

AGENDA
COMMITTEE OF THE WHOLE
PROGRESS COMMITTEE
January 7, 2020
5:00 PM

NOTE: SUBMISSIONS RECEIVED FROM THE PUBLIC EITHER ORALLY OR IN WRITING MAY BECOME PART OF THE PUBLIC RECORD.

CHAIR: MARIA ROBINSON

1. Call to order.
2. Declaration of Pecuniary Interest and General Nature Thereof
3. Adoption of Minutes
 - 3.1 [Minutes of November 5, 2019](#)
4. Delegations
 - 4.1 Rural Economic & Development Grant Update presentation
5. Reports:
 - 5.1 [Branding Quotes report](#)
 - 5.2 [ICIP Grant update](#)
 - 5.3 [CEF Grant update](#)
 - 5.4 Strategic Plan Discussion
6. Correspondence Action & Non- Action
 - Non - Action
7. Matters of Urgency
8. Upcoming Meetings & Unfinished business.
9. Question Period
10. Adjournment

**NORTH ALGONA WILBERFORCE
MINUTES
COMMITTEE OF THE WHOLE
PROGRESS
November 5, 2019**

PRESENT: CHAIR, Maria Robinson

COMMITTEE: James Brose, Doug Buckwald, Janet Reiche-Schoenfeldt, Melvin Berndt

STAFF: CAO/ Acting Clerk Andrew Sprunt, Treasurer Daniel Burke and Recording Secretary Laura Griffith

1. Chair Maria Robinson called the meeting to order at 6:12 pm.
2. Declaration of Pecuniary Interest and General Nature Thereof - None
3. Adoption of Minutes.

Motioned by Councillor Buckwald, Seconded by Mayor Brose to approve the minutes of the October 1, 2019 Progress Committee as presented

Carried

4. Delegations - None

5. Reports

5.1 Branding

Council viewed a power point presentation by Kaily Kay of Kaily Kay Strategy and Creatives regarding rebranding. The presentation moved through the process of rebranding.

The committee directed Ms. Kay to bring a report to the next Committee meeting.

5.2 Current Grant update

Main Street Revitalization grant is moving forward, businesses are on board. One business has completed their main street updates.

OMAFRA R.E.D. grant is on schedule to be completed.

Digital Main Street grant has been successfully completed. Twelve businesses participated. The equipment purchased for this grant remains the property of the township.

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5.3 Electronic Sign

The Committee received a report concerning the Electronic sign installation. A proposal has been submitted to MTO for the sign location and is awaiting approval. More research will be needed for remote access.

6. Correspondence Action & Non- Action – None

Non-Action

- 6.1 LCBO Convenience Outlets
- 6.2 Federation of Canadian Municipalities – Asset Management
- 6.3 County of Renfrew – Provincial Policy Statement Review - planning division

7. Matters of Urgency – None

8. Upcoming Meetings & Unfinished business.

9. Question Period – None

10. Adjournment

Motioned by Councillor Berndt, Seconded by Councillor Buckwald to adjourn the meeting at 6:39 PM.

Carried



**Township of North Algona Wilberforce
COUNCIL / COMMITTEE REPORT**

Title: Branding Report Quotes	Date: December 17, 2019
	Council/Committee: Council
	Author: Andrew Sprunt CAO/OM
	Department: Administration

RECOMMENDATIONS:

Accept report and approve Kaily Kay Strategies. Original submission.

BACKGROUND:

Council recently received a report from staff recommending hiring a consultant by the hour to complete a "re-branding" of the Township.

Council requested that staff bring back three quotes before making a decision on going with a single source hourly rate.

To ensure that three quotes would be received, staff sent a request directly to three known consultants as well as publicly posting the request. Four quotes were received and reviewed by staff along with the original single source report. Submissions were evaluated on all the project components and the cost of the project.

Based on the complexity of components, the matrix used for scoring based mainly on submission content (75%) and less on overall price (25%).

DAS Studios 3	8,740.00	Resubmission , not lining up with required measureables
Kaily Kay Strat 2	12,000.00	Specific plan based on RFQ requirements
Navigate Group 2	11,105.00	Proven professional plan lacking NAW details
Chela Inc. 1	12,925.00	Very detailed plan specific to NAW

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The original report amount as presented to Council by staff \$10,000.00, there was also a component to fully impliment the rebranding including capital costs for rebranding. Based on staff evaluation, Chela Inc. scores highest, also highest in price. Original staff report using Kaily Kay strategies is comparable to highest scoring and also includes a full implementation component.

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

CONSULTATIONS:

Author: _____
signature

Other: _____
signature

Treasurer _____
signature

C.A.O. _____
signature

**Ministry of Agriculture,
Food and Rural Affairs**

**Ministère de l'Agriculture, de
l'Alimentation et
des Affaires rurales**

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

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Rural Programs Branch

December 18, 2019

Our File: 2019-04-1-1312169059

Andrew Sprunt
cao@nalgonawil.com

Re: Investing in Canada Infrastructure Program (ICIP) Rural and Northern Stream – Transfer Payment Agreement

I am pleased to provide you with the attached copy of the transfer payment agreement for your approved Rural and Northern Stream Project as well as a summary document outlining important information about your Agreement. Please review both documents carefully. If changes to the Agreement are required, these should be made before the Agreement is executed. Please contact your Project Analyst immediately to discuss any required revisions.

It is recommended that your council meet as soon as possible to authorize execution of the Agreement. The Province must receive two original signed copies of the Agreement, as well as a by-law authorizing execution of the agreement by municipal council representatives by no later than **Friday January 31, 2020**.

The by-law should reference the Investing in Canada Infrastructure Program Rural and Northern Funding Stream, the project and include the names of the designated signatories for the Agreement.

The designated signatories should sign both copies of the Agreement on page 6. You will also need to insert the titles of the designated signatories and affix the corporate seal (if applicable) in the signature area.

Once completed, please return the two original signed and sealed copies along with a copy of the authorizing by-law via courier by no later than **Friday January 31, 2020** to:

Ministry of Agriculture, Food and Rural Affairs
Rural Programs Branch
1 Stone Road West, 4NW
Guelph, ON
N1G 4Y2

An original copy of the Agreement will be returned to you by mail following execution by the Province.



Good Things
Grow in Ontario
À bonne terre,
bons produits



Should you have any questions, please do not hesitate to call your Project Analyst, Stephen Hamblin, at 519-400-3288 or Stephen.Hamblin@ontario.ca.

Congratulations on your successful application and we look forward to working with you as you implement this project.

Sincerely,



Joel Locklin
Manager, Infrastructure Renewal Programs
Rural Programs Branch

Attachments: Agreement
Important Information regarding your ICIP Agreement
Aboriginal Consultation Requirements

IMPORTANT INFORMATION REGARDING YOUR AGREEMENT

Project Description - Please ensure the description of your project noted in Schedule "C" is accurate and complete. The amount of funding you will receive is contingent on completion of the project described in this Schedule, and only activities noted will be eligible. Your proposed project description may have been revised from the information submitted as part of your application based on the eligibility of project components. The description in your Agreement supercedes all prior information shared with the Province, and only the work described in the Agreement will be funded, subject to eligibility requirements being met. If changes to the project description noted in Schedule "C" are required, please contact your Project Analyst immediately to request a revision.

Insurance - Article A10 of Schedule "A" outlines the insurance requirements for the project. Please ensure that the required insurance is in place prior to the start of the project. Note: At this time, OMAFRA does not need to receive documentation that these requirements have been met but please ensure these are kept on file as they may be requested at any time during the Term of the Agreement.

Reporting - Schedule "D" provides details on the type of reporting that you will be required to provide to the Province. Note that these reporting requirements must be met in order to receive funding. The Province will direct the format and timelines for reporting. Regular reporting must be completed within the Transfer Payment Ontario platform.

Cost Eligibility – Schedule "E" sets out the costs that are eligible and ineligible under this funding agreement. No costs incurred prior to the Federal Approval Date set out in the Agreement are eligible for reimbursement. In order to qualify for payment, costs must be incurred and paid and must be submitted by March 31 of the year following the Funding Year in which they were incurred. Note that any costs associated with underground infrastructure and recreational trails are not eligible for funding.

Communications / Signage - Schedule "G" outlines the communication requirements for the project. As noted in Schedule "G", funding provided by both the provincial and federal government must be recognized in the format of project signage. The Province and Canada will provide further instruction regarding signage shortly. The cost of signage is considered an eligible project cost within your approved funding allocation so long as such costs are billed by a third-party vendor.

Aboriginal Consultation - Schedule "I" outlines the Aboriginal Consultation requirements for the project. As noted in Schedule "I" any required Aboriginal Consultation must be complete prior to the start of any project construction work. In addition, capital costs are not eligible for reimbursement and no site preparation, removal of vegetation or construction can occur until Canada has confirmed in writing that it is satisfied that all federal duty to consult and environmental assessment requirements have been met. More details on Aboriginal Consultation Requirements are set out in the attachment to this document.

ABORIGINAL CONSULTATION REQUIREMENTS

In consideration of the financial support for the Project, if notified by Canada or the Province your community must engage and consult with Aboriginal Groups that may have a potential interest in the Project. The Province intends to rely on this consultation process as much as possible. As part of this process, your community must disclose that financial assistance for the project is being provided by Ontario. You must also provide your Project Analyst with a summary of communications with Aboriginal Groups, including any issues or concerns that may be raised by any Aboriginal Group and an indication of how your community has addressed or proposes to address those issues or concerns. This information may be provided in the form of the template consultation log and tracking chart provided by Canada (if applicable).

If in the future changes to the nature, scope, design or location of the Project are being considered, you must immediately notify your Project Analyst so that the Province may determine whether the proposed change impacts the duty to consult. Your community must also cease all construction activities if at any time during construction archaeological resources are found; other impacts that could affect Aboriginal or treaty rights emerge; or you are contacted by any Aboriginal Group expressing concerns about the project and potential impacts on rights.

Andrew Sprunt

From: Community Economic Development / Développement économique communautaire (FDO) <fdo.communityeconomicdevelopment-developpementeconomiquecommunautaire.fdo@canada.ca>
Sent: Friday, December 20, 2019 1:33 PM
To: cao@nalgona.com
Subject: 815112 North Algona Wilberforce Township

Project Number: 815112

19/12/20

North Algona Wilberforce Township
1091 Shaw Woods Road, RR#1,
Eganville, ON K0J 1T0

Thank you for your application to FedDev Ontario for funding to support your tourism-related project under the Canadian Experiences Fund (CEF). The Fund provided \$58.5 million nationwide, including \$14.1 for FedDev Ontario, to help Canada's tourism sector innovate and grow.

The Canadian Experiences Fund was the first dedicated tourism fund of its kind offered by the Government of Canada. The Fund proved to be extremely popular in all regions of Canada and as such, was quickly exhausted as we received a high number of applications far exceeding the total funding available.

While your application for CEF funding was not successful, please be assured that FedDev Ontario and the Government of Canada will continue to support projects that help grow the tourism sector and the southern Ontario economy.

For information on funding programs and services offered to your organization, I encourage you to visit FedDev Ontario's website: www.feddevontario.gc.ca.

Thank you for your interest in the Canadian Experiences Fund, and we wish you success in your future endeavours.

Sincerely,

Federal Economic Development Agency for Southern Ontario

The logo for Canada, featuring the word "Canada" in a stylized, serif font with a small crown above the letter 'a'.

JAN 07 2020

5.3



Township of North Algona Wilberforce
COUNCIL / COMMITTEE REPORT

Title: Canadian Experience Program	Date: June 18, 2019
	Council/Committee: Progress
	Author: Hilary O'Neill
	Department: Economic Development

RECOMMENDATIONS:

That Council accepts the report on the Canadian Experience Program and the recommendations contained in the report.

BACKGROUND:

The CAO & Economic Development Officer have applied for the Canadian Experience Fund through the Federal Government. The amount of funding applied for is \$260,000 which, if approved, would be 100% funded by the federal government. The application includes updating of tourism facilities including the washrooms, parking area, and playground located at the Golden Lake Community Centre, updates to our Deacon boat launch including accessibility improvements, parking area, seating area, and washrooms.

The application also includes an event that celebrates the fall harvest with a fall market tour, promoting farms and businesses in the area , potentially including the Pikwagnagan First Nations. It will be a walk, ride, drive, travel by water event that will be inclusive to all. The event will showcase our updated tourism facilities to tourists and residents and will

provide a weekend of rich rewarding, hearty celebration that embraces the love of the land, the community, its facilities and the wholesome goodness of its resources and people.

Recommendations:

Information report

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

If approved 100% funded by grant

CONSULTATIONS:

Author:

signature

Other:

signature

Treasurer

signature

C.A.O.

signature