xiii) Tiered Medical	1	1											2	10
xiv) Railway Line Fire													0	2
xv) Total Calls	4	5	6	14	0	0	0	0	0	0	0	0	29	98
xvi) Dollar Save Value		\$275,000	\$225,000										\$500,000	\$12,200,000
2) STAFF & RESPONSE LEVELS														
Average Dispatch time (sec)	59	48	59	45									50	51
Average response time; page to first truck out (min)	5.24	5.17	4.17	6.11									5.58	4.45
Average response time; page to truck onscene (min)	8	9	7.49	8.24									8.04	10.28
Average # of personnel responding	12	9	10	4									9.00	10.00
Average total call time per call (min)	59	37	140	82									80.00	116.00
Total emergency scene person hours accumulated	17	38	101	48									204.00	1428.00
3) EDUCATION														
a) General Training (2.5 hour sessions)	3	4	1	3									11	48
b) Attendance at Ontario Fire College hrs		40	0										40	268
c) Fire Pre/Public Ed/Emergency Preparedness hrs	2		20										22	20
e) Mutual Aid Training in hours	3	5	4										12	109
f) Health & Safety training & meetings sessions	1	2	2	1									6	3
4) FIRE SAFETY INSPECTIONS														
a) request / safety concern inspection													0	7
b) in service smoke alarm inspection													0	91
5) FINANCIAL														
Revenue Fire/Rescue Highway Responses													\$0	\$2,862
Revenue Fire Marque, Insurance Claim Fire Response		\$17,348											\$17,348	\$21,600

**TRAINING SESSIONS WERE SELF-E LEARNING**



## REPORT TO COUNCIL

<b>Report No.:</b>	FC-2020-05
<b>Council Date:</b>	June 3, 2020
<b>From:</b>	Fire Chief / CEMC
<b>Subject:</b>	Operations Update

### **TRAINING UPDATE**

Firefighters have been participating in online self-controlled training since mid-March. Beginning in June, Firefighters will be participating in hands on training in separate 5 person groups separate from each fire station. Training is scheduled for Monday, Tuesday evenings and Saturday morning. Example, Monday evenings, Fire Chief will train 4 firefighters at STN 1 and Deputy Chief will train 4 firefighters at STN 2. On Tuesday evening, Captains at each station will lead 4 firefighters each for their training session. Each week the training will be a simple task that 5 persons can complete and will be the same for each group. On Saturday mornings, the Weekend duty crew will perform fleet checks, maintenance and the training task.



## REPORT TO COUNCIL

<b>Report No.:</b>	DPR-2020-04
<b>Council Date:</b>	June 3, 2020
<b>From:</b>	Director of Parks & Recreation
<b>Subject:</b>	General Update

### **June General Update**

Regular grass and grounds maintenance has begun. Our parks summer student, Quinn Buckland has been working now for 2 weeks. His training will be on going but he has completed initial orientation, health, and safety training. Our public washrooms at the McDougall Recreation Centre and Nobel Beach are open. Daily cleaning and disinfection has begun and will continue for the remainder of this season.

Persons can now use picnic tables and benches in our parks but play equipment remains closed to use. Parks staff built 8 new picnic tables and they have been distributed throughout the parks that needed tables. Pickle ball has resumed at the McDougall Recreation Centre. The members have been advised to keep court groups to less than five and to space games out with empty courts between active courts.

As of this writing, the beaches and swimming remain closed. Persons can walk on the sand but cannot sunbath or occupy the sand or swim. (Provincial order) The swim rafts have not been deployed and positioned yet but have received all repairs and are ready to be placed when directed to open.



## REPORT TO COUNCIL

<b>Report No.:</b>	PW 2020-04
<b>Council Date:</b>	June 3, 2020
<b>From:</b>	Nick Thomson Public Works Manager
<b>Subject:</b>	Monthly Report

### **Background:**

The Public Works Department has been continuing with regular operations.

With the current pandemic situation in place Public Works has been adhering to Municipal policy with a full staff compliment, this has been working well without issue.

We have completed the prep work for the Nobel Beach expansion and the new parking area. We are now preparing the required work for Big Sound Road. We are continuing with routine maintenance including tree removal, calcium spraying, pot holes, line painting and other general road repairs throughout the Municipality.

Landfill operations have been running efficiently with no issues to mention. Staff have been busy dealing with the recycled asphalt as well as routine maintenance.

### **Recommendation:**

That Council receive this report for information.



## REPORT TO COUNCIL

<b>Report No.:</b>	ENV-4-2020
<b>Council Date:</b>	June 3, 2020
<b>From:</b>	Steve Goman
<b>Subject:</b>	Environmental Services Report

### **Background:**

Dept. Wide: We continue to operate effectively while COVID-19 / physical distance measures are in place. Staff hours have returned to the regular schedule. We have made keeping our Essential Services running a priority. We have been able to maintain regulatory compliance within the Department. These strategies are being reviewed weekly at the Emergency Control Group (ECG) and Management Zoom meetings.

Landfill Leachate:

The facility has been functioning well and flows have stabilized with the drier conditions. Effluent quality has been within the compliance points. No operational problems to report.

Nobel Water:

The system is functioning well. Spring flush has been completed with no issues. The pipe storage container was delivered ahead of schedule and we plan on painting it to match the buildings.

Crawford Septic:

Seasonal flows are normal.

### **Recommendation:**

Landfill Leachate:

No further action required

Nobel Water:

No further action required.

Crawford Septic:

No further action required.

## REPORT TO COUNCIL



<b>Report No.:</b>	T2020-3
<b>Council Date:</b>	June 3, 2020
<b>From:</b>	Erin Robinson BComm., CPA, CGA Treasurer
<b>Subject:</b>	Asset Management Grant

### **Background:**

In 2016, the Infrastructure for Jobs and Prosperity Act (IJPA) was passed, making asset management a legislated requirement for public sector entities in Ontario. In 2017, Ontario Regulation 588/17 relating to asset management planning for municipal infrastructure was passed. This regulation provides more detailed asset management requirements specific to Ontario municipalities, with a phased-in approach to implementation from 2019 to 2024.

With the passing of IJPA and Ontario Regulation 588/17, the following implementation deadlines have been put in place for municipalities in Ontario:

- July 1, 2019 - Have a Strategic Asset Management Policy in place
- July 1, 2021 - Have an Asset Management Plan in place (core infrastructure assets)
- July 1, 2023 - Have an Asset Management Plan in place for all assets
- July 1, 2024 - Have an Asset Management Plan in place (all assets), including a financing strategy and a proposed levels of service analysis.

### **Discussion:**

In outlining the many requirements of IJPA and Ontario Regulation 588/17, frequent discussions have occurred with our consultants at Hemson, the auditors at KPMG as well as other treasurers in the area; on how best to position a small municipality to have the capability to update our asset management plan but also how to easily keep our plan up to date; so it doesn't become a static document and can be used for grant funding opportunities.

With a Strategic Asset Management Policy in place, the Municipality is currently working on the July 1, 2021 and 2023 requirements. This includes a comprehensive Asset Management Plan for roads, bridges/culverts, water and wastewater assets by 2021 and all assets by 2023. To achieve this, there is a need to maintain an asset register of all Municipal assets, complete with asset descriptions, valuation, condition ratings, and risk ratings. In addition, an analysis with respect to current levels of service, impacts of growth, and lifecycle cost projections is to be included in the Plan.

Given that there are various update requirements both annually and every 5 years to be in compliance, Municipal staff are working on an implementation strategy that results in Asset Management Plans that are prepared and updated internally. Government regulated condition assessments, and needs studies will continue to be completed with

the assistance of consultants, however the results of these processes will feed into the asset management process. This allows staff to incorporate asset management planning into the day-to-day operations of the Municipality as well as provide for integration into the annual budget process.

Currently Municipal asset data is stored in multiple locations and departments, including within GIS, spreadsheets, and consultant reports.

The use of asset management software will provide the following functionality:

1. Asset Register - One combined repository of asset data and information that will be linked to the GIS system.
2. Work Order Management - track work done and time spent on assets or with assets through a work order management system, including the ability to use mobile devices in the field.
3. Minimum Maintenance Standards (MMS) - ability to track roads maintenance, inspections, and compliance with provincial MMS.
4. Forecast Optimization - use of asset data, condition ratings and risk ratings to prioritize projects.
5. Funding Requirements - assist with determining how much should be invested in Municipal assets annually to achieve sustainability.
6. Asset Management Plan Inputs - provide charts and graphs to be included in a Municipal internally generated Asset Management Plan.
7. Financial Reporting - make accounting practices and financial statement reporting for assets more efficient.

Please see the full proposal from Public Sector Digest - City Wide; following this report.

On May 18<sup>th</sup> 2020, The Municipal Asset Management Program (MAMP) was announced with a federal commitment of \$110 million funded by Infrastructure Canada to help support municipalities to invest in stronger asset management practices. In the previous round of MAMP funding, the grant was fully distributed prior to the application closing deadline. Asset software and consulting services provided from Public Sector Digest would meet the criteria for the grant funding which would cover 80% of eligible costs if we are successful in receiving the funding.

### **Financial Implications**

The approved 2020 Budget includes \$9,000 for Asset Management (which is funded through the reserve). Our Municipal requirement for this project is \$11,050; the difference of \$2,050 could be allocated from our IT consultation budget.

### **Recommendation:**

That council receive this report for information/discussion and consider the proposed resolution; which is a requirement to apply for the MAMP funding.



# Municipality of McDougall

CityWide Asset Manager with GIS Viewer  
Project Proposal  
May 2020

The Public Sector Digest Inc.

148 FULLARTON STREET, 9<sup>TH</sup> FLOOR, LONDON, ONTARIO N6A 5P3  
PHONE: (519) 690-2565 • FAX: (519) 519-649-2010

## CONTACT LIST

### MUNICIPALITY OF McDOUGALL ("CLIENT")

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### PUBLIC SECTOR DIGEST ("PSD")

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## STATEMENT OF CONFIDENTIALITY

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid for 90 calendar days from the date of issue indicated below.

**Date of issue: May 20, 2020**

## PROJECT DESCRIPTION

For this project, PSD will implement the CityWide Asset Manager module. The Asset Manager module is the central repository for linear and standalone assets (including fleet, facilities and park assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings, etc.) to individual assets. As the Asset Management practices of the Municipality grow, it becomes increasingly important to have a centralized system that provides a tool to utilize this data. Another project is the implementation of CityWide GIS, which will support the Municipality in improving the GIS reporting in CityWide Asset Manager.

## **PROJECT DELIVERABLES**

PSD will deliver the following items as part of the implementation of the CityWide Software Suite for the Municipality of McDougall. The work will include the following project(s):

### ***1. CityWide Asset Manager***

Asset Manager (AM) is the core module in CityWide's Enterprise Asset Management (EAM) System. It serves as one central asset database for all asset classes, providing users with a single corporate-wide source for asset information. More than just an asset register, Asset Manager powers accurate and efficient financial reporting, along with sophisticated asset management functions, including lifecycle planning, risk management, levels of service, and decision optimization. This module is fully integrated with all CityWide modules, allowing real-time data updates to flow between applications. Asset Manager allows for advanced analysis and easy reporting, in which users can create asset profiles for similar asset types, then easily generate detailed lifecycle strategies, risk matrices, and condition reports within the application. Users can also run accurate and automated TCA reports from one system. For a summary of CityWide Asset Manager with GIS Viewer functionality and screenshots, please see Appendix A. Some of the core functions of Asset Manager are listed below:

#### **Asset Register**

- ☒ Complete asset register that supports all asset classes and hierarchies
- ☒ Condition Assessments, Lifecycle Management, Risk Modelling, Decision Trees, Levels of Service, Accounting

#### **Reporting**

- ☒ Full suite of standard reports
- ☒ Rich graphing engine for presentations
- ☒ Create and save ad-hoc reports and share across the organization

#### **Mapping**

- ☒ Seamless integration with GIS to visualize assets, condition, and risk
- ☒ Easily communicate your strategies

#### **Lifecycle Modelling**

- ☒ Create profiles for each asset class to determine optimal lifecycle strategies
- ☒ Financial Planning for Sustainability
- ☒ Capital Plans, Operating Plans, Growth

#### **Risk Management**

- ☒ Industry leading risk modelling built through a dynamic user-controlled interface
- ☒ Unlimited risk classes, metrics, and weightings

#### **Decision Support**

- ☒ Based on your asset profiles project optimal funding requirements
- ☒ Project Levels of Service including condition and risk
- ☒ Project Planning

#### **Attributes**

- ☒ Unlimited development of asset attributes Develop multiple scenarios for real-time comparison
- ☒ All attributes can be used as part of your risk analysis and optimization

## **2. CityWide GIS Viewer**

CityWide's GIS module allows users to visualize and directly access all the asset information stored within their asset register via a versatile mapping solution, enhancing infrastructure planning capabilities and enabling superior communication around asset management. It is designed to function as a standalone GIS system – fully integrating with CityWide's EAM modules – or together with existing client GIS solutions.

### **GIS Integration with ESRI**

The integration services will be based out of PSD's head office in London, Ontario. The integration is performed remotely, completed by leveraging screen-sharing technology. PSD will also organize discussions with the Municipality to gather the information required.

If an integration to GIS is preferred, CityWide offers a lite version of the GIS module. It serves as a repository for spatial data that is served up to an associated web-based "viewer", with potential to draw from and serve third party systems. Key design principles include an intuitive interface with high visual impact, to produce demonstrable maps while maintaining the required internal functionality that an organization needs. The viewer is designed to work together with existing client systems. The viewer integrates with the other modules and allows for viewing of asset location through the Asset Manager database. The viewer will integrate with the other modules and allows for viewing of asset location through the Asset Manager database, mapping work orders/service requests and project prioritization through filterable reporting and viewing.

### **Automatic Integration**

CityWide has an OGC compliant GIS Viewer that can connect to existing WMS/WFS services from any compliant service. By identifying a common ID between the assets in GIS and our system, our solution can pass standard HTTP GET arguments to load our viewer with them. Our application can be modified to take such arguments (i.e. a link generated from a feature in the GIS system) to load our system directly to the related asset.

### **Manual Integration**

The GIS files are imported automatically and show up as a point in the GIS system. Then assets are manually added to be part of the inventory listing, which would then be linked to the corresponding GIS file. Integration relies on identifying a "unique ID" or "Primary Key" that facilitates a one-to-one mapping between the two systems that are being integrated. A scheduled task will run, facilitating the integration process. This generally involves one system exporting data for the other so that it can be compared. The export is typically in the CSV format and can either contain changes since the last sync procedure, or a more complete dataset to allow an iterative comparison of field values between the two systems. Alternatively, one system may access the other's data via direct connection to a database, or via an API. Generally, APIs are preferable to use, when available. If an API is robust enough, it may be possible to facilitate virtually instantaneous updates between the two systems, if desired, thus eliminating the need for a scheduled task.

When comparing data, if conflicts are found between the two data sets, a set of rules will be followed to facilitate the updating of field values between the two datasets. Similarly, the addition/removal and other functions occur at this point. Upon completion, an "integration report" is produced to detail any outstanding conflicts or errors that occurred during the sync. The report also contains more granular details such as which specific fields/assets were impacted.

### **Training:**

PSD follows the “Train the Trainer” model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

### **Support:**

Annual support/maintenance of CityWide Asset Manager with GIS Viewer includes the following:

- Version Protection such that the Client will have access to added software enhancements without additional cost
- Web Hosting such that PSD will provide redundant internet connections, daily backup both on and off-site of client data, 24 Hour video, on-site security, and fire suppression
- Access to the CityWide Support Center in order to report software issues and access the online user guide

Additional requests for guidance, consulting or advice on use of the software will be billed in 15-minute increments at the hourly rate of \$200.00/hour which will be invoiced at the end of the month. The Client will be made aware of billing prior to providing assistance.

## ***3. Data Work***

Advancements in knowledge and facilitative technologies have made infrastructure planning less ominous, and internal & external communications more effective. With more persuasive infrastructure data sets, the impetus on council and senior management to make necessary changes will be stronger. Technology will continue to produce potentially invaluable streams of data. Mining this data for insights, and then integrating and aligning this information with departmental and corporate objectives is the value of having an Asset Management Program. The Data Work will centralize and synchronize existing asset management data with the Municipality’s current TCA asset inventories. An ID will be populated within CityWide to facilitate and support future data uploads.

PSD has budgeted **15 days** of time for the asset inventory Data Work project. The project pricing is included within the implementation of the CityWide Asset Manager budget. However, based on a detailed data gap analysis during the project inception there may be additional costs over and above the budgeted amount. Areas of focus will be inventory disaggregation, nomenclature and attribute work for all asset types.

### **Data Disaggregation**

For the purposes of PSAB 3150 data gathering, many municipalities had started off recording specific asset categories in a pooled method. PSD has the ability and resources to offer our services for special projects like these to help the Municipality disaggregate their data registry. This is completed using financial and asset management in-house experts to ensure communities are left with a more refined and detailed inventory.

PSD will complete a thorough audit of the asset inventory across all asset types and explore opportunities to optimize and further refine the data. PSD will work alongside Municipality staff to define the network segmentation suited to their needs. PSD will then reconfigure the Municipality’s database to accept the new inventory and financially merge and balance new segments with old inventory. The data work project will

elevate the Municipality's infrastructure asset data maturity. PSD will provide a summary of the assets that have been linked and analyze any data gaps.

## **PROJECT BUDGET FOR CITYWIDE ASSET MANAGER WITH GIS VIEWER**

<b>CityWide Software License</b>	<b>Amount</b>
CityWide Asset Manager with GIS Viewer Software License	\$15,000.00
<b>Total Software</b>	<b>\$15,000.00</b>

<b>Implementation Professional Services</b>		<b>Amount</b>
Project Management	Pre-implementation Needs Assessment	\$0.00
	Standard Project Management	\$3,200.00
	<b>Total Project Management</b>	<b>\$3,200.00</b>
Standard Data Migration and Implementation	Data Gap Analysis and Synchronization	\$6,400.00
	Balance Financials to Most Recent Audited Numbers	\$3,200.00
	Testing	\$0.00
	Go- Live Support	\$0.00
	<b>Total Data Migration &amp; Implementation</b>	<b>\$9,600.00</b>
Training	Admin & End User Training	\$3,200.00
	<b>Total Training</b>	<b>\$3,200.00</b>
Value Added Services	Custom Reporting Services	\$0.00
	Custom Training	\$0.00
	Customized Address Search	\$0.00
	Process Mapping and Improvement	\$0.00
	Legacy Data Analysis & Upload	\$0.00
	Asset Data Analysis	\$19,450.00
	3rd Party Integration	\$0.00
	Import Existing GIS Database Files	\$4,800.00
	<b>Total Value-Added Services</b>	<b>\$24,250.00</b>
<b>Total Implementation Costs</b>		<b>\$40,250.00</b>

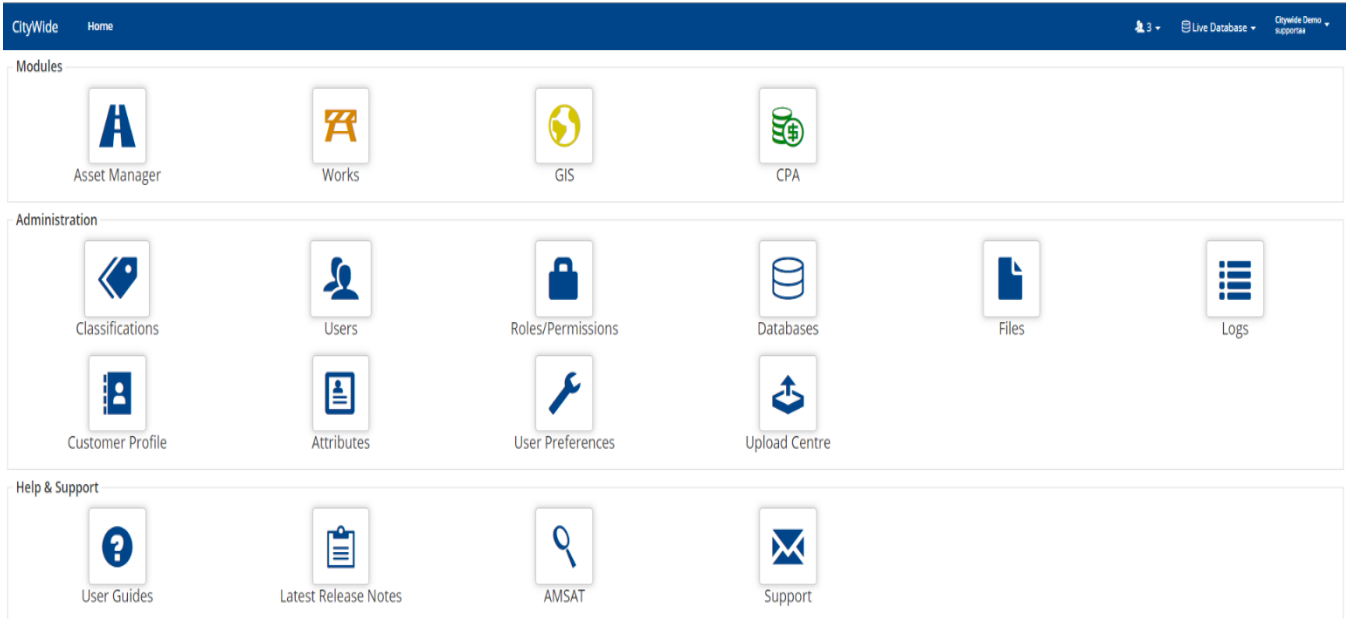
<b>Total CityWide Software &amp; Implementation Services</b>	<b>\$55,250.00</b>
--	--------------------

<b>Annual Support/Maintenance</b>	<b>Amount</b>
CityWide Asset Manager with GIS Viewer	\$4,990.00
<b>Total Support/Maintenance</b>	<b>\$4,990.00</b>

# APPENDIX A – CITYWIDE ASSET MANAGER SCREENSHOTS AND FUNCTIONALITY

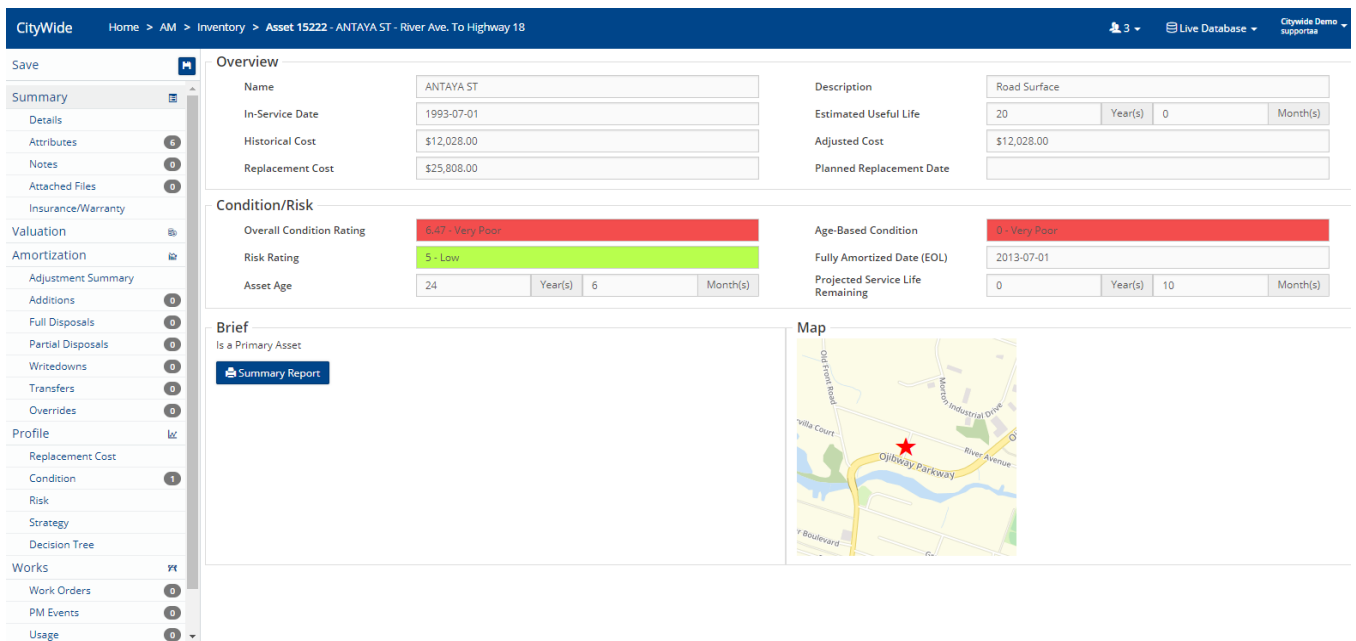
## CityWide Asset Manager

Users have access to each module available through this page. New classifications can be created as well as, upload databases, global files, create roles and manage permissions. Access to system support, release notes on updates and user guides is also available from this screen.



## Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other information on condition, risk, lifecycle events, work orders, or any attached documents is also available from this page. A geolocation of the asset is also provided within this page.



## Customized Search and Filters

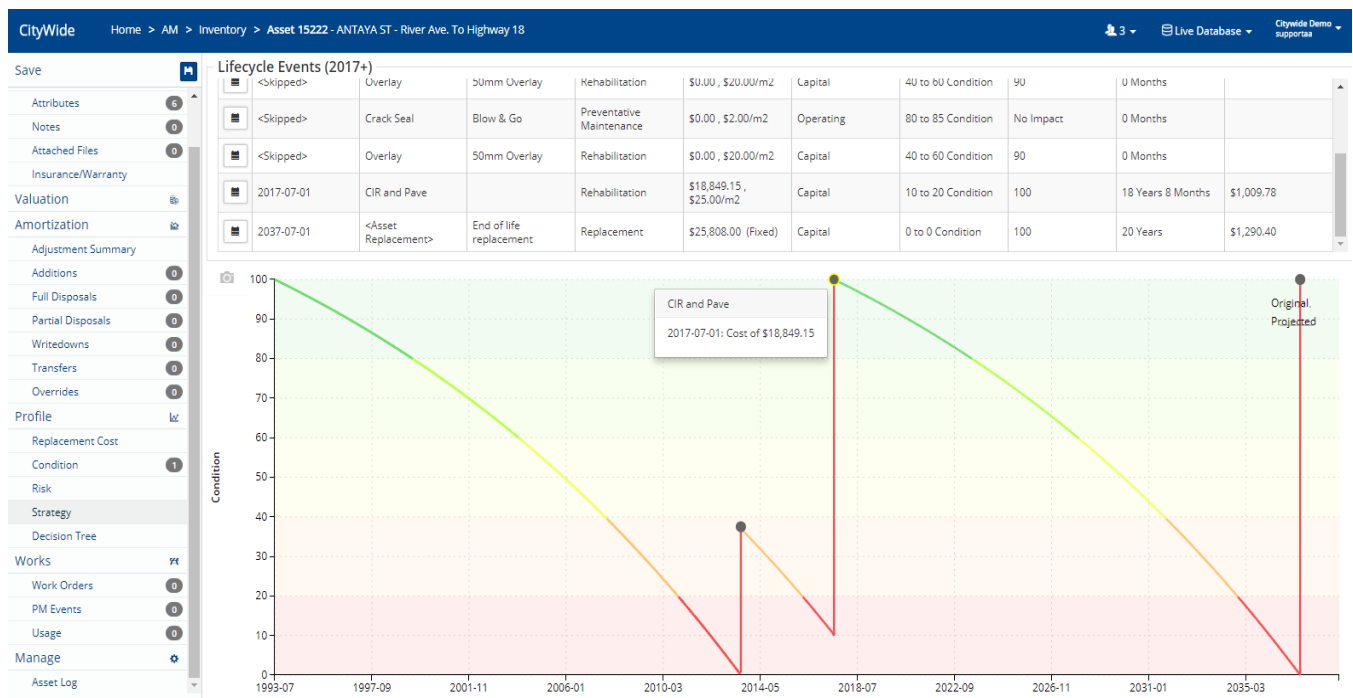
The key word search searches all fields in the entire database. Users can filter their search by specific fields such as category, segment, department, functional class, key words, etc.

The screenshot shows the CityWide Inventory search interface. A search bar at the top left contains the text "Search | Clear". A callout bubble points to the search bar with the text "Search using Column Filters". Another callout bubble points to the "Clear Filters" button with the text "Clear Filters". The interface displays a table of assets with columns for Asset ID, Department, Category, Function, Name, and In-Serv. The table shows 5,550 records (6,000 total).

Asset ID	Department	Category	Function	Name	In-Serv
307	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
309	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
310	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
311	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
312	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
313	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
314	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
315	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
316	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
317	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
318	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
319	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
320	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
321	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
322	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
323	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
324	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
325	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01
326	30 Highways	Infrastructure	Bridge	Scone Boundary Bridge	2007-01-01

## Lifecycle Events

Deterioration curves are available for each individual asset. When a lifecycle event has been added to an asset, CityWide will automatically calculate a new curve based on the activity completed. This allows users to build strategies to extend the useful life of assets.



# Risk Assessment

Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure. The likelihood of failure relates to the current condition state of each asset, whether they are in very good, good, fair, poor or very poor condition, as this is a good indicator regarding their future risk of failure. This condition can be generated based on age and where the asset is at its estimated useful life or can use an assessed condition rating provided by the condition inspection. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. For instance, a small diameter water main break in a subdivision may cause a few customers to have no water service for a few hours, whereby a large trunk water main break outside a hospital could have disastrous effects and would be a front-page news item.

By default, the system will use these two factors to assign each asset a Risk Rating, but you may also override these values using the dropdowns beneath each section. Additional metrics can be incorporated at the Asset Profile level as municipalities refine their data.

CityWide

Home > TA > Inventory > Asset 30529 - Vollmer Complex - 2121 Laurier Pky

3

Default

Citywide Demo supportaa

Save

Attached Files0

Insurance/Warranty

Valuation

Amortization

Adjustment Summary

Additions0

Full Disposals0

Partial Disposals0

Writedowns0

Transfers0

Overrides0

Profile

Replacement Cost

Condition1

Risk

Strategy

Decision Tree

Works

Work Orders0

Pm Events0

Usage0

Manage

Asset Log

Rating

2 - Low

Select

Automatic

Field	Value	Weight (%)	Risk Rating	Actions
COF - Health and Safety	Medium - Potential for serious injuries or affects to health. May affect many individuals and/or result in short-term disabilities.	24%	3 - Moderate	
COF - Environmental	Low - Material damage of local importance. Minor, short-term (within 6 months) very isolated damage to the environment.	19%	2 - Low	
COF - Financial	Medium - Cost of Reactive response and replacement is over 110% to 125% of proactive replacement or Increase in cost to providing service is over %10	19%	3 - Moderate	
COF - Legal & Regulatory	Low - Prosecution by an individual possible.	19%	2 - Low	
COF - Reputation & Image	Medium - Some negative opinion of Senior government staff and ethics.	9.5%	3 - Moderate	
COF - Service Interruption	Low - Service disruption at a localized level: 10 - 200 people affected, service interrupted 1 day	9.5%	2 - Low	

Risk Rating

5

4

3

2

3 - Very Low

## Risk Matrix Report

Users can generate risk matrices to identify assets that have a higher risk of failure. These reports show the overall risk score for each of the assets. Each grid square is enabled with a link that will direct the user to the assets that fall within that risk category. In addition, users can also view assets within each grid square in the GIS map.



## Risk Setup

Users can set asset profiles that have specific risk metrics. This enables users to setup, create, or edit current risk rating systems.

CityWide Home > TA > Asset Profiles > Asphalt Roads Profile

Save Dashboard Asset Template Lifecycle Condition Risk Events Strategy Decision Tree

### Probability of Failure Metrics

Field	Metric	Weight (%)	Actions
Condition	80 - 60 - 40 - 20 - 10	100	<a href="#">New Metric</a>
Total		100%	

### Consequence of Failure Metrics

Field	Metric	Weight (%)	Actions
Replacement Cost	75,000 - 150,000 - 250,000 - 500,000 - 1,000,000	50	<a href="#">New Metric</a>
Surface Type	ASPHALT -> 4 - High, BRICK -> 2 - Low, CONCRETE -> 3 - Moderate, GRANULAR -> 1 - Very Low, Gravel -> 1 - Very Low, PAVED -> 4 - High, WOODCHIP -> 1 - Very Low, Asphalt -> 3 - Moderate, Concrete -> 3 - Moderate, Granular -> 1 - Very Low, Paved -> 4 - High	50	<a href="#">New Metric</a>
Total		100%	

## Condition Report



## Lifecycle/Capital Modeling Reports

CityWide Home > TA > Lifecycle Event Schedule > Data (Classification) - All Profiles

Filter: No Filters Category: Road Right of Way Segment: All Segments Year: 2016 to 2021 Run Report

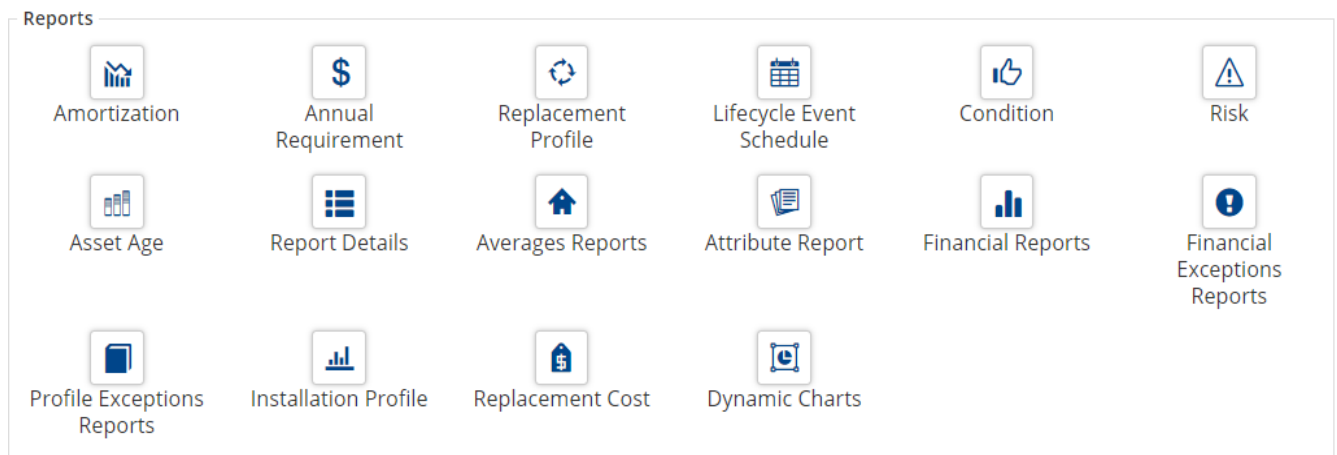
Showing 93 records

	Classification	Event Cost	Event Date	Condition	Assessment Date	Age / Condition Before E...	Condition After Event	Added Condition
	Road Right of Way							
	Bridges & Culverts	\$63,344.19	28 Events	10%				
	Roads Base	\$2,113,624.41	7 Events	11.71%				
	Roads Surfaces - HCB-1	\$7,628,879.32	75 Events	64.09%				
	Rossland Rd W	\$134,897.20	2 Events	81 - Good	2015-07-01			
	Crack Sealing 2	\$1,393.07	2016-10-01			74 - Good	74 - Good	-0.03
	R1 Resurfacing	\$133,504.13	2021-08-01			0 - Very Poor	100 - Very Good	100
	Rossland Rd W	\$292,669.74	2 Events	81 - Good	2015-07-01			
	Rossland Rd W	\$213,739.78	1 Event	60 - Good	2015-07-01			
	R1 Resurfacing	\$213,739.78	2018-07-01			0 - Very Poor	100 - Very Good	100
	Rossland Rd W	\$330,264.58	1 Event	56 - Good	2015-07-01			
	R1 Resurfacing	\$330,264.58	2018-01-01			0 - Very Poor	100 - Very Good	100
	Rossland Rd W	\$168,461.57	1 Event	56 - Good	2015-07-01			
	R1 Resurfacing	\$168,461.57	2018-01-01			0 - Very Poor	100 - Very Good	100
	Dundas St W	\$173,122.56	1 Event	60 - Good	2015-07-01			
	R1 Resurfacing	\$173,122.56	2018-07-01			0 - Very Poor	100 - Very Good	100
	Dundas St W	\$54,665.33	2 Events	32 - Poor	2015-07-01			
	R1 Resurfacing	\$54,100.80	2016-04-01			0 - Very Poor	100 - Very Good	100
	Crack Sealing 1	\$564.53	2021-05-01			94 - Very Good	94 - Very Good	-0.08
	Dundas St W	\$344,812.05	2 Events	38 - Poor	2015-07-01			
	R1 Resurfacing	\$341,251.20	2016-08-01			0 - Very Poor	100 - Very Good	100
	Crack Sealing 1	\$3,560.85	2021-09-01			94 - Very Good	94 - Very Good	-0.08

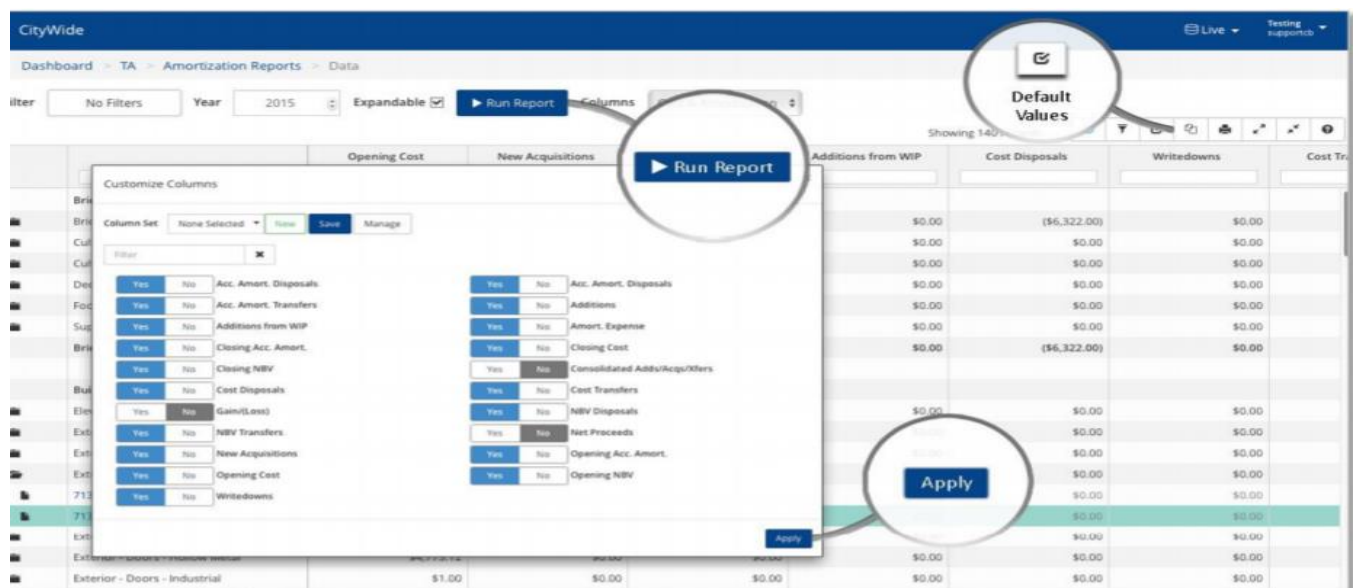
## Asset Management and Financial Reporting

Users can create customizable reports and can save the customized options. Some of the default reports include:

- ✓ Financial Information Reporting (FIR)
- ✓ Financial reports including Schedule 51A, Schedule 51B and Schedule 51C Reports
- ✓ TCA Reporting inclusive of betterments, disposals, etc.
- ✓ Base Capital Expenditure Report (Asset Backlog)
- ✓ Ability to report assets by class, category, department, function, and fund
- ✓ State of Recommended Practices Reporting (SORP)
- ✓ Asset Condition Reporting
- ✓ Asset Replacement Needs
- ✓ Risk Assessment Matrix
- ✓ Customizable lifecycle reporting to show annual requirement(s) and upcoming capital expenditures required in single or multi-year blocks
- ✓ Work in Progress (WIP) reports
- ✓ Ability to generate cumulative and continuity reports
- ✓ Customized reports can be created and saved by the end user without needing additional support



Users with the appropriate permissions can run several options in the Reports section. All reports customizable and can be saved for future use by each user and can also be accessed by other users.



## Saved Views and Reports

If there are any custom options or filters that the user has selected, they can be saved so that the options do not have to be selected every time the reports needs to be ran.

CityWide

Dashboard > TA > Amortization Reports

Data View Graph View Pie Chart

Primary Classification

Category

Secondary Classification

Segment

WIP Preference

Include WIP

Flags

None

Extra Totals

Class

Save Report Run Report

Saved Reports

Click to select

Name	Secondary Classification	WIP Preference	Flags	Extra Totals	Actions
Category	Segment	Include WIP	None	Class	
Department	Category	Exclude WIP	None	Class	
Function	Sub-Function	Include WIP	None	Class	

## Report by Asset Cost

The report by asset cost can provide the total count of work orders, total labour, equipment, parts/materials cost, along with overall total costs across all three areas. Also, in the asset inventory database, users are provided with a history of work orders that have been issued against the specific asset.

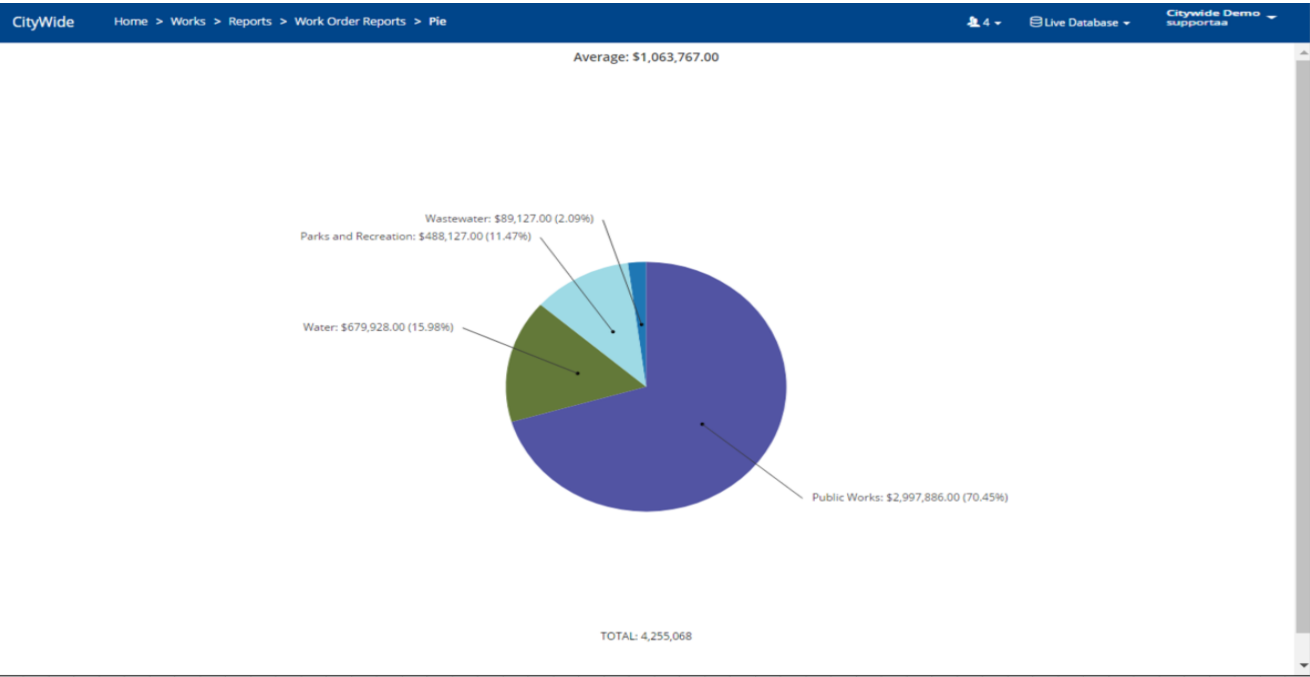
CityWide Home > Works > Reports > Work Order Reports > Data

Live Database

Showing 424 records

Name	Work Orders Count	Labour Cost	Labour Hours	Equipment Cost	Equipment Units	Parts/Materials Cost	Parts/Materials Units	Vendor
Cumulative Total	2808	\$608,465.25	23051.75	\$658,274.93	12737.75	\$617.77	1	
2299 - Rockmosa Community Centre Superstructure	37	\$28,371.66	1139	\$31,323.83	842.25	\$0.00	0	
2227 - Brucedale Shop - Superstructure	4	\$27,993.29	1030	\$199.05	3	\$0.00	0	
519 - Seventh Line	32	\$17,980.65	653.5	\$25,587.55	527	\$0.00	0	
2417 - Splash Pad	3	\$12,267.76	599.75	\$14,054.90	406	\$0.00	0	
2573 - FL-122 - 2011 Express Cargo Van	4	\$11,735.93	573.75	\$1,190.20	34	\$0.00	0	
523 - Eramosa/Erin Townline	33	\$10,649.06	390.5	\$23,425.30	320.5	\$0.00	0	
2233 - Marden Shop - Superstructure	4	\$10,182.30	373	\$116.00	4	\$0.00	0	
461 - Township Rd. 3	27	\$9,585.60	354	\$14,308.65	267	\$0.00	0	
2178 - FL-210 - 2005 International 7600 Tandem	22	\$9,193.21	326	\$145.00	5	\$0.00	0	
2263 - Marden Community Centre - Superstructure	14	\$9,188.05	340.75	\$4,340.13	105	\$0.00	0	
503 - Fourth Line	26	\$8,871.09	332	\$17,770.28	266	\$0.00	0	
514 - Sixth Line	42	\$8,606.29	316	\$11,212.50	272.5	\$0.00	0	
2179 - FL-211 - 2006 International 7600 Tandem	24	\$8,507.26	301	\$282.85	6.5	\$0.00	0	
459 - Township Rd. 1	21	\$8,161.28	314.5	\$10,323.51	230.5	\$0.00	0	
2535 - Marden - RDAPC	9	\$7,480.22	295.5	\$6,937.00	165.75	\$0.00	0	
533 - Indian Trail	38	\$7,099.08	273	\$12,208.10	213.5	\$0.00	0	
2180 - FL-212 - 2008 International 7500 Superstructure	19	\$7,075.77	266	\$1,266.08	25.5	\$0.00	0	
562 - Mill Rd.	18	\$6,781.08	234.5	\$10,212.18	165.5	\$0.00	0	
2570 - FL-216 - 2012 International Tandem	20	\$6,780.92	235.5	\$691.55	8	\$0.00	0	
452 - Woolwich/Guelph Townline	31	\$6,685.48	254.5	\$13,664.25	176.5	\$0.00	0	
1544 - Alma Pre-Treatment Plant	24	\$6,546.06	206.5	\$0.00	0	\$0.00	0	
516 - Sixth Line	23	\$6,307.11	230.5	\$9,928.45	195	\$0.00	0	
567 - Sideroad 20 E.	22	\$6,268.33	240.5	\$11,618.20	213.5	\$0.00	0	
5516 - Admin Office Superstructure	16	\$6,143.46	233.56	\$8,930.30	234.56	\$0.00	0	

# Report by Department



## Replacement Costs

Users can choose between several different methods to calculate their replacement costs. CityWide has the option to use inflation indices, such as CPI or NRBCPI tables, which are updated quarterly. If the client chooses to use a cost per unit, the system will use the quantity information against the asset to calculate the overall replacement cost based on the number of units associated. For the CPI tables, the adjusted cost of the asset is used for the calculation, which is based on the most up to date inflation index.

CityWide Home > TA > Inventory > Asset 9 - Pathway - GIL MAURE PARK

2 Default CityWide Demo support@aa

Save

Amortization

- Adjustment Summary
- Additions
- Full Disposals
- Partial Disposals
- Writedowns
- Transfers
- Overrides

Profile

- Replacement Cost
- Condition
- Risk
- Strategy
- Decision Tree

Works

- Work Orders
- Pm Events
- Usage

Manage

### Replacement Cost

Replacement Cost Method: CPI Tables

Replacement Cost: User-Defined Cost

Most Recent Indexes: CPI Tables

Valuation Basis: Cost/Unit

In-Service Date: 1988-07-01

Adjusted Cost: \$634.00

Inflation Source: CPI Monthly (ON)

Inflation Source Used: CPI Monthly (ON)

Inflation Measure: 1.685

CPI In-Service Date: 1988-07-01: 71.4

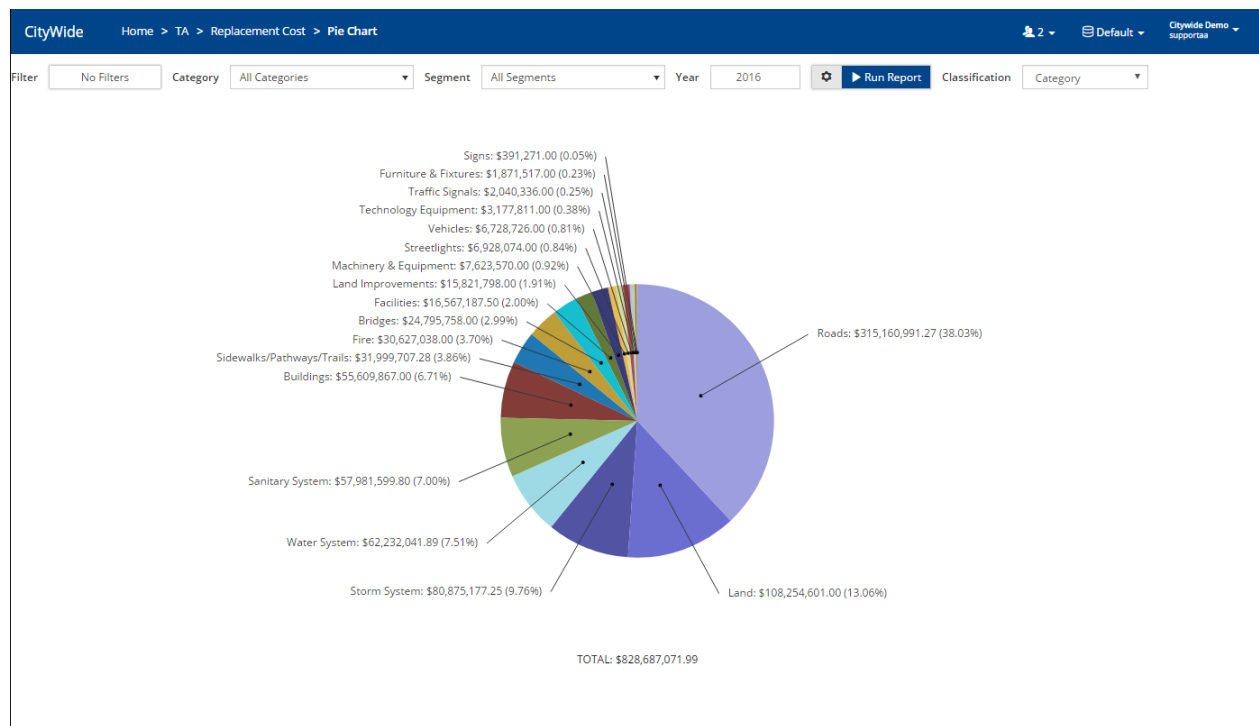
CPI Valuation Date: 2011-12-01: 120.3

### Planned Replacement

Fully Amortized Date (EOL): 2038-07-01

Planned Replacement Date: [Calendar Icon]

# Replacement Cost Report



# Amortization Report by Asset Type

CityWide Home > TA > Amortization Reports > Data

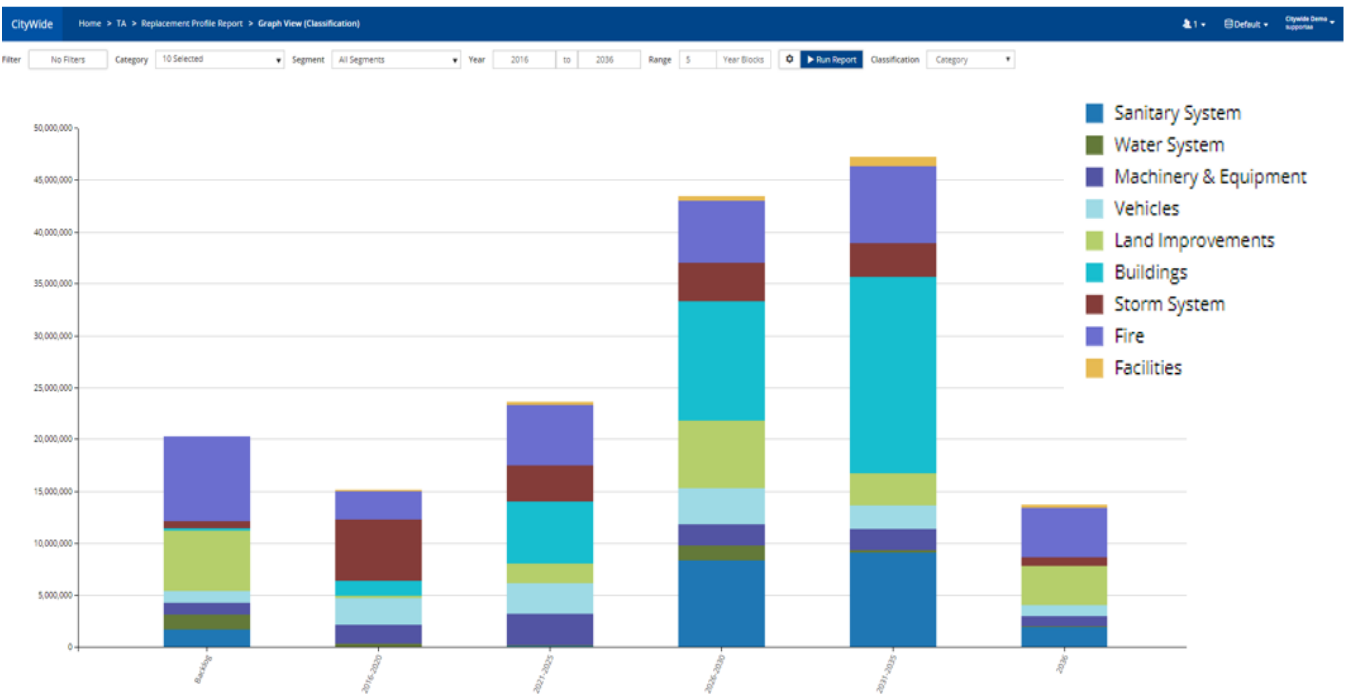
Filter: No Filters Category: All Categories Segment: All Segments Year: 2016 Run Report

Showing 179 records

	Opening NBV	NBV Transfers	Opening Acc. Amort.	Amort. Expense	Acc. Amort. Disposals	Acc. Amort. Transfers	Closing Acc. Amort.	NBV Disposals	Closing NBV
Roads									
Arterial - Base	\$8,764,062.81	\$0.00	\$1,657,929.83	\$213,572.49	\$0.00	\$0.00	\$1,871,502.32	\$0.00	\$8,550,490.32
Collector - Base	\$6,617,140.86	\$0.00	\$4,100,648.20	\$214,450.09	\$0.00	\$0.00	\$4,315,098.29	\$0.00	\$6,402,690.77
Local - Base	\$15,299,414.49	\$0.00	\$7,207,976.82	\$452,602.82	\$0.00	\$0.00	\$7,660,579.64	\$0.00	\$14,846,811.67
Surface	\$12,415,564.86	\$0.00	\$17,791,947.42	\$1,029,561.84	\$0.00	\$0.00	\$18,821,509.26	\$0.00	\$11,386,003.02
Roads Total	\$43,096,183.01	\$0.00	\$30,758,502.27	\$1,910,187.24	\$0.00	\$0.00	\$32,668,689.51	\$0.00	\$41,185,995.77
Sanitary System									
Manholes	\$3,235,795.77	\$0.00	\$1,827,070.27	\$101,167.77	\$0.00	\$0.00	\$1,928,238.04	\$0.00	\$3,134,628.00
Pump Stations	\$2,231,339.28	\$0.00	\$2,239,698.65	\$164,332.80	\$0.00	\$0.00	\$2,404,031.46	\$0.00	\$2,067,006.47
Sewer Lines	\$9,638,123.38	\$0.00	\$7,346,287.19	\$332,989.12	\$0.00	\$0.00	\$7,679,276.30	\$0.00	\$9,305,134.27
Sanitary System Total	\$15,105,258.43	\$0.00	\$11,413,056.11	\$598,489.69	\$0.00	\$0.00	\$12,011,545.80	\$0.00	\$14,506,768.74
Sidewalks/Pathways/Trails									
Pathways	\$706,507.41	\$0.00	\$183,019.98	\$35,034.00	\$0.00	\$0.00	\$218,053.98	\$0.00	\$671,473.41
Sidewalks	\$3,923,876.75	\$0.00	\$1,257,252.40	\$115,318.39	\$0.00	\$0.00	\$1,372,570.80	\$0.00	\$3,808,558.35
Trails	\$910,250.71	\$0.00	\$440,927.67	\$61,623.71	\$0.00	\$0.00	\$502,551.38	\$0.00	\$848,627.00
Sidewalks/Pathways/Trails Total	\$5,540,634.87	\$0.00	\$1,881,200.06	\$211,976.10	\$0.00	\$0.00	\$2,093,176.16	\$0.00	\$5,328,658.76
Signs									
Information	\$345,465.94	\$0.00	\$31,646.86	\$18,862.93	\$0.00	\$0.00	\$50,509.79	\$0.00	\$326,603.01
Signs Total	\$345,465.94	\$0.00	\$31,646.86	\$18,862.93	\$0.00	\$0.00	\$50,509.79	\$0.00	\$326,603.01
Storm System									

## Replacement Profile Report

Shown is the replacement profile for the categories listed. This has been done in a 5-year block from the year 2016 to 2036. This data can also be displayed in pie chart or data format.



## Financial Reports

Users can use the system to create reports for Schedule 51A, 51B and 51C directly from housed data.

CityWide Home > TA > Financial Reports

Report: Search... Run Report

Showing 71 records

	Opening Net Book Value	Opening Cost Balance	Additions and Betterme...	Disposals	Writedowns	Closing Cost Balance	Op
General Government	\$12,042,842.19	\$13,217,602.28	\$0.00	\$0.00	\$0.00	\$13,217,602.28	
No Sub-Function	\$11,367.22	\$12,333.33	\$0.00	\$0.00	\$0.00	\$12,333.33	
Protection services							
0410 - Fire	\$4,613,635.12	\$13,671,405.45	\$1,678,708.75	\$0.00	\$0.00	\$15,350,114.20	
0450 - Emergency measures	\$0.00	\$47,426.28	\$0.00	\$0.00	\$0.00	\$47,426.28	
Protection services Total	\$4,613,635.12	\$13,718,831.73	\$1,678,708.75	\$0.00	\$0.00	\$15,397,540.48	
Transportation Services							
No Sub-Function	\$61,830,602.10	\$95,144,610.07	\$0.00	\$0.00	\$0.00	\$95,144,610.07	
Roads - Bridges and Culverts	\$4,430,288.80	\$10,976,936.43	\$0.00	\$0.00	\$0.00	\$10,976,936.43	
Roadways - Traffic Operations & Roads...	\$6,569,307.32	\$9,227,645.90	\$0.00	\$0.00	\$0.00	\$9,227,645.90	
Street Lighting	\$2,532,683.89	\$4,710,021.71	\$0.00	\$0.00	\$0.00	\$4,710,021.71	
Transportation Services Total	\$75,362,882.11	\$120,059,214.12	\$0.00	\$0.00	\$0.00	\$120,059,214.12	
Environmental Services							
No Sub-Function	\$62,530,034.47	\$93,851,924.56	\$0.00	\$0.00	\$0.00	\$93,851,924.56	
Water Distribution/Transmission	\$21,517,809.23	\$32,030,919.14	\$0.00	\$0.00	\$0.00	\$32,030,919.14	

## CityWide GIS Viewer

### Asset Selection

Users can select individual assets from the map and view the asset information at the bottom of the page. From here the user can link directly to the Asset Information Page.

The screenshot shows the CityWide GIS Viewer interface. The map displays several storm mains (PVC) along Stanton Street. A table at the bottom lists the assets, with 'Asset 22207' highlighted. The table has columns: FID, TA\_ASSET, FACILITYID, FID\_NEW, ID, IMP\_SIZE, LENGTH, LOC, MAIN\_SIZE, MATERIAL, SHAPE\_LEN, and YEAR.

FID	TA_ASSET	FACILITYID	FID_NEW	ID	IMP_SIZE	LENGTH	LOC	MAIN_SIZE	MATERIAL	SHAPE_LEN	YEAR
1	stm_mains.1097	Asset 22207	1097	0	47"	98.46000000	STANTON	1200mm	PVC	98.4586051179	1992

### GIS Multiple Asset View

Users have the ability to select one or multiple assets on the GIS map. A list of the selected assets appears below the map where the Asset information is displayed.

The screenshot shows the CityWide GIS Viewer interface. The map displays a network of roads (Centre). A table at the bottom lists the assets, with 'Asset 15474' highlighted. The table has columns: FID, TA\_ASSET, CLASS, COMM\_SAFET, COMMENTS, DIR, FACILITYID, FID\_NEW, FKEY, FORMER\_MUN, FROM, FULL\_NAME, LABEL, LANES, LEFT\_FROM, LEFT\_TO, LEFT\_ZONE, and LENGTH.

FID	TA_ASSET	CLASS	COMM_SAFET	COMMENTS	DIR	FACILITYID	FID_NEW	FKEY	FORMER_MUN	FROM	FULL_NAME	LABEL	LANES	LEFT_FROM	LEFT_TO	LEFT_ZONE	LENGTH
1	roads_centre.111	Asset 15474	LOCAL	0			120	12989	LaSalle	HURON ST	HAZEL ST	85	2	0.000000000	0.000000000	LA5	84.59992753
2	roads_centre.717	Asset 15516	LOCAL	0			827	14987	LaSalle	ALFRED AV	HURON ST	278	2	445.000000000	499.000000000	LA5	277.82397209
3	roads_centre.245	Asset 15555	LOCAL	0			269	13964	LaSalle	HAZEL ST	LAFFERTY AV	277	2	405.000000000	495.000000000	LA5	277.36151053
4	roads_centre.105	Asset 32135	LOCAL	0			114	12983	LaSalle	MENARD LN	MENARD LN	85	2	449.000000000	475.000000000	LA5	85.17571048

# Asset Information Page

The Asset Information page includes a geolocation of the asset. It is enabled with a link to the GIS location of the asset.

CityWide

Home > TA > Inventory > Asset 512 - Sewer Lines - ESSEX GOLF & COUNTRY

2

Default

Citywide Demo supportmd

Save

Summary

Details

Attributes

Notes

Attached Files

Insurance/Warranty

Valuation

Amortization

Adjustment Summary

Additions

Full Disposals

Partial Disposals

Writedowns

Transfers

Overrides

Profile

Replacement Cost

Condition

Risk

Strategy

Decision Tree

Works

Overview

Name

Sewer Lines

Description

In-Service Date

1997-07-01

Estimated Useful Life

50

Year(s)

0

Month(s)

Historical Cost

\$545.00

Adjusted Cost

\$545.00

Replacement Cost

\$742.76

Planned Replacement Date

Condition/Risk

Overall Condition Rating

- Unknown

Age-Based Condition

93 - Very Good

Risk Rating

2 - Very Low

Fully Amortized Date (EOL)

2047-07-01

Asset Age

18

Year(s)

6

Month(s)

Projected Service Life Remaining

0

Year(s)

0

Month(s)

Brief

Is a Primary Asset

Summary Report

Map

Additional asset information can also be displayed on the map. Text fields such as pipe diameter, installation date, material, length, can be displayed alongside the asset.

CityWide

Home > GIS > Map

1

Default

Citywide Demo supportmd

Create Feature

+

-

Search

42.2405, -83.0500

Summary Computations

Storm Basins

Storm Mains

Opacity

Stroke Width

Stroke Opacity

Stroke Color

Fill Opacity

Fill Color

Style by Attribute

Default

Text Field

main\_size

None

facilityid

fid\_new

id

imp\_size

length

loc

main\_size

material

shape\_len

year

0"

Font

Text Weight

Normal

The viewer integrates with the other modules and allows for viewing of asset location through the TCA database, mapping work orders / service requests and project prioritization through filterable reporting and viewing. CityWide Works links with the GIS information to plot both Service Requests and Work Orders.

The screenshot shows the CityWide GIS interface. The top navigation bar includes 'Home > Works > GIS'. The map displays a street grid with numerous colored dots representing assets. A 'Layers' panel on the right lists various asset types like 'Aerial Imagery', 'OpenStreetMaps', 'Parcels', 'Service Requests', 'Work Orders', etc. Below the map, a table titled 'Work Orders' is visible. One entry in the table is circled, showing details for work order 'WO-3870'.

FID	WORK ORDER	DEPARTMENT	WORK ORDER TYPE GROUP	WORK ACTIVITY CODE	WORK ORDER TYPE	WORK ORDER SUBTYPE	STATUS	ADDRESS	AREA	COMMUNITY	CLASSIFICATION	PRIORITY	CREATED DATE	SCHEDULED START DATE	SCHEDULED END DATE	TIME
work_order.3870	WO-3870	TRADES	Default Group		None		Waiting on Vendor/Contractor	Boulevard			Unscheduled Maintenance	Low	2019-02-16 20:23:05+00			

## GIS Multiple Asset View

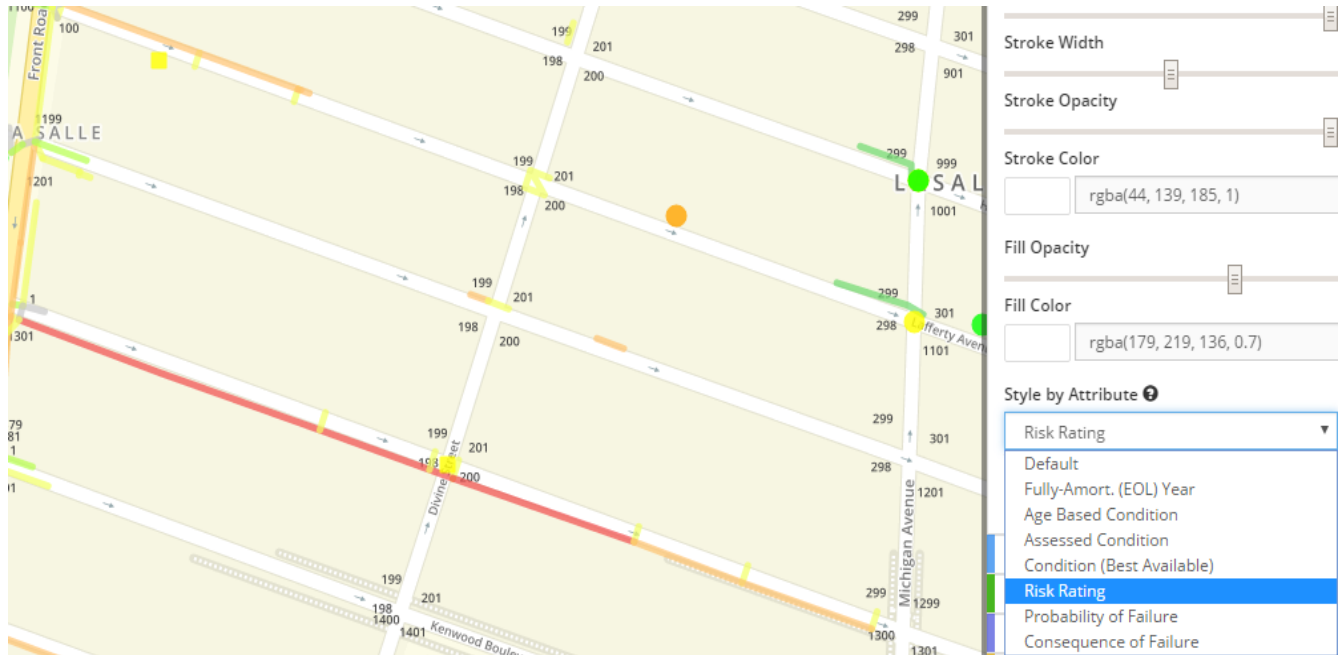
Users have the ability to select one or multiple assets on the GIS map. A list of the selected assets appears below the map where the Asset, Service Request and Work Order information can be accessed

The screenshot shows the CityWide GIS interface with multiple assets selected on the map, highlighted in blue. The 'Layers' panel on the right is visible. Below the map, a table titled 'Roads (Centre)' is displayed, showing details for selected assets. One entry in the table is circled, showing details for 'Asset 15474'.

FID	TS	ASSET	CLASS	COMM	SAFET	COMMENTS	DIR	FACILITY	FID_NEW	PKY	FORMER MUN	FROM	FULL_NAME	LABEL	LANES	LEFT_FROM	LEFT_TO	LEFT_ZONE	LENGTH
1	roads_centre.111	Asset 15474	LOCAL	0					120	12989	LaSalle	HURON ST	HAZEL ST	85	2	0.00000000	0.00000000	LAS	84.55992753
2	roads_centre.717	Asset 15516	LOCAL	0					827	14987	LaSalle	ALFRED AV	HURON ST	278	2	445.00000000	499.00000000	LAS	277.82392209
3	roads_centre.243	Asset 15555	LOCAL	0					269	13964	LaSalle	HAZEL ST	LAFFERTY AV	277	2	405.00000000	495.00000000	LAS	277.36151053
4	roads_centre.105	Asset 32135	LOCAL	0					114	12983	LaSalle	MENARD LN	MENARD LN	85	2	449.00000000	475.00000000	LAS	85.17571948

## GIS Layer Style

The map below shows the information on Roads, Sanitary Mains, Storm Mains, Storm Pump Stations, Water Hydrants, and Water Mains, styled by age or condition. Users have the ability to display the assets by different styles such as Age Based Condition, Assessment Condition, Amortization, Risk Rating, etc. Each asset linked on the map also contains links to the Work Order and Asset Information.





The Corporation of the City of Cambridge  
Corporate Services Department, Clerk's Division  
The City of Cambridge  
50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
Tel: (519) 740-4680 ext. 4585  
Fax: (519) 740-3011  
[www.cambridge.ca](http://www.cambridge.ca)  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)

May 13, 2020

Hon. Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

To Premier Ford,

**RE: Provincial Funding for Rehabilitation Facilities**

Please be advised that Cambridge City Council, at its meeting held on the 16<sup>th</sup> day of April, 2020, approved motion 20-060 regarding Provincial Funding for Rehabilitation Facilities:

Moved by: Councillor Liggett

Seconded by: Councillor Mann

WHEREAS there is a failure of our overall drug and addictions policies and strategies to provide for adequate, timely and sustainable detox and addiction rehabilitation programs in a safe, supportive environment; and,

WHEREAS methods of harm reduction are a stopgap until those struggling with addiction are able to have immediate access to adequate detox and rehabilitation programs; and

WHEREAS the community of Cambridge has shown their concern and compassion for the lack of access and availability for their fellow residents who are asking for such assistance; and

WHEREAS there is an inadequate quantity of rehabilitation facilities throughout the province providing the required number of beds and programs for those struggling with substance abuse requesting assistance; and

WHEREAS publically funded services for detox and rehabilitation programs would ensure that all persons receive such help equitably and in a sustainable way; and

WHEREAS some persons struggling with substance abuse may need such programs more than once;

THEREFORE BE IT RESOLVED that the City of Cambridge asks the Province of Ontario for the much needed funding to provide for such relief for the City of Cambridge as well as throughout the province.

If you require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "D Manton". The signature is written in a cursive, flowing style.

Danielle Manton

City Clerk

DM/jh

cc. Office of the Mayor – City of Cambridge  
Belinda Karahalios, MPP – Cambridge  
Amy Fee, MPP – Kitchener South-Hespeler  
Region of Waterloo  
City of Kitchener  
City of Waterloo  
Township of Wilmot  
Township of Wellesley  
Township of Woolwich  
Township of North Dumfries  
Association of Municipalities of Ontario



JEFF BUNN  
Manager, Council & Committee Services & Deputy City Clerk  
Finance & Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7278 Fax: 519.741.2705  
[jeff.bunn@kitchener.ca](mailto:jeff.bunn@kitchener.ca)  
TTY: 519-741-2385

May 15, 2020

The Right Honourable Justin Trudeau, Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

"WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn  
Manager, Council & Committee Services/  
Deputy City Clerk

- c. Honourable, Doug Ford, Premier  
Honourable Amy Fee, M.P.P.  
Honourable Belinda Karahalios, M.P.P.  
Honourable Catherine Fife, M.P.P.  
Honourable Laura Mae Lindo, M.P.P.  
Honourable Mike Harris, M.P.P.  
Honourable Todd Smith, Minister of Children, Community & Social Services  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Monika Turner, Association of Municipalities of Ontario  
Kris Fletcher, Regional Clerk, Region of Waterloo  
Bill Karsten, Federation of Canadian Municipalities  
Ashley Sage, Clerk, Township of North Dumfries  
Danielle Manton, City Clerk, City of Cambridge  
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot  
Grace Kosch, Clerk, Township of Wellesley  
Olga Smith, City Clerk, City of Waterloo  
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich  
All Ontario Municipalities



May 28, 2020

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Phil McColeman, MP  
108 St. George Street  
Suite 3  
Brantford, ON N3R 1V6

Sent via email [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)

**Re: Essential Workers Day – March 17**

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

**10.1 Essential Workers Day – Councillor Wall**

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Association of Municipalities of Ontario (AMO)  
Large Urban Mayor's Caucus of Ontario (LUMCO)  
Federation of Canadian Municipalities  
Rural Ontario Municipal Association (ROMA)



## **Covid 19 Operations Plan**

**June 3 2020**

### **Covid Operations Plan to return to normal operations**

This plan sets out the timing and conditions for all staff when returning to normal operations.

The dates are all subject to Provincial and Federal Covid operating conditions

There are no conditions currently preventing the proposed dates.

#### **Proposed Dates**

##### **Administration**

June 15              Office staff return to full time hours

July 7                Office opens to public

##### **Office conditions when open to public**

- Counter protection in place
- No Cash
- One person in charge of payments each day
- Station cleaning twice daily
- Hand Sanitization units at both entrances
- In person meetings by appointment only
- Maximum two persons for appointments, and masks must be worn
- All appointments will be in council chambers at the designated table
- Front Office will have controlled access to limit persons in office
- Washrooms will be closed to public
- Office hours will be changed to 8 -4
- Notice in the July tax bill or news letter asking Rate payers to make every effort for contactless payments. (News Letter from Mayor and Council...)

##### **Public works**

Continue normal hours

Public works buildings closed to public

One operator per/day in equipment

Wipe downs twice daily

Masks worn when 2 or more people in a vehicle

#### **Water /Waste Water**

Continue normal hours

Buildings closed to public

Masks worn when 2 or more people in a vehicle

Station cleaning twice a day

#### **Landfill/ Transfer Station**

Continue normal hours

Building closed to public

Station cleaning twice daily

No cash

No direct contact with public

Encourage social distancing

#### **Parks and Recreation**

Summer swim program cancelled

Continue normal hours

MRC and Nobel Beach washrooms cleaned daily

Sign and encourage users of porta-potty to clean and sanitize themselves after use

Masks worn when 2 or more people in a vehicle

Vehicle sanitized daily

#### **Fire Department**

Modified hands on training to resume June 1

Training groups to consist of 1 Officer, 4 Firefighters per Fire Station and per night

Each station group trains alone

Training nights are Monday, Tuesday and Saturday morning

Facemasks to be worn by in cab crews

Fire Stations, trucks and tools touch surfaces sanitized after each use

Restricted response protocols remain in place.

#### **Municipal Law Enforcement**

Officers issued facemasks and sanitizing kit

Officers instructed to maintain distance with public

Officers instructed to sanitize when needed

Officers on normal patrol routine as per seasonal standing orders

Managers and staff have had an opportunity to provide input on the plan and agree that the plan is safe and acceptable. The plan will be flexible and open to any changes that improve the health and safety of staff and the public.

Thank You

CAO/Director of Operations

Tim Hunt

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2020-32

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***Being a By-law to declare to be surplus, stop up, close and sell:***

**Part of the Original Shore Road Allowance laid out along the shore of Nine Mile Lake being Part of Broken Lot 22, Concession 12 shown as Road Allowance on Plan Attached to LP7383 (C.T. 45) and Part of the Original Shore Road Allowance in front of Broken Lot 22 in Concession 12, in the geographic Township of McDougall, now in the Municipality of McDougall, in the District of Parry Sound, designated as Part 2 on 42R-21349 (NICKLE)**

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**WHEREAS** pursuant to Sections 8, 9, 11 and 35 of the Municipal Act, 2001 S.O. 2001, Chapter 25, (the "Act") The Corporation of the Municipality of McDougall is empowered to stop up and close any part of a highway over which it has jurisdiction;

**AND WHEREAS** pursuant to Sections 8, 9 and 11 of the said Municipal Act, 2001, ante, The Corporation of the Municipality of McDougall is empowered to sell any part of a highway that is legally stopped up and closed;

**AND WHEREAS** the Clerk of The Corporation of the Municipality of McDougall, did cause a Notice in the prescribed form of the proposed by-law to declare to be surplus, stop up and authorize the sale of that highway part described in this by-law ("the highway") to be published for four consecutive weeks in the "North Star", a newspaper of local circulation, and to be posted on the bulletin board in the municipal offices and on the municipal web site;

**AND WHEREAS** the permanent closing of the highway will not result in any person being deprived of his, her or its sole means of motor vehicle access to and from the person's land over any highway;

**AND WHEREAS** Council has determined that the highway proposed to be closed is surplus to the needs of the Municipality and deems it expedient to sell the highway as closed to the abutting owner or owners;

**NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL AS FOLLOWS:**

1. This Council does hereby permanently stop up and close:

Part of the Original Shore Road Allowance laid out along the shore of Nine Mile Lake being Part of Broken Lot 22, Concession 12 shown as Road Allowance on Plan Attached to LP7383 (C.T. 45) and Part of the Original Shore Road Allowance in front of Broken Lot 22 in Concession 12, in the geographic Township of McDougall, now in the Municipality of McDougall, in the District of Parry Sound, designated as Part 2 on 42R-21349.

2. This Council does hereby declare that the land comprised of the closed highway is surplus to the needs of the Municipality.
3. This Council does hereby authorize the sale of Part 2 on 42R-21349 for the sum of \$6,450.00 subject to any easements that may be required by Bell Canada or Hydro One as Council in its discretion may determine, provided that any portion of the closed highway that is covered by water shall be retained by the Municipality.
4. The Mayor and Clerk are hereby authorized to execute all documents in connection with the closing of the highway and the subsequent transfer of title.

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2020-32

- 5. There shall be attached to this By-law as Schedule “A” an Affidavit of the Clerk to affirm that to the best of her knowledge and belief the requirements of the Act and municipal by-laws that apply to the stopping up and closing of highways and the giving of public notice thereof and of the Act and municipal by-laws that apply to the sale of municipal land and the giving of public notice thereof have been complied with.
- 6. Schedule “A” referred to above shall form part of this By-Law.
- 7. This By-law shall come into effect upon final passing.

READ a **FIRST** and **SECOND** time this       day of June, 2020.

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

READ a **THIRD** time, **PASSED, SIGNED** and **SEALED** this       day of June, 2020.

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL  
BY-LAW NO. 2020-32

SCHEDULE “A”

PROVINCE OF ONTARIO ) IN THE MATTER OF the stopping up,  
DISTRICT OF PARRY SOUND ) closing and selling of that part of the  
MUNICIPALITY OF MCDOUGALL ) Original Shore Road Allowance laid out along  
the shore of Nine Mile Lake, being Part of  
Broken Lot 22, Concession 12 shown as  
Road Allowance on Plan attached to  
LP7383 (C.T. 45) and Part of the  
Original Shore Road Allowance in front  
of Broken Lot 22 in Concession 12, in the  
geographic Township of McDougall,  
now in the Municipality of McDougall,  
in the District of Parry Sound,  
designated as Part 2 on Plan 42R-21349.

TO WIT:

AFFIDAVIT

I, Lori West, of the Municipality of McDougall, in the District of Parry Sound, make oath and say as follows:

1. I am the Clerk of the Municipality of McDougall, and as such have knowledge of the facts herein deposed to.
2. Pursuant to a municipal by-law that prescribes methods and procedures for giving public notice, duly passed by the Council of the Corporation of the Municipality of McDougall pursuant to the provisions of the *Municipal Act*, I did cause there to be published in the “North Star”, a newspaper of local circulation and posted on the bulletin board in the municipal office and on the municipal web site, a Notice in the prescribed form of the proposed by-law to stop up, close and authorize the sale of:  
  
Part of the Original Shore Road Allowance laid out along the shore of Nine Mile Lake being Part of Broken Lot 22, Concession 12 shown as Road Allowance on Plan Attached to LP7383 (C.T. 45) and Part of the Original Shore Road Allowance in front of Broken Lot 22 in Concession 12, in the geographic Township of McDougall, now in the Municipality of McDougall, in the District of Parry Sound, designated as Part 2 on 42R-21349;  
  
more particularly described in the attached Exhibit "A".
3. Attached to this Affidavit, as Exhibit “A” is a copy of the actual Notice as it appeared in the “North Star”, and as it was posted on the bulletin board in the municipal office and on the municipal web site.
4. The first publication in the North Star was on the 30<sup>th</sup> day of April, 2020, and it continued thereafter for four consecutive weeks, the last publication being on the 21<sup>st</sup> day of May, 2020. The posting on the bulletin board in the municipal offices and on the municipal web site took place on the 30<sup>th</sup> day of April, 2020, and such Notices remained on the said sites for at least one calendar month prior to passage of By-law No. 2020-32 of the Corporation of the Municipality of McDougall.
5. Notice of the proposed road closing was sent to Bell Canada, Hydro One Networks Inc. and the Department of Public Works, and none of them has raised any objection or given any notice of any objection they have to the road closing.
6. The proposed By-law came before the Municipal Council for consideration at its regular meeting June 3, 2020, and at that time, Council considered all objections, if any, received regarding passage of the By-Law.

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7. At a properly constituted meeting held on June 3, 2020, Council read and Passed By-Law No. 2020-32 in open Council.
8. To the best of my knowledge and belief the requirements of the *Municipal Act* and of a municipal by-law passed under the said *Act*, which apply to the stopping up, closing and sale of highways and the giving of public notice thereof have been complied with.

SWORN before me at the Municipality )  
of McDougall, in the District of Parry )  
Sound, this day of June, ) 

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Lori West  
2020. ) Clerk

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A Commissioner for Taking Oaths, etc.

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2020-32

EXHIBIT "A"

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

PUBLIC NOTICE

**TAKE NOTICE** that the Council for the Corporation of the Municipality of McDougall proposes to enact a by-law to declare to be surplus and to stop up, close and sell part of an Original Shore Road Allowance set out and described as follows:

Part of the Original Shore Road Allowance laid out along the shore of Nine Mile Lake being Part of Broken Lot 22, Concession 12 shown as Road Allowance on Plan Attached to LP7383 (C.T. 45) and Part of the Original Shore Road Allowance in front of Broken Lot 22, in Concession 12, in the geographic Township of McDougall, now in the Municipality of McDougall, in the District of Parry Sound, designated as Part 2 on 42R-21349 received and deposited February 10, 2020 in the Land Registry Office for the Land Titles Division of Parry Sound.

The proposed By-Law will come before the said Council for consideration at its regular meeting to be held at the Municipal Office, in the Municipality of McDougall at 5 Barager Boulevard, McDougall Ontario, P2A 2W9, on the 3<sup>rd</sup> day of June, 2020 at the hour of 7:00 o'clock in the evening, and at that time, the Council will consider the comments, submitted in writing, of any person or by his, her or its Counsel, solicitor or agent any person who claims that his, her or its land will be prejudicially affected.

Written comments must be submitted to the person named below at the address indicated below by the 27<sup>th</sup> day of May, 2020 at 4:30 o'clock in the afternoon.

Dated at the Municipality of McDougall this April 27, 2020.

Lori West, Clerk  
Municipality of McDougall  
5 Barager Blvd  
McDougall, Ontario  
P2A 2W9  
lwest@mcdougall.ca

THIS IS EXHIBIT "A" MENTIONED AND  
REFERRED TO IN THE AFFIDAVIT OF  
LORI WEST, SWORN BEFORE ME THIS  
DAY OF , 2019.

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A Commissioner for Taking Oaths, etc.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL**  
**BY-LAW NO. 2020-33**

Being a by-law to amend by-law 2017-08, a By-law to establish the Hiring of personnel and to regulate certain personnel Matters, and to repeal By-law 2017-22.

**WHEREAS** Section 224 of the Municipal Act S.O. 2001, as amended M.45; provides that by-laws may be passed to develop and evaluate the policies and programs of the municipality;

**AND WHEREAS** the Municipality of McDougall passed by-law 2017-08 which is a by-law to establish the hiring of personnel and to regulate certain personnel matters.

**AND WHEREAS** the Council for the Municipality of McDougall deems it necessary to amend By-Law 2017-08;

**NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF MCDOUGALL HEREBY ENACTS AS FOLLOWS:**

1. THAT Council for the Municipality of McDougall approves the amendment to by-law No. 2017-08 as follows:
  - i) That paragraph 2 in section 10.ii) (Hours of Work) be amended to read “Normal office hours are from 8:00 a.m. to 4:00 p.m.”.
2. THAT by-law 2017-08 is hereby amended.
3. THAT by-law 2017-22 is hereby repealed.
3. THAT this by-law shall come into force and take effect June 8, 2020.

**READ** a **FIRST** and **SECOND** time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ** a **THIRD** time, **PASSED, SIGNED** and **SEALED** this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk