

**AGENDA FOR THE ELECTRONIC COUNCIL MEETING OF
THE CORPORATION OF THE TOWNSHIP OF RED ROCK
FOR THE 905th REGULAR MEETING OF JUNE 15th, 2020 AT 7:00PM**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. Additions to Agenda	
2. Disclosure of Interest	
3. Presentation	
4. Minutes of Previous Council Meeting	
a) Monday, June 1, 2020	RES
5. By-Laws	
6. Correspondence	
a) Ontario Energy Board Notice	
b) Attorney General – RE: Liability Insurance	
c) TBDSSAB – Update From The Board	
d) Town of Oakville – AGCO & Patio Expansion for Restaurants	
7. Reports of Municipal Officers	
a) Co-Public Works Superintendents Monthly Reports	
b) Fire Chief Monthly Report	
8. Reports of Committees	
9. Unfinished Business	
a) Federation of Canadian Municipalities – Grant Opportunity	RES
10. New Business	
a) Corporate Social Media Policy	RES
b) Social Media Policy	RES
c) Employee Code of Conduct Policy	RES
11. In-Camera	RES
a) Student Bursary	
12. Out of In-Camera	RES
13. Report from In-Camera	
14. Adjournment	RES

THE CORPORATION OF THE TOWNSHIP OF RED ROCK
904th REGULAR ELECTRONIC MEETING OF COUNCIL
JUNE 1st, 2020

Electronically Present:	Mayor	G. Nelson
	Councillors:	D. Robinson
		S. Park
		G. Muir
		C. Todesco
	Deputy Clerk:	S. Cameron
	Community Development Officer:	A. Davis
	By-Law Compliance Officer:	A. Hosein

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

ADDITIONS TO THE AGENDA

None

DISCLOSURES OF INTEREST

None

PRESENTATION

Staff Sergeant Pettigrew presented the Nipigon OPP's 1st Quarter Report for the Township. There have been no issues with the department's front line policing while dealing with Covid-19. The Sergeant noted that there has obviously been a large police presence in the area due to the missing persons case, but residents should not believe what they hear on social media. Councillor Todesco asked the Staff Sergeant what level of water service the department provided to the area. He responded that a boat that is normally stationed at the Red Rock Marina will be docked there again, although it is being serviced for repairs at the moment. The Sergeant also noted that their policies for water rescue are strictly for recovery of persons only, not property.

Council thanked the Staff Sergeant for his presentation.

MINUTES OF PREVIOUS COUNCIL MEETING

The minutes of the Tuesday, May 19th, 2020 regular electronic meeting of Council were approved as presented.

BY-LAWS

None

RESOLUTIONS

Res. #1: Moved by G. Muir, seconded by C. Todesco
 Be it resolved that the minutes of the Tuesday, May 19, 2020 regular meeting of Council be approved as presented.

Carried

Res. #2: Moved by C. Todesco, seconded by G. Muir
 Be it resolved that the following payments be approved:

PAYMENT		
DATE	CHEQUE NOS.	AMOUNT
05/07 – 05/15	2445 – 2497	\$ 61,584.47
05/28	2498 – 2525	\$ 84,845.62
		\$ 146,430.09

COMMUNITY CHQ.		
05/06 – 05/14	19 - 21	\$ 1,323,658.42
05/25	22	\$ 4,195.13
		\$ 1,327,853.55
PAYROLL		
05/07	11363 – 11383	\$ 22,690.29
05/21	11384 – 11396	\$ 17,739.38
		\$ 40,429.67
TOTAL PAYMENTS		<u>\$ 1,514,713.31</u>

Carried

CORRESPONDENCE

The Mayor reviewed the correspondence with Council

A letter to the North Shore Gas Project Review Committee from the Mayor supporting Certarus in its CNG supply proposal was included in the correspondence. Councillor Todesco asked what type of customers that Certarus is looking to supply. Mayor Nelson responded that they are hoping to supply all types of customers, including commercial, residential, industrial and more.

A letter from Marcel Boudreau was read to Council regarding the stocking of fish in the Red Rock Bay. Mr. Boudreau was very displeased that he was told 'No' by the Nipigon Bay Public action Committee when he went to them for help. Councillor Muir questioned the outcome of the letter of support that was previously sent in regards to stocking the bay. Mayor Nelson responded that the letter of support was received, but the bay was stocked with old fish that would not reproduce. Councillor Todesco volunteered to contact and sit on the committee, he would also like to have a meeting with the committee as soon as possible to discuss stocking in Red Rock.

A notice from the Ontario Energy Board was received by Council. With little understanding of the notice, Council decided to defer the notice until the next meeting of Council.

No other business arose from the correspondence.

REPORTS OF OFFICERS**Chief Administrative Officer**

The Deputy Clerk reviewed the CAO report with Council in his absence.

A reply from MP Patty Hajdu's office was received in relation to the CDO's proposal for funding. Councillor Todesco was displeased that the process was being delayed and asked if there was another proactive approach they could take to get funding for the EDO position. Mayor Nelson responded that he has a meeting with the MP later this week to discuss the ongoing grant applications.

Payment vouchers were submitted for approval.

Community Development Officer

The CDO reviewed her monthly report with Council.

The Celebrate Canada Grant for the 2020 Canada Day Celebrations has been submitted. Since having to cancel all Canada Day activities, the grant will be used for the fireworks display. The CDO is waiting to hear back from the Fire Chief on whether fireworks will be permitted according to the Emergency Order.

The Spring Cleanup Program for brushing the Red Rock Mountain Trail has commenced. Epic Adventures was the successful candidate again.

Superior Country Tourism is 100% funding one tourism officer for the Township. The position is an 8 week placement and will work out of the CDO office with the CDO.

There have been 5 summer student positions funded by the Provincial and Federal governments for the Township including 3 groundskeepers, 1 tourism student and 1 recreation student.

The CDO is working on a grant submission for funding to develop a Strategic Plan as per directive from the CAO. Having a Strategic Plan in place may increase the chances of requiring funding for the Economic Development Officer funding.

Grant applications for the RV Campground have been resubmitted to FedNor and the NOHFC. The CDO mentioned that the government is requesting a feasibility study be conducted on the RV Park before continuing with the grant process. Council directed the CDO to apply for funding for a feasibility study.

By-Law Compliance Officer

The By-Law Compliance Officer reviewed his written report with Council

He has had complaints regarding ATV's within the Municipality. Council reminded him that the OPP deals with residents not abiding by the Highway Traffic Act.

The BCO asked for Council's input on how he could be more efficient in his position within the community as many residents are disappointed that a phone call complaint isn't acted on. The BCO questioned the steps and protocols in place for dealing with complaints from residents. The current process entails formal complaints will only be acted on when received in writing by letter or email by completing the complaint form available on the website and at the Municipal Office. Council expressed that the formal complaint is the best way to keep clear and accurate records of all complaints. The Mayor noted that Council will review the current processes in place and get back to the BCO at the next meeting of Council. Council directed that a notice should be put up on the Township's social media to remind residents of the by-laws in place and how to properly submit a complaint.

REPORTS OF COMMITTEES

Council received the minutes of the TBDSSAB's meeting on April 16, 2020. Mayor Nelson stated that the minutes were lengthy and are available to review online.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

IN-CAMERA

Council did not go In-Camera

REPORT FROM IN-CAMERA

None

Res. #3: Moved by S. Park, seconded by D. Robinson
Be it resolved that this meeting be adjourned at 8:18pm.

Carried

Mayor

Chief Administrative Officer/Clerk

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

Enbridge Gas Inc. has applied for approval of a System Expansion Surcharge, a Temporary Connection Surcharge and an Hourly Allocation Factor. The surcharges are used to recover the costs of natural gas expansion projects and the allocation factor is used to assess feasibility of projects.

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for the following approvals:

- A System Expansion Surcharge of \$0.23 per m³, for all future "Community Expansion Projects" – i.e. projects that expand the natural gas system to provide gas service to a minimum of 50 first-time users. If approved, the surcharge would primarily apply to first-time small volume customers in the project area and for a period of up to 40 years. Larger volume customers would have the option to pay the surcharge or negotiate another method of contribution to the capital costs for the project.
- A Temporary Connection Surcharge of \$0.23 per m³ for all future smaller expansion projects – i.e. projects involving the extension of mains and related service attachments to fewer than 50 first-time users, as well as service lines to individual customers installed on pre-existing mains. If approved, the surcharge would apply to first-time small volume customers for a period of up to 20 years instead of paying up front for the capital costs of the connection. Larger volume customers would have the option to pay the surcharge or negotiate another method of contribution to the capital costs for the project.
- An Hourly Allocation Factor to allocate capital costs of future development projects to customers for the purposes of conducting economic feasibility analysis.

Enbridge Gas Inc. is also proposing to make related changes to rate schedules and feasibility policies, necessary to harmonize the surcharges and provide consistency between the former Enbridge Gas Distribution Inc. and former Union Gas Limited rate zones.

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During the hearing, we will question Enbridge Gas and we will also hear questions and arguments from individuals that have registered to participate (called intervenors) in the OEB's hearing. At the end of this hearing, the OEB will decide whether to approve the application.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Enbridge Gas' application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor you can ask questions about Enbridge Gas' application and make arguments on whether the OEB should approve Enbridge Gas' request. Apply by **June 9, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

LEARN MORE

Our file number for this case is **EB-2020-0094**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0094** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **June 9, 2020**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15 Schedule B.



Attorney General
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720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4007

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Tél.: 416-326-4000
Télééc.: 416-326-4007



Our Reference #: M-2020-5793

June 5, 2020

Mr. Albert Headrick
Chief Administrative Officer
Township of Red Rock
PO Box 447
Red Rock, ON
P0T 2P0

Email: cao@shawbiz.ca

Dear Mr. Headrick:

Thank you for your email to my colleague the Honourable Steve Clark, Minister of Municipal Affairs and Housing, regarding increasing liability insurance costs for municipalities. Your email was forwarded to my ministry for response.

I appreciate your taking the time to share your thoughts on the issue of municipal insurance costs in Ontario.

Municipalities have shared with our government concerns about increasing insurance costs and the impact they can have on property taxes and municipal taxpayers. That is why our government held consultations on joint and several liability with municipalities across Ontario this past fall.

We learned that municipalities believe that their liability primarily arises from two types of cases: building and personal injury cases. We have received some useful data on these types of cases and continue to explore ways to address these issues in a way that balances the concerns of municipalities with the needs of victims, and ensures that costs are not simply passed on to the publicly funded health care system.

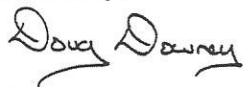
One thing that became very obvious to us throughout the consultation process is that municipalities have a wealth of knowledge. While it is helpful for municipalities to be sharing best practices to limit liability and reduce costs with government, we think it would be even more helpful to find ways to help municipalities share best practices with each other.

In your email, you suggested that the government consider providing insurance to municipalities. Our government will continue engaging with our municipal partners on options for next steps

and hold honest conversations to find the solutions that build strong communities and protect people.

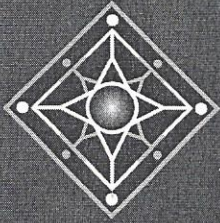
Thank you again for writing.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive style with a long, sweeping underline that extends under the word "Downey".

Doug Downey
Attorney General

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable Rod Phillips, Minister of Finance



Update from the Board

The District of Thunder Bay Social Services
Administration Board (TBDSSAB)

May 31, 2020

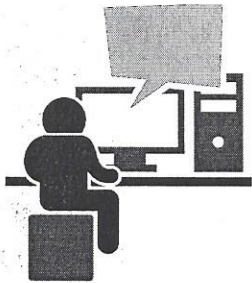
Message from the Chair

With the gradual reopening of the province, TBDSSAB Administration has been working to implement more safety features in our Thunder Bay office lobby. New plexiglass shields have been installed and floor decals to promote social distancing have been ordered. The seating in the lobby has been rearranged to allow for more space between people. Office hours remain reduced, and our satellite offices are still closed to the public, but all TBDSSAB services are available by telephone at 807-766-2111 (or toll free at 1-877-281-2958) from 8:30 a.m. to 4:30 p.m. Monday to Friday. Housing maintenance issues can be reported 24 hours a day, 7 days a week at (807) 766-4777 or 1-877-281-2958.

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Administration will be delivering TBDSSAB's first virtual Soft Skills Employment Course beginning in June for Ontario Works clients. At least 20 clients have registered to participate; Administration is excited to implement and evaluate this new training model.

I wanted to draw your attention to this memo from the May 22 meeting regarding a suggestion by the Association of Municipalities of Ontario's (AMO) for District Social Services Administration Boards (DSSABs) to take over Ontario Provincial Police (OPP) Detachment Boards duties. The Board voted unanimously to submit a letter in opposition to this suggestion, addressed to the President of AMO and the Solicitor General of Ontario. As this suggestion has generated a wealth of concern in our communities, the Board wanted to be proactive in our positioning against adding this function to the TBDSSAB mandate. Copies of the letter will also be distributed to the Heads of the fifteen municipal councils in the District of Thunder Bay, the Territories Without Municipal Organization representative of the Board, the President of the Northwestern Ontario Municipal Association (NOMA), the President of the Rural Ontario Municipal Association (ROMA), the Chair of the Northern Ontario Service Deliverers Association (NOSDA), the Minister of Children, Community and Social Services (MCCSS) and the Minister of Municipal Affairs and Housing (MMAH).

For updates on TBDSSAB's COVID-19 response, please visit our web page, www.tbdssab.ca/covid-19-response. We are committed to providing the public with timely information as we respond to the situation and programming changes.

Stay healthy and safe!

Lucy Kloosterhuis

This edition of *Update from the Board* covers TBDSSAB's special COVID-19 related meeting on May 5, 2020 regular monthly meeting on May 21, 2020, as well as key initiatives taking place in this time span. Our aim is to provide an overview of TBDSSAB Board information and reports in a timely manner following all monthly meetings.

We are committed to engaging our stakeholders and encourage questions and feedback on content. Please connect with TBDSSAB Acting Supervisor, Communications & Engagement, [Kristyn Lovato-Day](#) if you have any comments or questions on content or suggestions for improvement to the newsletter.

Special Board Meeting—May 5, 2020

MCCSS Emergency Order—Work Re-Deployment and Staffing

The Board passed a resolution to allow TBDSSAB employees to be re-deployed where necessary during the COVID-19 pandemic under the Emergency Management and Civil Protection Act, Ontario Regulation 154/20 under Subsection 7.02(4) of the Act – Work Deployment Measures for District Social Services Administration Boards.

Memo

Regular Board Meeting—May 21, 2020

TBDSSAB 1st Quarter Operational Report

The TBDSSAB 1st Quarter Operational Report was presented to the Board for information only, outlining statistical information for TBDSSAB programming.

Report No: 2020-22

COVID-19 Response Update

A report was provided to update the Board on the TBDSSAB COVID-19 Pandemic response. The report outlined the current state of the Social Services Relief Fund, Emergency Child Care, Tbaytel Phone and Internet Partnership, among others.

Report No: 2020-23

Reaching Home Rural and Remote COVID-19 Funding

A report was presented with information regarding the Reaching Home – Ontario Rural and Remote COVID-19 Funding program. The Board authorized the signing of the Contribution Agreement with the United Way of Simcoe Muskoka to receive funding.

Report No: 2020-24

Child Care Sustainability Funding Approach

A report was presented for an overview of the details of Ontario's Child Care Sustainability Funding Approach during the COVID-19 pandemic. The Board approved advocacy for funding changes to be applied on a prospective basis. The Board also approved exceedance of the 80/20 provincial cost share for the 2020 year if required, not exceeding the total municipal dollar amount in the approved Operating Budget.

Report No: 2020-27

2021 Budget Schedule

The Board approved the proposed 2021 Budget Schedule as presented.

Report No: 2020-25

TBDSSAB 1st Quarter Financial Report

The 1st Quarter Financial Report and projection to year-end was presented to the Board for information.

Report No: 2020-26

Revised Board Code of Conduct Policy

The Board approved the suggested amendments to the Code of Conduct Policy as per the legal opinion from Gowling WLG.

Memo

AMO-OPP Detachments Boards Discussion Paper

The Board passed a resolution directing the Chair to send a letter to the President of the Association of Municipalities of Ontario and the Solicitor General for Ontario to indicate that the Board is not in agreement with TBDSSAB becoming an Ontario Provincial Police Detachment Board.

Memo

Coming up in June...

The June Regular Session Meeting will be held electronically on Thursday, June 18, 2020 at 10 a.m.

*We appreciate feedback and comments regarding the content of this newsletter.
Contact kristyn.lovato-day@tbdssab.ca or 807-633-5193*



Whitney Odahl

From: cao@shawbiz.ca
Sent: June 2, 2020 9:58 AM
To: wodahl@shaw.ca
Subject: Fwd: Letter to the Attorney General - Regarding the AGCO and patio expansion for restaurants

Morning

Please print for next council meeting.

Thank you

----- Original Message -----

Subject: Letter to the Attorney General - Regarding the AGCO and patio expansion for restaurants
Date: Tue, 2 Jun 2020 13:31:35 +0000
From: Mayor Rob Burton <Mayor@oakville.ca>
To: Mayor Rob Burton <Mayor@oakville.ca>

Good morning,

I have written to the Attorney General Doug Downey to request urgent action to ensure the safe and speedy re-introduction of patio service for restaurants in Ontario. I am concerned, that as a result of the Alcohol and Gaming Commission (AGCO) not reviewing patio applications during this time period, there will be a significant bottleneck in the application process for our restaurants when the Province lifts its provincial restrictions.

I believe that with your Councils' support and letters from your office, the Province and AGCO will take action. And as a result, they will be better prepared for the anticipated demand for patio applications from our local restaurants.

Attached is the motion that Oakville Town Council passed to enable the provision of temporary commercial services outdoors and patios associated with existing restaurants and a news article from our local paper on this initiative. Town staff have proactively begun to accept and review patio applications: <https://www.oakville.ca/business/patio-application.html>.

Thank you for your support and please let me know if you have any questions or suggestions.

Sincerely,

Mayor Rob Burton
Town of Oakville

Mayor Rob Burton, BA, MS
Head of Council & CEO

Town of Oakville

o: 905-842-4111

m: 905-483-3292

www.oakville.ca

Vision: To be the most livable town in Canada

Please consider the environment before printing this email.

<http://www.oakville.ca/privacy.html>



Public Works Monthly Report May 2020

RECREATION CENTER

1. Public Works four standby generators were routinely inspected and operated on a weekly basis to ensure their dependability.

MARINA/MARINA CENTRE

1. Public works staff continue to perform weekly inspections of the Marina Building while it is closed:
2. The primary recirculation pump has been ordered and still awaiting arrival. First pump that was ordered in March is again leaking at the pump. Supplier was contacted and demanded warranty replacement.
3. One of the projection cameras which displays interpretive actions on the floor entrance has failed its' interactive display function. I have contacted the camera provider and programmer. As the camera and program are near 8 years old, LUMO – name changed from PO-MO, recommends an upgrade of the software. If they can find the original files for the floor projection, the change to a newer program is programable by the sounds of it. LUMO asked that we work through Evolution Thunder Bay to discuss and solve this issue. They are suggesting that with the new technology we may only have to purchase one camera instead of two as we now use. Evolution is preparing quotes for the new camera as well as the programming costs.
4. The Red Rock Marina will open for full service effective June 9, 2020. With provincial/federal funding for students a total of 2 students have been fully funded for marina attendant positions. Attendants and Public Works safety and WHMIS training has taken place on June 8, 2020.
5. The kayak boat dock and the outhouse washroom have been put into service. The kayak storage bins have been assembled and placed in location and ready for use.

HEALTH AND SAFETY

1. During the month of May one safety meeting was held on May 28/20.
2. Working at heights training for all staff is required and a course will be arranged in the future. Three training providers have been contacted. With the Covid-19 restrictions in place any group training and meetings will be postponed.



GENERAL

1. The Public Works Dept of the Township of Red Rock is continuing to take additional precautionary measures to ensure the safety of its employees due to the covid-19 outbreak. With the addition of 5 student employees, extra precautions have taken place.
2. Sage (phase two) has had phone interviews with all Public Work Dept employees the week of May 25th.
3. Recently, Prov. and Fed. Gov'ts announced funding for a total of 5 fully funded students. 2 students were hired as Marina Attendants and 3 were hired for Public Works.
4. The task of Public Works providing personal property pin locates is being reviewed.
5. Trout Creek lift station failed. A blown fuse was the result. A second alarm was indicated on the same lift station. The primary pump was plugged with diapers of some kind.

MUNICIPAL DUMP

Unbudgeted Items for consideration

Red Rock Dump Scarifying of north east bank

To ensure proper dump garbage coverage the dump contractor has excavated to this area to a degree where it requires further top scarifying. This is normally done every year but has been deferred for a few years now.

This task it will require approximately 20 hrs of work and will include the use of two dump trucks and one large excavator. Approximate machinery cost as follows:

2 – tandem trucks with driver \$100.00hr each (\$200hrs)

1 – Excavator \$130/hr

Requires 20 hours of work

Total costs: **\$6,600.00**

Emptying all Drying Beds

The Municipal Dump has a series of drying beds in two locations at the Municipal dump. Over the last few years these beds have filled with waste from our waste- water plant as well as from various contractors who for a fee dispose of residential waste as well.

Once the dumped product drains and solidifies, residual organics pile up and need to be removed to make room for further dumping. This material is typically buried.

The average cost of this removal is approximately **\$3,000.00** and will include one truck and one excavator/loader.



RED ROCK 2019 JML NOVEMBER 2019 #1 BRIDGE STATUS

JML Engineering and KEM Contracting have been selected to perform the necessary repairs to the #1 bridge over Trout Creek.

A construction start-up meeting via teleconference occurred on Thursday, June 4/20. Work has been scheduled to commence June 9/20.

KEM construction is responsible for traffic control while the bridge is under repair. A notice has been posted on the Township Facebook page to make all aware that during this repair period to expect some traffic delays.

Gerald Sarrasin

WATER & WASTEWATER MONTHLY REPORT

June 15th, 2020

WATER TREATMENT & DISTRIBUTION

1. **QMS DWS UPDATE:** Nothing to report at this time.
2. Spring hydrant flushing began on June 8th and continued through the week.
3. DWS operators worked together with Aegus to super chlorinate and conduct Bacteriological testing for the new branch main that will serve the new wastewater treatment plant. Once results from testing have been cleared from the lab, this main line can be opened for service.
4. Seasonal water service lines that provide water to marina docks, fuel kiosk and some other potable water taps in the park, have been charged and flushed. Samples were collected from these areas and submitted to ALS labs for bacteriological testing, all tests have cleared.
5. Drinking water training providers have been advertising some opportunities for operator training through webinars while Covid-19 restrictions are in place. Keewaytinook Training Centre of Dryden is looking at resuming training for small groups, this would allow for local training through the Centre at Lake Helen. Approval would still need to be granted from the Red Rock Indian Band before training could take place at the reserve.
6. Weekly water samples were collected and sent to ALS Laboratory from May 18th to June 12th. No adverse test results were received from any samples submitted.
7. Water meter readings were done for the month of May on June 1st.
8. UV sensor verifications were performed for the WTP in May.
9. Standby power was tested at the WTP for the month of May.

WATER & WASTEWATER MONTHLY REPORT

June 15th, 2020

WASTEWATER COLLECTION & TREATMENT

1. One load of screenings was hauled to the landfill over the course of this reporting period.
2. Both lift stations on the Hwy 628 sewer extension have required some servicing this spring to remove blockages from pumps. Most recently, the standby pump at Lift Station #1 had to be pulled to remove a blockage.
3. A1 Sewage Services was in town on June 5th for pump outs at the marina park for outhouses and pump out holding tank at kiosk. Additional work had been planned at the wastewater plant but had to be postponed due to project excavation for new influent line. This work can be done at a later date with the additional cleaning of lift station wet wells.
4. Standby power for the plant was tested for the month of May.

RRFD Monthly Report to Council

Prepared June 11, 2020 for Council June 15, 2020

Training Meetings

No Training for the month of May Due to Covid 19

Call Outs

May 11/2020
91 Stadler Ave
Structure Fire/Electrical Fire in Wall

May 17/2020
30 Taylor Ave
Natural Gas Odor

May 17/2020
HWY 628 Between Buchanan & RR Road #2
Bush/Grass Fire

May 18/2020
End of Taylor Ave
MVA

Total Calls to Date 12

Special Training

Nothing to Report

Fire Prevention and Protection

Nothing to Report

Public Relations

Nothing to Report

Personnel

Regular Department Strength: 26
Present Strength: 22
Comm. Desk Operators: 2 (included in present strength)
Fire Prevention Officer: 1 (included in present strength)
CEMC: 1 (included in present strength)
Junior Fire Fighter: 3 (not included in the Dept strength)

CFO Activity

- * Mail, Email and Phone Calls
- * Vehicle/Equipment and hall monthly maintenance.
- * Weekly updates to the OFMEM regarding PPE, and Department Strength.
- * Weekly meeting for 2020 Fire Con Planning Committee.
- * Bi-Weekly Captains Meetings.
- * Updating members files, and added training they have completed to file
- * Get quotes for equipment for the Capital budget.
- * Weekly Emergency Control Group Meetings.

Recommendations to Council

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 Red Rock.

Be it therefore resolved that the Township of Red Rock commits to conducting the following activities in its proposed project submitted to the FCM's Municipal Asset Management Program to advance our asset management program:

- O. Reg 588/17 Compliant Asset Management Plan
- Levels of Service Framework Development
- Asset Management Training

Be it further resolved that the Township of Red Rock commits \$15,600 from its operating budget toward to costs of this initiative.



Township of Red Rock

Asset Management Program Development

Proposal

June 5, 2020

SUBMITTED BY:

Holly Jennings, Senior Account Manager

519-690-2565 Ext. 2260 / hjennings@psdracs.com

148 FULLARTON ST, 9TH FLOOR

LONDON, ON N6A 5P3

PURPOSE

This document contains a high-level project plan for the Township of Red Rock for delivering an Asset Management Program Development.

The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project.

CONTACT LIST

Township of Red Rock("Client")

NAME	TITLE	TELEPHONE	E-MAIL
Albert Headrick	CAO/Clerk	807-886-2245	cao@shawbiz.ca

PSD Consulting ("PSD")

NAME	TITLE	TELEPHONE	E-MAIL
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OUR UNDERSTANDING OF THE PROJECT

It is our understanding that the Township of Red Rock is interested in implementing a systematic, viable, and intelligently structured approach to asset management to produce the highest value of assets for its residents at the lowest total lifecycle cost. Securing both high value and low cost across infrastructure classes requires a thorough understanding of how assets perform over time, and the optimal time and manner of reparative intervention, whether through ongoing maintenance, rehabilitation, or a full replacement. This understanding is vital to providing expected levels of service to residents with minimal downtime.

Building such an asset management program requires three critical variables: authoritative expertise in asset management, supplementary qualitative and quantitative research on asset management best practices, and empowering technology.

While there is a broad consensus on its value to the public, asset management tests all decision-makers as they try to meet high community expectations. Solving the infrastructure deficit is simply not affordable in some communities. There is constant negotiation between public works and finance for resources which are almost always inadequate; the CAO must contend with council priorities; and the council must answer to the public. What's needed is an asset management mechanism that brings multiple departments together, empowers departmental decision-makers, and produces the best total-value for public money.

Advancements in knowledge and facilitative technologies have made infrastructure planning less ominous, and internal and 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 these insights with departmental and corporate objectives is what the PSD Asset Management Program Development is all about.

PROJECT DELIVERABLES

Asset Management Program Development is an organization-wide project with the overarching goal of delivering a holistic asset management program by developing policies and procedures and building the asset management capability of the Township of Red Rock staff.

The project is completed over various stages, each with its own focus and deliverables. Phase 1 has been completed with the Township previously.

PHASE 2

1. RISK ANALYSIS AND MANAGEMENT

PSD will develop a risk system, which will rank overall risk based on parameters that consider economic, social, environmental impacts, as well as all other available data regarding the condition of assets, known operational issues, etc.

Risk and criticality models and analysis are a key element of good asset management practices and programs. They are now recognized nationally and internationally as best practice. Through their use, an asset manager can determine which infrastructure is critical to the organization and can also rank and rate the level of business risk associated with all of the infrastructure stock. This can be achieved at the organizational level, the asset category level, the individual asset level and the asset component level. This becomes extremely useful when limited internal resources are being used to try and address a significant number of field needs or priorities.

Elements of the Risk Strategy project have been completed as part of Phase 1. Remaining areas of focus will be on the following items to complete this project:

- Review of risk report workshop/meeting
- Review of Risk Strategies built within CityWide
- Training for Staff (CityWide and/or Asset Management Risk Training)

2. LIFECYCLE MODEL DEVELOPMENT

Proper lifecycle management of infrastructure components, networks, and portfolios is how a Township will establish truly optimised budgets and make the best use of public funds. To accomplish this, an understanding of the types of maintenance activities and cycles, preventative maintenance activities, timelines for application and rehabilitation activities, and timelines for application and replacement activities for each asset class should be reviewed. In addition, the cost for the activities should be documented and a cost-benefit analysis should be performed to determine which activities provide the best value for money.

At the end of this process, a lifecycle framework should be established for the asset each asset class that will determine how to do the right work to the right asset at the right time, to ultimately manage all the assets with the lowest overall cost.

The above is quite a detailed undertaking and, through the asset management Program Development process, will involve the establishment of individual infrastructure category and class deterioration models, and a review of the work activity practices and costs.

For each asset class, the gathered information will be used to develop an optimized lifecycle that provides the longest lifetime for the lowest cost (see below). A plan will be made to ensure the development of this type of lifecycle model for each asset class is consistent with industry standards and best practices.

For each asset class the following Lifecycle Models will be developed:

- **Detailed Models** – Roads, Bridges, Storm (Linear)
- **High-Level Models** – Facilities, Parks, Fleet

Note: All available and applicable data from Risk and Lifecycle project deliverables will be implemented into the CityWide software modules for future management if owned by Township.

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 Township's 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 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. The below chart shows an example of a lifecycle activity strategy for a road.

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

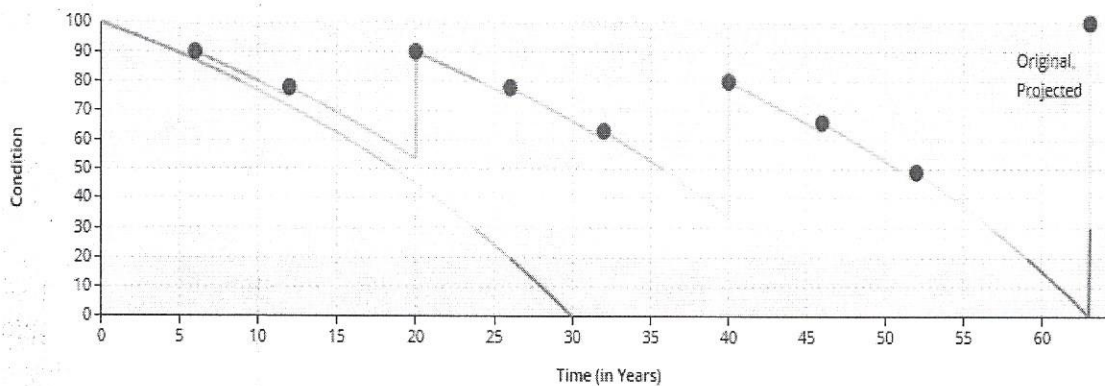
Depending on the initial maintenance strategies implemented, asset performance can be sustained through a combination of preventative maintenance and rehabilitation events, but at some point, reconstruction or replacement may be required. Understanding what effect these activities will have on the lifecycle of an asset and the cost associated with performing them will enable the Township to make better decisions about caring for its assets. For each asset class, the gathered information will be used to develop an optimized life cycle that provides the longest lifetime for the lowest cost (see graphics below).

Strategy

Age-Based Condition Method: Roads (HCB) | Lifecycle EUL: 30 Year(s) 0 Month(s)

Add Event (Condition Triggered): [] Add | Lifecycle EUL (with events): 63 Year(s) 1 Month(s)

Age at Event	Name	Description	Event Class	Cost	Event Range / Trigger	Condition After	Added EUL	Cost per Added Year	Actions
6 Years	Crack Seal	First Treatment	Preventative Maintenance	\$0.00 (Per Unit)	6 to 6 Years	90	1 Year 2 Months	\$0.00	Automatic
12 Years	Crack Seal	Second Treatment	Preventative Maintenance	\$0.00 (Per Unit)	12 to 12 Years	78	1 Year 2 Months	\$0.00	Automatic
20 Years	New Surface - Single Lift	PR1 - LR	Rehabilitation	\$0.00 (Per Unit)	20 to 20 Years	90	12 Years 10 Months	\$0.00	Automatic
26 Years	Crack Seal	Third	Preventative	\$0.00 (Per	26 to 26	78	1 Year 2	\$0.00	Automatic



Activity Type (Cost)	Description	Example
Preventative Maintenance (\$)	Any activities that prevent defects or deteriorations from occurring	(Roads) Crack Seal
Rehabilitation (\$\$)	Any activities that rectify defects or deficiencies that are already present and may be affecting asset performance	(Roads) Mill & Resurface
Reconstruction (\$\$\$)	Asset end-of-life activities that often involve the complete replacement of assets	(Roads) Road Reconstruction

PHASE 3

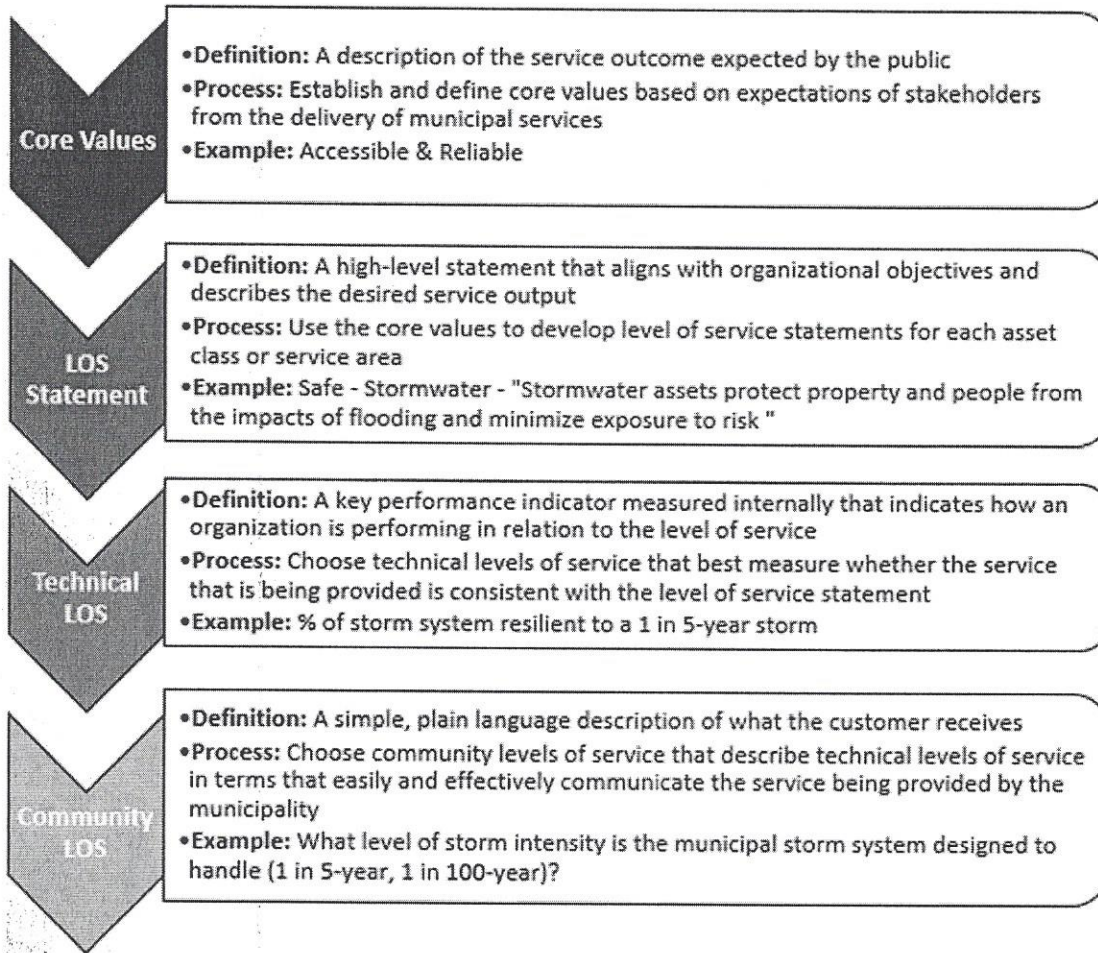
3. LEVELS OF SERVICE FRAMEWORK

Beyond meeting regulatory requirements, established levels of service (LOS) should support the intended purpose of the asset and its anticipated impact on the community and the Township. PSD will aid the Township in establishing guiding principles for the LOS that each service should strive to provide internally to the Township and externally to citizens and regulators. PSD will review existing policies, documents, and frameworks that include established LOS. A review will involve the analysis of accessibility of services, affordability, reliability, safety and regulatory, and sustainability.

- **Accessible:** Services of sufficient capacity are convenient and accessible to the entire community
- **Affordable:** Services are provided at the lowest possible cost for both current and future customers, for a required level of service, and are affordable
- **Reliable:** Services are predictable and continuous
- **Safe & Regulatory:** Services are delivered such that they minimize health, safety and security risks
- **Sustainable:** Services respect the natural and heritage environment.

While the above guiding principles provide broad strategic direction to Council and staff, specific and measurable key performance indicators (KPIs) or technical metrics as defined in Ontario Regulation 588/17, related to each LOS category are needed to ensure the Township remains committed in its pursuit of delivering the highest value for money to various internal and external stakeholders.

The process of establishing the current level of service within the Township is outlined below:



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 appropriate 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

Levels of service are often based on community expectations, strategic and corporate goals, legislative requirements and design standards and codes of practice. Below is a Sample *Road Network Levels of Service Framework*:

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

Levels of Service and KPIs Framework

A key component of a performance measurement framework is to understand whether or not we can provide a credible answer to the question: Are we making progress toward achieving our targeted results? The LOS objectives are typically supported by one or KPIs or measures that help quantify the services to be delivered such as how much, how frequently, and of what nature. KPIs are quantitative measures of a service or activity that can be used to compare actual outcomes or outputs against a standard or target. PSD will establish KPIs using industry standards and best practices, as well as required provincial metrics.

The KPIs that will be developed for each asset category will look at strategic, financial indicators, tactical, and operational indicators to develop appropriate and achievable targets that reflect the evolving demand on infrastructure and its fiscal capacity. PSD will look at the many factors that can influence LOS and KPIs. This involves strategic objectives and corporate goals, state of the infrastructure, community expectations, economic trends, demographic changes and environmental changes.

The Township will be equipped with the necessary tools to collect data on its 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 its various asset categories.

Recommendations will be given to the Township so that infrastructure classes follow respective KPIs, some with a more detailed technical approach and customer-oriented approach. Guidelines will be given to the Township, so its staff can track its progress on an annual basis.

The LOS 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.

Asset Class	KPI Target – Condition Related	Current Level	KPI Status
Roads	<ul style="list-style-type: none"> More than 75% of HCB1 and HCB2 are in Good or better condition (PCR 50-100) Less than 5% are in Poor or worse condition (PCR <40). 	<ul style="list-style-type: none"> 78% of HCB1/HCB2 and HCB3/HCB4 in Good or Excellent condition 10% of HCB1/HCB2 and HCB3/HCB4 in Poor to Very Poor condition 	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> More than 75% of HCB3 and HCB4 are in Fair or better condition (PCR 40-100). Less than 10% of HCB3 and HCB4 are in Very Poor condition. 		<input checked="" type="checkbox"/>
Bridges & Culverts	<ul style="list-style-type: none"> More than 85% of bridge and culvert assets in Good or Excellent condition (BCI 70 – 100) and less than 1% in Poor or Very Poor condition 	<ul style="list-style-type: none"> 91% in Good to Excellent condition 	<input checked="" type="checkbox"/>

Asset Class	KPI Target – Condition Related	Current Level	KPI Status
Passenger Vehicles	At least 70% of assets in fair or better condition.	85%	<input checked="" type="checkbox"/>
Construction Equipment	At least 80% of assets in fair or better condition.	73%	<input type="checkbox"/>
Trailers	At least 80% of assets in fair or better condition.	86%	<input checked="" type="checkbox"/>
Fire Trucks	At least 95% of assets in fair or better condition.	93%	<input type="checkbox"/>

PSD will suggest protocols and procedures to ensure that the LOS and KPIs are regularly monitored to ensure the Township is adhering to the proposed objectives.

Examples of Performance Measures

These measures will be explored in more detail and tailored to suit the needs of the Township.

Strategic Indicators

- Percentage of reinvestment vs. value of asset category
- Completion of strategic plan objectives (related to infrastructure)

Financial Indicators

- Annual revenues vs. annual expenditures
- Total cost of borrowing vs. Total cost of service
- Annualized depreciation (replacement value) vs. annualized expenditures
- Lost revenue from system outages

Asset Health Indicators

- Percent of network rehabbed/reconstructed annually
- Annual overall condition index vs. desired condition index
- Annual adjustment in condition index (up or down)
- Annual number of large system outages
- Percent of asset value spent on ops and maintenance annually

Operational Indicators

- Number of water main breaks per Km of pipe network
- Percent of network inspected
- Percent of pipes flushed and cleaned annually
- Percent of hydrants flow tested annually
- Cost of material for pot hole patching annually
- Water main breaks will be repaired within x number of hours
- Legislated requirements will be met

Sample High-Level Indicators:

$$\text{Cost: Annual Asset Class Reinvestment Rate} = \frac{\text{Annual Capital Expenditure}}{\text{Total Asset Class Replacement Value}} \times 100$$

$$\text{Target Asset Class Reinvestment Rate} = \frac{\text{Annual Capital Requirements}}{\text{Total Asset Class Replacement Value}} \times 100$$

Performance: Overall Asset Class Condition (% of assets in very good, good, fair, poor and very poor condition)

Risk: Asset Risk Distribution by Asset Class (% of assets in very low, low, moderate, high and very high state of risk)

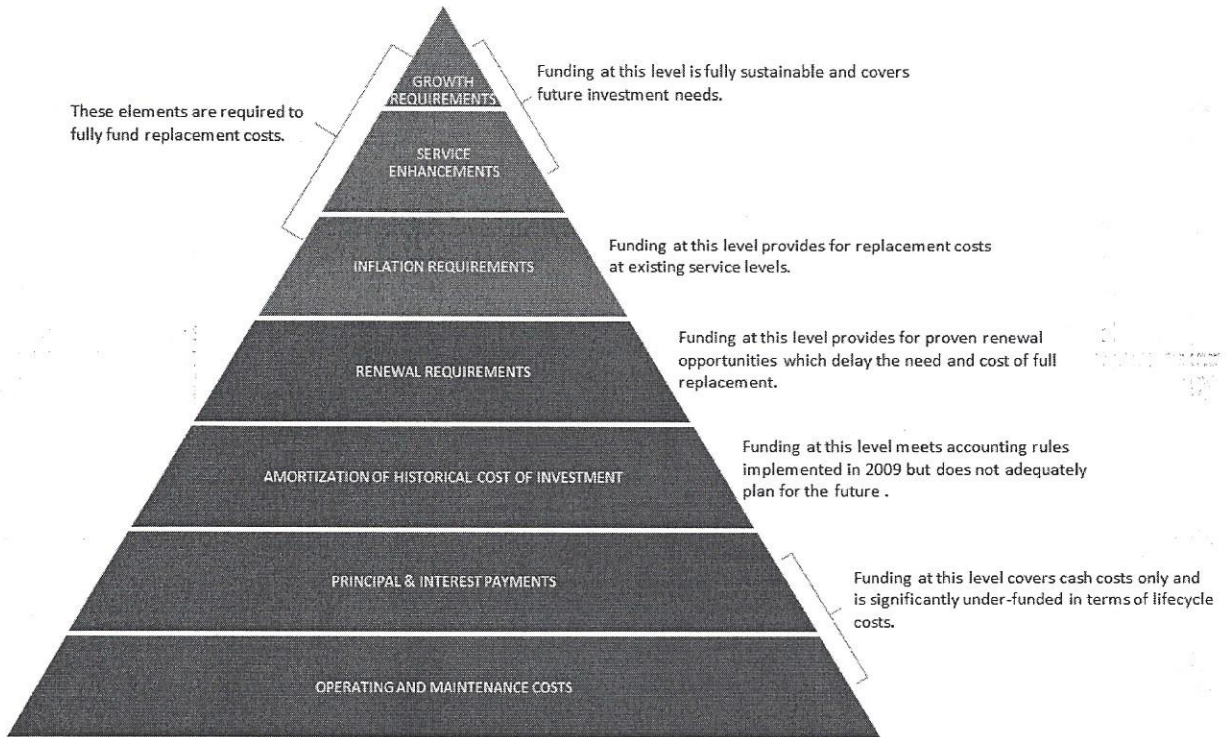
PSD will schedule a workshop with the Township which will focus on developing a customized levels of service framework. Suitable KPIs will be discussed for use in developing levels of service. PSD staff will work with Township staff in assessing each asset for service levels. The AM database will be used to determine lifecycle activities and costs to maintain levels of service.

Asset Class	Annual Asset Class Reinvestment Rate	Condition	Risk	Level of Service Trend
Water System	<p>Annual Asset Class Reinvestment Rate</p> <p>Current Reinvestment Rate: 1.17% Target Reinvestment Rate: 1.25%</p>	<p>1% Very Good 37% Good 34% Fair 27% Poor 1% Very Poor</p>	<p>Very High: 0% High: 0% Moderate: 7% Low: 62% Very Low: 31%</p>	↔
Sanitary System	<p>Annual Asset Class Reinvestment Rate</p> <p>Current Reinvestment Rate: 1.29% Target Reinvestment Rate: 1.16%</p>	<p>1% Very Good 29% Good 55% Fair 15% Poor 0% Very Poor</p>	<p>Very High: 0% High: 0% Moderate: 2% Low: 29% Very Low: 69%</p>	↔
Stormwater System	<p>Annual Asset Class Reinvestment Rate</p> <p>Current Reinvestment Rate: 0.00% Target Reinvestment Rate: 1.25%</p>	<p>13% Very Good 87% Good 0% Fair 0% Poor 0% Very Poor</p>	<p>Very High: 0% High: 0% Moderate: 0% Low: 15% Very Low: 85%</p>	↓

4. FINANCIAL STRATEGIES

The two main risks to financial sustainability for municipalities are providing levels of service that do not reflect fiscal capacity and the cost of infrastructure. As a result, in order for an asset management program to be effectively implemented, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan is critical to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements. The financial strategy should define the relationships between maintenance/capital requirements, debt strategy, reserve strategy and annual revenue opportunities/strategies. The result is recommendations on the necessary near-term steps that need to be taken in order to manage the long-term budget requirements. Township council will be engaged as the financial strategy is developed for review. At a high level the financial strategy will include:

- An understanding of the various costs associated with investing in assets: new, renewal, maintenance and operations for a minimum of 20 years
- An understanding of the various costs associated with accounting for assets: historical, replacement and depreciated
- Metrics to track assets & costs for both operational & management purposes
- The ability of all asset management plan financial requirements to be based on replacement costs and desired levels of service
- An analysis of the Township's financial capacity
- A comparison of how a Township's numbers relate to its comparators (existing and trends)
- Development of scenarios for consideration
- Final recommendations



5. COMPREHENSIVE ASSET MANAGEMENT PLAN

The resulting comprehensive asset management plan will continue to meet provincial standards and guidelines (Ontario Regulation 588/17) but will go beyond minimum requirements to become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective. The desired phased approach for developing the Township of Red Rock comprehensive asset management plan, as part of the broader Program Development, is as follows;

Phase 1 – Develop the State of Infrastructure Report (SOTI)

- Determine Sustainable Projections
- High Level Assessment of Current Service Level
- Determine Infrastructure Deficit
- Produce an Asset Report Card

Phase 2 – Desired Level of Service

- Determine Realistic Targets to Improve or Balance Service Levels
- Develop Related Performance Measures

Phase 3 – Asset Management Strategy / Financial Strategy

- Develop a 10 Year Implementation Plan
- Optimize Expenditures
- Develop a Financial Plan

The AMP will be composed with, at minimum, the following components:

- Executed Summary
- Introduction
- State of Local Infrastructure
- Expected Levels of Service
- Asset Management Strategy
- Financing Strategy

The Township of Red Rock will be expanding its asset management practices by creating an Asset Management Plan for all categories to be compliant with Ontario Regulation 588/17 for 2021. This will include an evaluation and gap analysis of available inventory and attribute data necessary for the reporting process. Additional data that is identified and can be attributed to the Township's assets by the Township staff will be loaded into the software application to generate the analysis and reporting that ultimately will be embodied within the Asset Management Plan. Upon completion the Township will be able to produce a current and complete Asset Management Plan, with a financial strategy, that accounts for all infrastructure priorities within the Township and therefore allows for a complete

assessment of the sustainability of services in the community. Because the Township owns CityWide Asset Manager software, all information used, calculated, and forecasted in the plan along with strategy development built throughout the Program Development process, will be loaded into the software for the Township's management. The Township will be trained on the software on how to manage the data and strategies as new information becomes available. The software will enable the Township to update the plan going into the future to ensure that the plan is a living document. The software will be also used to pull out live information to support grant applications, make evidence-based decisions for project priorities, and aid in the annual and long-term budgeting process supporting the Asset Management Plan.

To be able to effectively communicate the importance of Asset Management, PSD works with municipal staff to develop strategies, workshops and training groups to ensure our recommendations are thoroughly understood.

PSD will deliver a presentation to council that will contain an overview of the processes that have been undertaken to complete the objectives set out. This will include a summary of the outputs of each process, the risk assessment and condition assessment results, and strategic recommendations going forward.

PROJECT SCHEDULE

The estimated timeline for Phase II is January until June 2020. Phase III can begin upon approval from the Township and would take approximately 6-8 months to complete.

The detailed project schedule and Gantt chart will be supplied after the kick-off meetings and will be reviewed and approved in phases as the project progresses. The duration of the project is dependent on multiple factors including client availability as well as data activities.

The schedule includes stages for Supporting Data Gathering and Data Work. Supporting Data Gathering allows time for the Client to gather additional data needed for the Asset Management Program Development stages including condition assessment data, detailed asset listings etc.

Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

PROJECT COMMUNICATION

Due to the size and scope of the project clear and efficient communications between the Client and PSD is vital to project success. In the kick off meeting, a main point of contact for PSD and the Client will be decided upon. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals, unless stated otherwise throughout the project.

In addition, every two months starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and timelines and milestones of activities moving forward.

PROJECT BUDGET

PROFESSIONAL SERVICES				
SERVICE	PHASE 1	PHASE 2	PHASE 3	TOTAL
STATE OF MATURITY REPORT	CURRENT CLIENT	-	-	-
CONDITION ASSESSMENT PROTOCOLS AND DATA COLLECTION PROTOCOLS	CURRENT CLIENT	-	-	-
DATA DISAGGREGATION, CONSOLIDATION, REFINEMENT	CURRENT CLIENT	-	-	-
ASSET MANAGEMENT TRAINING, CITYWIDE SYSTEMS TRAINING, & ONSITE WORKSHOPS		\$3,200.00		\$3,200.00
RISK FRAMEWORKS & DEVELOPMENT (Remaining Elements)		\$6,400.00		\$6,400.00
LIFECYCLE FRAMEWORK & DEVELOPMENT		\$24,000.00		\$24,000.00
SERVICE LEVEL FRAMEWORK & DEVELOPMENT		\$24,000.00		\$24,000.00
COMPREHENSIVE ASSET MANAGEMENT PLAN WITH PROGRAM DEVELOPMENT INCORPORATED (2021 O.Reg 588/17 Compliant for 2021)	-	-	\$38,400.00	\$38,400.00
TOTAL	-	\$57,600.00	\$38,400.00	\$96,000.00

PSD expenses including airfare, mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost. Expenses outside the travel budget listed above are subject to prior written approval by the Client.

**TOWNSHIP OF RED ROCK
POLICY/PROCEDURE**

Section	Subject	Page 1 of 3
A-24	Corporate Social Media Policy	APPROVED: -- -- 2020 Day Month Year

Social Media Personal Use Policy

Intent

This document is designed to provide all Corporation of the Township of Red Rock employees with guidelines regarding the appropriate use of the corporation's social media accounts with Facebook, Twitter, Instagram and Township website (this list is not exhaustive).

Guidelines

- Employees may not disclose confidential or proprietary information on any of Corporation of the Township of Red Rock's social media pages. The disclosure of confidential or proprietary information without prior authorization may result in immediate termination.
- Corporation of the Township of Red Rock employees will be held responsible for what they write or post on any of Corporation of the Township of Red Rock's social media pages. Inflammatory comments, disparaging remarks, or negative / inappropriate language or posts are not permitted.
- Corporation of the Township of Red Rock employees are directed not to engage in discussions regarding competitors' products, legal issues in which the company is involved, or government issues related to the company and our industry without prior approval from management.
- Employees are required to respect copyrights and never post text, images or video created by someone else without proper attribution and/or authorization.
- Social media is not a substitute for inter-company communications. Important information should be transmitted within normal company communication channels (i.e. the company's email platform), and not through social media outlets.
- Social media is not a substitute for customer service. Employees are required to refer customers to the Municipal Office instead of handling inquiries entirely through social media.
- In the event that a Corporation of the Township of Red Rock staff member discovers any group(s) that users have formed to discuss the company, its products, or services, employees are requested to bring them to the attention of management.
- Employees are required to relay important issues to management as soon as possible.

- Employees should always carefully consider what to post in response to an argumentative or accusatory post. If employees have any questions regarding how to respond to a particular post, employees should discuss the issue with management prior to posting.
- Always adopt a positive attitude when responding to comments on the company's pages or applications, or comments about the company in general.

Township Photography

Consent is required prior to posting any photographs of employees in the company on any of Corporation of the Township of Red Rock's social media pages. For additional information, please contact the CAO of the Township of Red Rock.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Corporate Social Media Policy of Corporation of the Township of Red Rock. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

**TOWNSHIP OF RED ROCK
POLICY/PROCEDURE**

Section	Subject	Page 1 of 3			
A-25	Social Media Personal Use Policy	APPROVED:	--	--	2020
			Day	Month	Year

Social Media Personal Use Policy

Intent

Corporation of the Township of Red Rock strives to maintain a positive image in the community, and has adopted this policy to ensure that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization. Corporation of the Township of Red Rock employees and volunteers who maintain personal social media pages (for example, Facebook, LinkedIn, personal blog, Twitter, Instagram) are expected to comply with the guidelines set out within this policy.

Staff and Volunteers continue to act as representatives of this organization outside of regular business hours, and should conduct themselves appropriately.

Definitions

Social media: "Forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content" (Merriam-Webster Dictionary). These include but are not limited to Facebook, Twitter, LinkedIn, Snapchat, and Instagram.

General Guidelines

Township employees and Volunteers who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with Corporation of the Township of Red Rock. Employees and Volunteers will be held accountable for what they write or post on social media or webpages. Inflammatory comments or unprofessional or disparaging remarks made about the organization, its employees, customers, vendors, or competitors may result in disciplinary action up to and including termination.

Employees should follow the guidelines below when making posts or comments on any social media site whether public or private.

Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the company, all materials associated with their page may reflect on the company. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential company information;

- Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, customers, or vendors; and
- Defamatory statements regarding the company, its employees, customers, competitors, or vendors.

Where an employee or volunteer mentions the company, they must include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.

Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.

Corporation of the Township of Red Rock employees or volunteers are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated company representative.

Use of personal social media may not conflict with any existing policies of Corporation of the Township of Red Rock whatsoever. This includes the (Insert appropriate policies, such as code of conduct or confidentiality).

Employees are prohibited from using personal social media during regular working hours; employees should limit use to official breaks (for example, eating periods). The use of social media must not harm user productivity or efficiency. As Internet access at Corporation of the Township of Red Rock is monitored, please be advised that excessive use of social media for personal reasons is a misappropriation of company time and resources, and may be subject to disciplinary action.

Company policies governing the use of copyrighted materials, corporate logos, and other forms of branding and identity apply to electronic communications. Employees are prohibited from using Corporation of the Township of Red Rock protected materials (copyright material, branding, or logos) without prior express written permission.

Corporation of the Township of Red Rock strictly prohibits the use of company-owned computer resources for illegal downloading or uploading of copyrighted materials without express written permission and authorization from the copyright holder.

This policy is not intended to interfere with the private lives of our employees, or impinge on their freedom of speech. This policy is designed to ensure that the image and branding of Corporation of the Township of Red Rock are maintained, as well as the health and safety of employees.

Employees should abide by these guidelines whether they mention the company by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to Corporation of the Township of Red Rock which can negatively affect the company's reputation. Where a link can be made between a negative or inflammatory post and the company, even if not named directly, the employee may be subject to disciplinary action.

Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.

Customer Use

Employees should also be aware that many customers and persons present on company property frequently use mobile phones and other devices to take photographs

or make recordings. Employees should always represent the company positively and professionally so negative images are not posted on social media sites of customers or visitors.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action up to and including termination or employment.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Social Media Personal Use Policy of Corporation of the Township of Red Rock. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

**TOWNSHIP OF RED ROCK
POLICY/PROCEDURE**

Section	Subject	Page 1 of 2		
A-26	Employee Code of Conduct Policy	APPROVED : --	--	2020
		Day	Month	Year

Employee Code of Conduct Policy

Intent

Corporation of the Township of Red Rock is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the organization in maintaining an exemplary work environment, we require that all employees of Corporation of the Township of Red Rock conduct themselves in an ethical and professional manner, at all times.

Guidelines

To preserve the core values and business principles that our organization is founded upon, we have compiled a list of unacceptable behavioral actions that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale; or
4. Detrimental to the success of our business.

Corporation of the Township of Red Rock reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates Corporation of the Township of Red Rock's Employee Code of Conduct standards and policies.

Unacceptable Actions/Behaviors

Unacceptable behaviors shall include, but not be limited to the following:

- Causing physical harm to another person;
- Threats or harassing behavior as per the Anti-Harassment Policy A-14
- Willful damage or destruction to employer or employee property;
- Possession of a weapon while on employer premises, or while conducting business on behalf of the employer;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;

- Dishonest, illegal or improper business activities;
- Job abandonment;
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- The use of alcohol or illicit narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;
- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all employer practices, policies and procedures.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Employee Code of Conduct of Corporation of the Township of Red Rock. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____