Township of Cramahe Special Council Meeting
Agenda

Date: Monday, June 1, 2020, 4:00 p.m.
Location: Virtual Meeting

1. MEETING DETAILS
   Meeting ID: 876 6225 7103
   +1 647 374 4685 Canada
   +1 647 558 0588 Canada

2. CALL TO ORDER
   As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting.

   This territory is covered by the Williams Treaty.
3. RECORDING EQUIPMENT

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting. An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting.

As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today’s meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

4. CONFIRMATION OF AGENDA

BE IT RESOLVED THAT Council approve the agenda, as presented.

5. DECLARATION OF PECUNIARY INTEREST

Members can declare now or at any time during the meeting.

6. REPORTS OF MUNICIPAL OFFICERS

6.a YMCA Summer Day Camp, REC-01-20

BE IT RESOLVED THAT Council receive Staff Report REC-01-20, for information; and

THAT Council proceed with Option _____.

Page 2 of 35
6.b **Tandem Axle Snow Plow Truck – Tender Results, PW-03-20**

BE IT RESOLVED THAT Council approve the recommendations outlined in Report PW 03-20; and

THAT Council authorize staff to award Tender No. 2020-03 for One New Tandem Axle Snow Plow Truck and options to Winslow Gerolomy Motors Limited totaling $265,670.93, applicable taxes included; and

THAT Tender No. 2020-03 is funded from the Capital budget as per the approved Issue Paper RDS-20-06 – Replacement Snow Plow Truck.

6.c **Asset Management Program Funding Offer, FIN-01-20**

BE IT RESOLVED THAT Council receive FIN-01-20, for information; and

THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for Asset Management Program Development in Cramahe; and

THAT the Township of Cramahe 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:

   a. Lifecycle Framework Development
   b. Levels of Service Framework Development
   c. Cramahe Staff Time; and

THAT the Township of Cramahe commits $12,500.00 from its budget toward the costs of this initiative.

6.d **Citizen Engagement Software – Bang the Table, CLERKS 10-20**

BE IT RESOLVED THAT Council receive CLERKS 10-20, for information; and

THAT Council approve the purchase of bang the Table EngagementHQ service to begin June 1, 2020 with the current year being paid through the Modernization and Efficiency Grant Reserve.
7. **BY-LAWS**

7.a **2020-49 Gas Tax Funding Agreement**

BE IT RESOLVED THAT Council approve By-law 2020-49, being a by-law to authorize the Mayor and Treasurer to enter into a letter of agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, related to funding provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program, be read and first, second and third time, signed by the Mayor and the Clerk, and entered into the By-law Book.

8. **OPEN FORUM**

Members of the public have three (3) minutes to ask general questions and are not to enter into debate. Please state your name and address for the records. Each member may only speak once.

9. **CLOSED MEETING (IF REQUIRED)**

BE IT RESOLVED THAT Council move into closed session at TIME to discuss matters about an identifiable individual (REC-02-20); and THAT CAO/Treasurer A. McNichol, Manager of Facilities, Parks and Recreation, Deputy Clerk H. Grant, and Clerk J. Hyde remain in attendance.

BE IT RESOLVED THAT Council come out of closed session at TIME.

9.a **REC-02-20, REC-02-20**

10. **CONFIRMING BY-LAW**

BE IT RESOLVED THAT Council approve By-law 2020-48, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting (electronic) held on June 1, 2020, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

11. **ADJOURNMENT**

BE IT RESOLVED THAT Council adjourn the meeting at TIME.
Meeting: Special Council Meeting

Date: June 1, 2020

Report No.: REC-01-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: YMCA Summer Day Camp

Recommendation(s):

BE IT RESOLVED THAT Council receive Staff Report REC-01-20, for information; and

THAT Council proceed with Option _____.

Background:
Each year Cramahe Township partners with the Cobourg YMCA to deliver their Summer Day Camp Program for Cramahe kids.

With the onset of the COVID-19 Pandemic it was unclear if this summer program would be able to take place or not.

On Tuesday May 19, 2020 Cramahe Council passed the following:

“BE IT RESOLVED THAT Council direct staff to cancel any scheduled events within the Township of Cramahe up to and inclusive of Labour Day Weekend.”

On Tuesday May 19, 2020 Premier Ford announced that overnight camps will not open this summer due to the COVID-19 pandemic, but day camps may be allowed to open with strict public health measures in July and August.
There could be a chance the YMCA program could be permitted by the Ontario Government to operate at the Keeler Centre this summer. Staff however is unclear whether the resolution passed on May 19th would include a summer day camp for kids as a “scheduled event”.

The YMCA is proceeding with the strict health plans that Premier Ford discussed in his announcement in anticipation that summer camps will proceed. The YMCA will require a decision from Cramahe Council whether a summer day camp will be permitted or not. The summer program starts the first week of July.

Staff has prepared the following two options for Council to consider:

**Option #1:** That Council authorize YMCA Cobourg to plan the summer day camp for kids at the Keeler Centre and implement the program only if the Ontario Government permits such activity, and direct staff to review the YMCA Health and Safety COVID-19 protocols for approval prior to commencement of the program.

**Option #2:** That Council cancels the YMCA summer day camp for the 2020 season.

**Financial Implications:**
The cost to the Township in the 2020 budget was $18,000. If the program is cancelled Council has the option of transferring the $18,000 to a reserve to be utilized in the 2021 budget or reallocating the $18,000 to another project, or letting it flow through the financial statements.

**Concluding Comments:**
Staff have provided Council with two options to choose from, Option 1 or Option 2.

Submitted by: ______________________
Jeff Hoskin, Manager of Operations

Reviewed by: ______________________
Arryn McNichol, CAO/Treasurer
# Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>YMCA Summer Day Camp.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>May 26, 2020</td>
</tr>
</tbody>
</table>

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to ARRYN MCNICHOL was completed by workflow administrator JOANNE HYDE**

**ARRYN MCNICHOL - May 26, 2020 - 12:16 PM**
Meeting: Special Council

Date: June 1, 2020

Report No.: PW-03-20

RESOLUTION NO:_________ BY-LAW NO: __________

Subject: Tandem Axle Snow Plow Truck – Tender Results

Recommendation(s):

BE IT RESOLVED THAT Council approve the recommendations outlined in Report PW 03-20; and

THAT Council authorize staff to award Tender No. 2020-03 for One New Tandem Axle Snow Plow Truck and options to Winslow Gerolomy Motors Limited totaling $265,670.93, applicable taxes included; and

THAT Tender No. 2020-03 is funded from the Capital budget as per the approved Issue Paper RDS-20-06 – Replacement Snow Plow Truck.

Background:

Staff prepared Issue Paper RDS-20-06 Replacement Snow Plow Truck which was approved by Council for the 2020 budget.

Staff prepared Tender # 2020-03 – New Tandem Axle Snow Plow Truck which was publically advertised on April 23rd and closed on May 15, 2020.
Tender Results:

One bid was received which is as follows:

Winslow Gerolomy Motors Limited $264,434.55 Applicable Taxes Included

Options:

Winslow Gerolomy provided a list of optional equipment for the unit that was not included in the tender. Some of these options that would benefit the unit and the operator include stainless steel gas tank straps, engine coolant filter, added exterior mirrors and LED lights and hands free controls on the steering wheel.

Total cost for Options: $1,215.00 + applicable taxes totaling $1,236.38.

Financial:

Capital budgeted amount for New Tandem Snow Plow Truck: $280,000 + HST

Total cost of tendered unit plus options: $265,670.93 applicable taxes included.

Concluding Comments:

It is therefore recommended by staff that Council authorize staff to award Tender No. 2020-03 for One New Tandem Axle Snow Plow Truck plus options to Winslow Gerolomy Motors Limited for $261,076 + applicable taxes totaling $265,670.93 and that it is funded from the Capital budget.

Submitted by: _______________________
Jeff Hoskin, Manager of Operations

Reviewed by: _______________________
Arryn McNichol, CAO/Treasurer
### Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Tandem Axle Snow Plow Truck – Tender Results.docx</th>
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<tr>
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<td>May 26, 2020</td>
</tr>
</tbody>
</table>

This report and all of its attachments were approved and signed as outlined below:

**JOANNE HYDE - May 26, 2020 - 3:44 PM**

**ARRYN MCNICHOL - May 26, 2020 - 11:10 PM**
Meeting: Special Council Meeting

Date: June 1, 2020

Report No.: FIN-01-20

RESOLUTION NO:________ BY-LAW NO: __________

Subject: Asset Management Program Funding Offer

Recommendation(s):

BE IT RESOLVED THAT Council receive FIN-01-20, for information; and

THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for Asset Management Program Development in Cramahe; and

THAT the Township of Cramahe 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:

a. Lifecycle Framework Development
b. Levels of Service Framework Development
c. Cramahe Staff Time; and

THAT the Township of Cramahe commits $12,500.00 from its budget toward the costs of this initiative.
Background:

The Municipal Asset Management Program (MAMCF) is a five-year, $50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers grant funding as well as training and capacity-building activities to increase skills within municipalities and local governments to sustainably maintain their asset management programs now and in the future.

This funding offer is open to all municipal governments in Canada. It focuses on building strong asset management foundations by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted until the funding has been allocated.

Council adopted its Asset Management Plan (AMP) in 2017 and its Strategic Asset Management Policy in July 2019. Most asset condition ratings were completed and uploaded late 2019. While this work provides a great foundation to build upon, it is still not in conformance with Asset Management Plan legislation (ON 588/17).

Therefore, it is essential for the Township to undertake this project to build a stronger, better integrated and more comprehensive plan in order to maintain or increase service levels at the lowest possible risk and cost, all while conforming to new regulations.

The more comprehensive the Asset Management Plan, the higher the probability of success on future capital related grants.

Analysis:

Analysis for both Lifecycle Activity Strategy Development & Levels of Service Framework Development is included in the MAMCF Funding Deliverables attachment.

Financial Implications:

Asset Management Plan Roadmap Project:

- The total estimated cost for this project will be $62,500
- FCM Grant will cover $50,000
- The Township of Cramahe will be responsible for $12,500, which was included in the 2020 budget.
Submitted by: Arryn McNichol, CAO/Treasurer

Reviewed by: Heather McColl, Payroll Clerk & Asset Management Coordinator
Township of Cramahe
Lifecycle Activities Framework and Levels of Service Program Development

SUBMITTED BY:
Kyle Sym, Account Manager
148 FULLARTON ST, 9TH FLOOR
LONDON, ON N6A 5P3
## Contact List

### Township of Cramahe (“Client”)

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>TELEPHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arryn McNichol</td>
<td>CAO/Treasurer</td>
<td>905-355-2821</td>
<td><a href="mailto:arryn@cramahetownship.ca">arryn@cramahetownship.ca</a></td>
</tr>
<tr>
<td>Heather McColl</td>
<td>Expenditures Clerk</td>
<td>905-355-2821</td>
<td><a href="mailto:heather@cramahetownship.ca">heather@cramahetownship.ca</a></td>
</tr>
</tbody>
</table>

### PSD Consulting (“PSD”)

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>TELEPHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle Sym</td>
<td>Account Manager</td>
<td>519-690-2565 Ext. 2641</td>
<td><a href="mailto:ksym@psdrcs.com">ksym@psdrcs.com</a></td>
</tr>
<tr>
<td>Matthew Van Dommelen</td>
<td>GM, Business Development and Software Implementation</td>
<td>519-690-2565 Ext. 2480</td>
<td><a href="mailto:mvd@psdrcs.com">mvd@psdrcs.com</a></td>
</tr>
<tr>
<td>John Murray</td>
<td>GM, Asset Management</td>
<td>519-690-2565 Ext</td>
<td><a href="mailto:jmurray@psdrcs.com">jmurray@psdrcs.com</a></td>
</tr>
</tbody>
</table>
Consulting Deliverables

PSD will deliver the following items as part of the consulting project(s) depicted below:

- 1. Lifecycle Activity Strategy Development
- 2. Levels of Service Framework Development

Lifecycle Activity Strategy Development

For an optimized life cycle investment plan, replacement cost should not be the only parameter. PSD will review the current life cycle activity plan based on current data and data collected from the condition assessments and risk ratings and develop a customized framework for the municipality. Additionally, PSD will build these strategies into the CityWide software, owned by Cramahe, through the building of Asset Profiles within the software.

Lifecycle activity management has two primary indicators: asset condition and estimated useful life. Asset condition refers to the health and physical state of the asset. In general, this correlates directly with asset performance, or the ability of the asset to provide the established level of service. Estimated useful life is a measure of the remaining number of years that an asset is considered useful before its value is fully depreciated and it is no longer able to provide the expected level of service. As asset condition deteriorates, so does the estimated useful life.

Developing a Lifecycle Activity Strategy

The Township is responsible for asset management and does not have direct control over asset condition and estimated useful life. The staff is still able to indirectly manage these two factors based on the lifecycle activities it chooses to perform and when it chooses to perform them.

PSD will develop a lifecycle activity strategy for the asset categories owned by the Township, to help staff decide what activities to perform, and when, to maximize estimated useful life at an optimal cost.

There are a range of field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: preventative maintenance, rehabilitation and reconstruction. Figure 1 shows an example of a lifecycle activity strategy for a road.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Event Class</th>
<th>Condition After</th>
<th>Cost</th>
<th>Event Range / Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crack Seal (year 10)</td>
<td>Initial</td>
<td>Preventative</td>
<td>No Impact</td>
<td>$2.00/m</td>
<td>10 Years</td>
</tr>
<tr>
<td>S1 - Mill &amp; Resurface - Single Lift</td>
<td>Class 4</td>
<td>Rehabilitation</td>
<td>90</td>
<td>$294.00/m</td>
<td>20 Years</td>
</tr>
<tr>
<td>Crack Seal (year 27)</td>
<td>Secondary</td>
<td>Preventative</td>
<td>No Impact</td>
<td>$2.00/m</td>
<td>27 Years</td>
</tr>
<tr>
<td>S2 - Mill &amp; Resurface - Double Lift</td>
<td>Class 4</td>
<td>Rehabilitation</td>
<td>90</td>
<td>$542.00/m</td>
<td>35 Years</td>
</tr>
<tr>
<td>Crack Seal (year 44)</td>
<td>Extended</td>
<td>Preventative</td>
<td>No Impact</td>
<td>$2.00/m</td>
<td>44 Years</td>
</tr>
<tr>
<td>End of Life Replacement</td>
<td></td>
<td>Reconstruction</td>
<td>100</td>
<td>$1151.00/m</td>
<td>53 Years</td>
</tr>
</tbody>
</table>

Depending on the initial maintenance strategies implemented, asset performance can be sustained through a combination of preventative maintenance and rehabilitation events, but at some point, reconstruction or replacement may be required. Understanding what effect these
activities will have on the lifecycle of an asset and the cost associated with performing them will enable the Township to make better decisions about caring for its assets.

When these strategies are created, the planned activities and events are applied to each asset category. The information obtained throughout previous steps of the asset management program process are used to build strategies to predict when an asset needs to be replaced, refurbished or disposed.

Below is an example of an asset lifecycle strategy for the category of Roads, as it is presented in the CityWide asset management software.

<table>
<thead>
<tr>
<th>Activity Type (Cost)</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventative Maintenance ($)</td>
<td>Any activities that prevent defects or deteriorations from occurring</td>
<td>(Roads) Crack Seal</td>
</tr>
<tr>
<td>Rehabilitation ($$$)</td>
<td>Any activities that rectify defects or deficiencies that are already present and may be affecting asset performance</td>
<td>(Roads) Mill &amp; Resurface</td>
</tr>
<tr>
<td>Reconstruction ($$$)</td>
<td>Asset end-of-life activities that often involve the complete replacement of assets</td>
<td>(Roads) Road Reconstruction</td>
</tr>
</tbody>
</table>
Cost Savings using Lifecycle Strategies

To illustrate the result of planning Financial Strategies with Life Cycle Analysis, below is the example of a recent analysis we completed highlighting the difference between Annual requirements for the road network based on end of life replacement vs. annual requirements based on life cycle activities and end of life replacement for the Town of Minto, Ontario.

Town of Minto Road Network Analysis:

Annual Requirement based on End of Life Replacement = $10,400,000
Annual Requirement based on life cycle activities and end of life replacement = $4,460,000
Annual Capital Cost Avoidance = $5,940,000 or 57%

<table>
<thead>
<tr>
<th>Road Network Strategies</th>
<th>Annual Requirement</th>
<th>Current Funding</th>
<th>Current Infra Deficit</th>
<th>Percent</th>
<th>Annual % Incr</th>
<th># of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just end of Life replacement</td>
<td>10,400,000</td>
<td>1,564,000</td>
<td>8,836,000</td>
<td>15%</td>
<td>9.2%</td>
<td>20</td>
</tr>
<tr>
<td>Lifecycle events and end of life replacement</td>
<td>4,460,000</td>
<td>1,564,000</td>
<td>2,896,000</td>
<td>35%</td>
<td>2.8%</td>
<td>20</td>
</tr>
</tbody>
</table>
Levels of Service Development

Current levels of service can be defined as a description of the service output for an activity or service area against which performance may be measured. To put it simply, a level of service is a measure of what a municipality is providing to its community. PSD will work with Township staff to establish current levels of service being provided for each asset class. This will be conducted through workshops and/or teleconferencing. Depending on the Township’s needs, service levels can be based on community expectations, strategic and corporate goals, legislative requirements, design standards and codes of practice. PSD will also incorporate the impact of future growth within the Township on the current level of service.

The process of establishing the current level of service is:
A defined level of service is tracked through performance measures which supply targets and timeframes to establish progress. PSD will assist the Township in establishing current levels of service through the incorporation of three key factors: cost, performance and risk. Any decision to increase or decrease the provided levels of service will have an impact on each factor.

Levels of Service are used:

- To inform customers of the proposed type and level of service to be offered
- To identify the costs and benefits of the services offered
- To assess suitability, affordability and equity of the services offered
- As a measure of the effectiveness of the asset management plan
- As a focus for the AM strategies developed to deliver the required level of service

Sample Road Network Levels of Service Framework

<table>
<thead>
<tr>
<th>Core Value</th>
<th>Level of Service Statement</th>
<th>Community Level of Service</th>
<th>Technical Level of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible &amp; Reliable</td>
<td>The road network is convenient and accessible to the whole community with minimal service disruptions; service requests are responded to promptly</td>
<td>Description, which may include maps of the road network in the municipality and its level of connectivity</td>
<td>Lane-km of arterial roads (MMS classes 1 and 2) per land area in the municipality (km²/km²)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lane-km of collector roads (MMS classes 3 and 4) per land area in the municipality (km²/km²)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lane-km of local roads (MMS classes 5 and 6) per land area in the municipality (km²/km²)</td>
</tr>
<tr>
<td>Safe &amp; Regulatory</td>
<td>The network feels safe to use; traffic signs and markings are easy to see and understand.</td>
<td>Description of minimum maintenance standards for road network (road surface and sidewalk),</td>
<td>% of sidewalks inspected annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># of reported incidents related to the road and sidewalk network</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># of winter events that required snow clearing as per MMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># of winter events that response time was met or exceeded</td>
</tr>
<tr>
<td>Affordable</td>
<td>The road network is managed at the lowest possible cost for the expected level of service.</td>
<td>What is the O&amp;M cost to maintain the road network per household?</td>
<td>O&amp;M costs for roads / lane-km (excluding winter control)</td>
</tr>
<tr>
<td>Sustainable</td>
<td>There are long-term plans in place for the sustainability of the road network</td>
<td>When was the last time the Road Network AMP was reviewed?</td>
<td>Road Network AMP reviewed annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description or images that illustrate the different levels of road class pavement condition</td>
<td>Average pavement condition index for paved roads in the municipality</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average surface condition for unpaved roads in the municipality</td>
</tr>
</tbody>
</table>
Key Performance Indicators

Depending on the Township’s needs, service levels can be based on community expectations, strategic and corporate goals, legislative requirements, design standards and codes of practice. A suggested method in establishing an effective level of service framework, is the incorporation and usage of well-defined key performance indicators (KPIs).

The KPIs incorporate specific, measurable, achievable, relevant, and time-bound (SMART) criteria. The Township will be equipped with the necessary tools to collect data on their performance using the KPIs listed and establish targets that reflect its current fiscal capacity, corporate and strategic goals, and feasible changes in demographics that may place additional demand on their various asset categories. Recommendations will be given to the Township so that infrastructure classes follow respective KPIs. Guidelines will also be given to the Township so that staff can track their progress on an annual basis.

The level of service objectives are typically supported by many performance indicators that help quantify the services to be delivered such as how much, how frequently, and of what nature. Below are some examples of KPIs that PSD has developed for municipalities in the past.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Indicators</strong></td>
<td>▪ Percentage of reinvestment vs. value of asset category</td>
</tr>
<tr>
<td></td>
<td>▪ Completion of strategic plan objectives (related to infrastructure)</td>
</tr>
<tr>
<td><strong>Financial Indicators</strong></td>
<td>▪ Annual revenues vs. annual expenditures</td>
</tr>
<tr>
<td></td>
<td>▪ Total cost of borrowing vs. Total cost of service</td>
</tr>
<tr>
<td></td>
<td>▪ Annualized depreciation (replacement value) vs. annualized expenditures</td>
</tr>
<tr>
<td></td>
<td>▪ Lost revenue from system outages</td>
</tr>
<tr>
<td><strong>Asset Health Indicators</strong></td>
<td>▪ Percent of network rehabbed/reconstructed annually</td>
</tr>
<tr>
<td></td>
<td>▪ Annual overall condition index vs. desired condition index</td>
</tr>
<tr>
<td></td>
<td>▪ Annual adjustment in condition index (up or down)</td>
</tr>
<tr>
<td></td>
<td>▪ Annual number of large system outages</td>
</tr>
<tr>
<td></td>
<td>▪ Percent of asset value spent on ops and maintenance annually</td>
</tr>
<tr>
<td><strong>Operational Indicators</strong></td>
<td>▪ Number of water main breaks per Km of pipe network</td>
</tr>
<tr>
<td></td>
<td>▪ Percent of network inspected</td>
</tr>
<tr>
<td></td>
<td>▪ Percent of pipes flushed and cleaned annually</td>
</tr>
<tr>
<td></td>
<td>▪ Percent of hydrants flow tested annually</td>
</tr>
<tr>
<td></td>
<td>▪ Cost of material for pothole patching annually</td>
</tr>
<tr>
<td></td>
<td>▪ Water main breaks will be repaired within x hours</td>
</tr>
<tr>
<td></td>
<td>▪ Legislated requirements will be met</td>
</tr>
</tbody>
</table>
## Summary of Consulting Project Cost

- **Funding Source:** 2020 MAMCF Fund

<table>
<thead>
<tr>
<th>TOTAL PROFESSIONAL SERVICES</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifecycle Activity Framework Development</td>
<td>$22,500.00</td>
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<tr>
<td>Levels of Service Framework Development</td>
<td>$24,500.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$47,000.00</strong></td>
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</table>
Meeting: Special Council Meeting

Date: June 1, 2020

Report No.: CLERKS 10-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Citizen Engagement Software – Bang the Table

Recommendation(s):

BE IT RESOLVED THAT Council receive CLERKS 10-20, for information; and

THAT Council approve the purchase of bang the Table EngagementHQ service to begin June 1, 2020 with the current year being paid through the Modernization and Efficiency Grant Reserve.

Background:
Bang the Table EngagementHQ has been in the citizen engagement arena for over 10 years and provides a platform for public communication. One which is used by governments and municipalities all over! The software features 3 communication environments and 8 engagement tools, for an end-to-end public communication solution that allows municipal users to conduct the following:

1. **Controlled Communication Environment** where participants cannot engage with each other. Data is stored and accessible by administration.
   - **Surveys** - Measures community responses through voting responses
   - **Polls** - Get answers fast to manage issues through public opinion
2. **Open Communications Environment** where participants can engage with each other. Comments, images and ideas are visible to the community.
   - **Questions** – Simplify issue management by seeking answers
   - **Quest Book** – Simplify and moderate your online feedback
   - **Stories** – Give your community a voice with Stories

3. **Mixed Communications Environment** where participants can see others’ contributions. However, there is little peer-to-peer interaction. Some data is public; other data is admin-only.
   - **Places** – Put community feedback and ideas on the map with GIS
   - **Ideas** – Online ideation made easy and engaging
   - **Forums** – Drive discussion, debate and dialogue

The Township of Cramahe has encountered challenges, like other municipalities, on terms of public engagement and increasing consultation to support good decision making. Virtual tools, like holding our weekly Virtual Town Halls, show us that these communication tools and platforms are needed in our community, as we often have over 15 members of the public engaged online.

This platform would allow for increased engagement on capital projects, infrastructure improvements, planning matters, community needs, social issues, policy review, facilities, municipal services and communications/information sharing etc. We would be able to facilitate more discussion online for large and small projects, including but not limited to Public Information sharing, Official Plan Review, Comprehensive Review, Urban Justification, Community Improvement Plans, Roads, and most importantly, our Budget Consultations and Deliberations. This platform would also save staff time and labour costs by providing the platform for virtual public meeting discussions as an opportunity for community information sharing and citizen involvement over several days or weeks of consultation instead of one 2 to 3 hour session that could miss valuable public comments.

Bang the Table EngagementHQ provides a complete suite of tools for listening, receiving information, completing analysis, data reporting and relationship management features with the community that enables the township to mix and match precisely the right online tools for your community engagement objectives.
System Features for Security & Integrity

Privacy Policy
Effective e-participation requires public trust that the systems maintain personal privacy above all other considerations. We understand this, which is why unlike many companies we do not seek to profit from your community database. You own all of the data collected through your EngagementHQ site.

Local Hosting
A local hosting solution is critical to maintaining a secure website. It is a requirement of national legislation in every country in which we operate. Which is why we have servers in Australia, Canada, the USA and the UK. Our servers are highly secure with robust back-up systems and 99.7 percent up-time.

Robust Systems
Some of the most common threats today include software attacks, theft of intellectual property, identity theft, information theft, sabotage, and information extortion. We have a strong information security framework in place that includes third party auditing and penetration testing.

SSL Certificates
With a little extra work we can add SSL to your site. SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral.

Staff Comments:
Staff in the Clerks’ Office are supportive of this online initiative and are able to prepare and set up the website and begin using the platform quickly, given the experience of staff with the platform and integration with the existing website. This platform would complement the ongoing changes to the existing website, only improving communication to the public.

If approved by Council we would request a June 1, 2020 start-up of the Bang the Table EngagementHQ service, with the Clerk’s Department being responsible for managing the site.

Financial Implications:
There is no financial impact to the municipality as a result of this report in the 2020 budget.
Concluding Comments:
It is staff’s recommendation that we implement this software for an annual cost of $6,000.00 plus HST and that the 2020 cost could be funded from the Municipal Affairs and Housing Efficiency and Service Delivery Review funding received from the province in March of 2019. In future years (2021 and beyond) this cost would be considered as part of the annual budget approval process and evaluated based on return on investment.

Submitted by: ___________________
Joanne Hyde, Clerk

Reviewed by: ___________________
Arryn McNichol, CAO/Treasurer
Report Approval Details

<table>
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<tr>
<th>Document Title:</th>
<th>CLERKS 10-20 Citizen Engagement Software - Bang the Table.docx</th>
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<tbody>
<tr>
<td>Attachments:</td>
<td></td>
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<tr>
<td>Final Approval Date:</td>
<td>May 26, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

**ARRYN MCNICHOL - May 26, 2020 - 11:11 PM**
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-49

Being a by-law to authorize the Mayor and Treasurer to enter into a letter of agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, related to funding provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program

Whereas in October 2004 the Province of Ontario announced dedicating provincial gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program in order to increase public transportation ridership; and

Whereas the Province of Ontario has made the Provincial Gas Tax Funds for Public Transportation permanent as per the passing and proclamation of the Dedicated Funding for Public Transportation Act, 2013; and

Whereas the Province of Ontario will release a payment to the Corporation of the Township of Cramahe upon receipt of the signed Letter of Agreement and related authorizing by-law, and will provide the remaining payment(s) thereafter; and

Whereas the Corporation of the Township of Cramahe is required to execute a Letter of Agreement with Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario; and

Whereas the Letter of Agreement provides that gas tax funds, including all interest earned, be kept in a dedicated gas tax funds reserve account and remain the property of the Ministry of Transportation pending payment of costs for eligible expenditures; and

Whereas the Council of the Corporation of the Township of Cramahe has agreed to enter into a Letter of Agreement with the Ministry of Transportation for “Gas Tax Funds for Public Transportation”; and

Whereas the Corporation of the Township of Cramahe is required to adhere to the reporting and accountability measures set out in the Letter of Agreement and Guidelines and Requirements, including demonstrating that these payments are current prior to the release of the Dedicated Gas Tax Funds,

Now therefore be it resolved that The Corporation of The Township of Cramahe hereby enacts as follows:
1. **That** the Mayor and Treasurer are hereby authorized to execute, on behalf of the Corporation of the Township of Cramahe, a Letter of Agreement between the Ministry of Transportation and said Corporation; and

2. **That** the Municipality agrees to continue to act as the “host municipality” for the other supporting municipalities; and

3. **That** the Letter of Agreement in substantially the form attached hereto as Schedule “A” forms part of this By-law.

By-law read a first, second and third time and finally passed on the 1st day of June, 2020.

________________________
MAYOR, Mandy Martin

________________________
CLERK, Joanne Hyde
Mayor Mandy Martin
Township of Cramahe
1 Toronto Street, PO Box 357
Colborne ON K0K 1S0

Dear Mayor Martin:

RE: Dedicated Gas Tax Funds for Public Transportation Program

This Letter of Agreement between the Township of Cramahe (the "Municipality") and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario’s transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2019/2020 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to $48,600 ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.

2. Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with $36,450; and any remaining payment(s) will be provided thereafter.

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas
tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.

4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.

5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.

6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.

7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2019/2020 Program year.

8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.

9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.

10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.

11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.

13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print it, secure the required signatures for it, and then return a fully signed copy, in pdf format, to the following email account:

MTO-PGT@ontario.ca

Sincerely,

[Signature]

Caroline Mulroney
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

Municipality

Date:

Name (print):
Title (head of council or authorized delegate):

I have authority to bind the Municipality.

Date:

Name (print):
Title (clerk or authorized delegate):

I have authority to bind the Municipality.
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-48

being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting (Electronic) held Monday June 1, 2020

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law; and

Whereas Bill 187 – The Municipal Emergency Act, 2020, allows for electronic participation during a local or provincial Declaration of Emergency; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the action of the Council at its special meeting held on June 1, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law; and

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents; and

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained; and
4. **That** any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time, finally passed this 1st day of June 2020.

_____________________________
Mandy Martin, Mayor

_____________________________
Joanne Hyde, Clerk