

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING MINUTES OF COUNCIL  
SEPTEMBER 9, 2019 @ 2:00 P.M.  
CLOSED MEETING SESSION @ 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**Members Present:**

**Mayor: Andrew Lennox  
Councillors: Sherry Burke  
Steve McCabe  
Dan Yake**

**Members Absent:**

**Councillor: Lisa Hern**

**Staff Present:**

**Chief Administrative Officer: Michael Givens  
Director of Legislative Services/Clerk: Karren Wallace  
Deputy Clerk: Catherine Conrad  
Director of Finance: Adam McNabb  
Director of Operations: Matthew Aston  
Chief Building Official: Darren Jones  
Development Clerk: Tammy Pringle  
Economic Development Officer: Dale Small  
Community Recreation Coordinator: Mandy Jones  
Planner: Jessica Rahim**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

RESOLUTION: 2019-247

Moved: Councillor Yake

Seconded: Councillor Burke

*THAT the Agenda for the September 9, 2019 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION**

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations;

RESOLUTION: 2019-248

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:34 pm that is closed to the public under subsection 239 of the Municipal Act, 2001, specifically:*

*(b) personal matters about an identifiable individual, including municipal or local board employees;*

*(d) labour relations or employee negotiations;*

CARRIED

1. REPORTS

- a) Report OPS 2019-010 being a report on matters relating to an identifiable individual, including municipal or local board employees and labour relations or employee negotiations

2. REVIEW OF CLOSED SESSION MINUTES

- August 12, 2019 – Council meeting

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2019-249

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:46 pm.*

CARRIED

RESOLUTION: 2019-250

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2019-010 being a report on matters relating to an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2019-251

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of Township of Wellington North approve the Closed Meeting Minutes of the August 12, 2019 –Council meeting.*

CARRIED

## O' CANADA

### COUNTY COUNCIL UPDATE

Steve O'Neill, Councillor, Wellington County Ward 4

- Green bin organic pickup will be starting in July 2020. A green bin and a kitchen catcher will be delivered to every household. Yard waste is not to be put in the green bin. The County will conduct yard waste pick up four times a year. The new cell at the Riverstown Landfill Site will open in 2021.
- Wellington County has received \$12 million through the SWIFT Program to provide highspeed internet to rural areas.
- The City of Guelph and Wellington County received \$10 million from the Smart City Challenge for the creation of a circular food economy.
- On October 1, 2019 Wellington County will launch Ride Well, a county wide, demand based, public transit service.

### PRESENTATIONS

Bruce Peever, Director, KPMG

- Introduction of project (scope, timeline, deliverables, etc.) regarding the Wellington County municipal service delivery review

Mr. Peever presented information about The County of Wellington Service Review project. The project overview outlined the project charter, objectives, drivers, principles, timing, scope and deliverables. Project phases outlined are project initiation and environmental scan from July 12 to August, current service delivery model review from August to September, and opportunity identification and final report & presentation from September to November 29. A chart was provided to show the project schedule for each phase. Dates of project meetings, governance structure, project management, status reporting and the deliverable acceptance process were reviewed. Final report will be presented to County Council at the end of November.

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2019-252

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council meeting of September 9, 2019 for the purpose of holding a Public Meeting under the Planning Act:*

- *Trevor William McAlister, Zoning By-law Amendment*

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2019-253

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North resume the September 9, 2019 Regular Meeting of Council.*

CARRIED

#### **PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETINGS**

1. By-law Number 078-19 being a by-law to amend By-law 66-01 being a Zoning By-law for the Township of Wellington North (West Part Lot 6, Concession 3, 8236 Line 2, geographic Township of West Luther – Trevor William McAlister)

RESOLUTION: 2019-254

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT By-law Number 078-19 being a by-law to amend By-law 66-01 being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (West Part Lot 6, Concession 3, 8236 Line 2, geographic Township of West Luther – Trevor William McAlister)*

CARRIED

#### **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

- Public Meeting, August 26, 2019
- Regular Meeting of Council, August 26, 2019

RESOLUTION: 2019-255

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the minutes of the Regular Meeting of Council held on August 26, 2019 be adopted as circulated.*

CARRIED

**OPEN FORUM**

- Rural Broadband: status update and next steps

Council discussed the importance of reliable internet service in the rural areas. Service in the rural areas of Wellington County is substandard. Connections are poor and often influenced by weather. The Provincial Government and the Prime Minister have promised better rural broadband. Concern was raised that federal standards are set five to ten years behind what they should be and that the rate of change in technology will be faster than the progress made.

Funding received by the County of Wellington through SWIFT will be used towards a project to provide internet services to underserved rural areas. Residents in the rural areas pay more for a fraction of the service offered in urban areas. Having broadband will attract business as well as allow people to consider working from home. Mapleton is working with the private sector to install fibre optic with other services. There may be opportunity in the future to create partnerships for the installation of fibre optic in Wellington North.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1a, 4a, 5a, 6b, 7c

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2019-256

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT all items listed under Items for Consideration on the September 9, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.*

*THAT Council of the Corporation of Township of Wellington North receive Report DC2019-003 being a report on Consent Application B49-19 known as Part Lot 3, Concession 6, Township of Wellington North (West Luther);*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B49-19 as presented with the following conditions:*

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT a Parkland dedication fee be paid (\$1,000 in 2019);*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed parcel;*
- *THAT any concerns of the Conservation Authority can be adequately addressed;*
- *THAT servicing can be accommodated on the site to the satisfaction of the local municipality;*
- *THAT the Owner enter into an agreement apportioning future maintenance costs on West Luther Drain 36 and West Luther Drain 65;*

*AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.*

*THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated September 3, 2019.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2019-031 being a report on Cultural Roundtable Mount Forest Cemetery research project.*

*THAT the Council of the Corporation of Township of Wellington North receive the poster regarding Safe Communities Wellington County – Kitchen Table Talk: Opioids 101.*

*THAT the Council of the Corporation of Township of Wellington North correspondence dated August 28, 2019 from The Honourable Robert Black, congratulating the Township of Wellington North and Council on being named one of Canada's Best Communities in 2019 by Maclean's Magazine.*

CARRIED

#### **CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2019-257

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT Council of the Corporation of Township of Wellington North receive the minutes of the Recreation and Culture Committee meeting held on September 3, 2019.*

CARRIED

RESOLUTION: 2019-258

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of Township of Wellington North receive Report EDO 2019-023 being a report on the Community Improvement Program;*

*AND FURTHER THAT Council approve the following:*

- *\$2,460 grant under the Façade Improvement Program for the signage improvements made at 799 Wellington Road 109 home to the Silver Fox Distillery;*
- *\$2,500 grant under the Façade Improvement Program for the exterior improvements being made at 237-241 Main Street N in Mount Forest home to Ideal Ladies wear;*
- *\$2,500 grant and a \$2,500 Interest free loan for the exterior improvements being made to the Upper Façade at 222 George Street in Arthur;*
- *Grants totaling up to \$10,000 to support the planned revitalization and improvements to 164 George Street in Arthur the previous home of the Queens Hotel.*

CARRIED

RESOLUTION: 2019-259

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT Council of The Corporation of the Township of Wellington North receive Report OPS 2019-015 being a report on the award of the Township's 2019 asphalt program;*

*AND FURTHER THAT Council award the Township's 2019 asphalt tender program to The Murray Group Limited at a tender price of \$824,481.00 plus applicable taxes.*

CARRIED

RESOLUTION: 2019-260

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT Council of the Corporation of Wellington North receive Report CLK 2019-032 being a report on a donation made by 3253 Production Services Inc.;*

*AND FURTHER THAT Council authorize that the funds be directed to:*

<i>Arthur BMX/Skateboard Park</i>	\$2,000.00
<i>Arthur Food Bank</i>	\$ 500.00
<i>Mount Forest Splash Pad</i>	\$2,000.00
<i>Mount Forest Community Food Pantry</i>	\$ 500.00

CARRIED

RESOLUTION: 2019-261

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of Township of Wellington North receive the Saugeen Conservation and Grey Sauble Conservation, Media Release, dated August 29, 2019, regarding resignation, retirement and concept of shared CAO/GM position.*

CARRIED

#### **NOTICE OF MOTION - no notice of motion tabled**

#### **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor McCabe commented on a meeting he attended with Randy Pettapiece, MPP, and police in Atwood regarding farm theft, activists and bio security and the negative impacts on farms. Often when charges are laid the provincial courts throw them out or the persons involved receive what amounts to a slap on the wrist. In Perth farm theft is most often due to crime of opportunity with keys being left in vehicles and equipment.

Councillor Yake announced that the official sod turning at the Louise Marshall Hospital will take place on Thursday, September 12, 2019 at 2:00 p.m.

Mayor Lennox stated that he attended the Arthur Fall Fair held during the past weekend. Wellington North was named as one of Canada's Best Communities in 2019 by Maclean's Magazine and is listed at 151 out of 415 Canadian municipalities. A mental health awareness meeting will be held on September 15. Culture Days will be held September 27, 28 and 29.

#### **CULTURAL MOMENT**

- Celebrating the Hamlet of Farewell

Farewell is a small hamlet southwest of Mount Forest which could be overlooked when driving through. It's hard to imagine that it was vibrant at one time, and that the demographics have drastically changed. It was a farming community as of 1867 with a store (front room of a house) as its centre. When family members moved to other locations, there were so many farewells to friends, that Farewell became its official name. It was connected to other areas as the supplies and mail came into Kenilworth by train and then were taken to the Farewell store by horseback, horse and cart, or cutter.

There were 20 years when Farewell did not have a store until 1939 when a house, 2 lots, and a barn were bought for a grand sum of \$70.00. A store, including a post office, was added to the house. This store closed in 1983. A grist mill was made from the barn and is still standing, though in poor condition. Through the years, Farewell could also boast of a sawmill and planing mill, a blacksmith shop, a wagon maker, a shoemaker, 2 churches, a school, and an Orange Hall.

The Allen's and Morrisons were 2 prominent and pioneer families in the community. Population started to wane from 105 residents in 1872 to 85 residents in 1877. The Anglican Church had been situated on the east side of Concession 11, several lots south of Sideroad 5. It was demolished shortly after closing in 1973 and in 1974, the first parochial school in Mount Forest area was built on this site. In 1979, the present Farewell Church was erected. The demographic change began in 1964 when Old Order Mennonites from Waterloo County purchased farms

and began settling in 1967. They moved to this locale as a result of urban expansion of Waterloo County into their Old Order community and the rising cost of land there. In 1978 the church purchased a parcel of land and the Farewell meetinghouse was erected in 1979.

In 2004, the number of Mennonite families in the Farewell district was just over 40. There is a shoe/repair store just north of the 5<sup>th</sup> Sideroad, and Shady Lawn, a dry good store, approximately 2 km south of the 5<sup>th</sup> Sideroad on the east side, and a bike store on the west side of Concession 11. The community is still definitely rural with the majority of the community being Mennonites.

**CONFIRMING BY-LAW NUMBER 079-19**

RESOLUTION: 2019-262

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 079-19 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on September 9, 2019 be read a First, Second and Third time and enacted.*

CARRIED

**ADJOURNMENT**

RESOLUTION: 2019-263

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Regular Council meeting of September 9, 2019 be adjourned at 3:36 pm.*

CARRIED

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CLERK

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MAYOR



# The County of Wellington Service Review

## Project Charter

July 12, 2019





# Project Overview – Background and Charter

## Project Charter

- The purpose of this charter is to ensure clarity of expectations between consultant and client.
- This charter contains information on project objectives, governance, team, work plan, and project management.

## Project Objectives – *How will we define success?*

KPMG has been engaged by the County of Wellington (the “County”) and its Member Municipalities to undertake an Operational Service Efficiency Review (the “Project” or “Service Review”) in response to the Provincial Modernization Grant. The overall objective of the Project is to conduct a complete a review of all operations within each Member Municipality to find efficiencies, operational savings and cost effectiveness without compromising the customers’ service experience. Our aim is to identify creative and innovative solutions that are realistic and practical for implementation to achieve greater efficiency and cost savings in service delivery.

The Operational Service Efficiency Review will take place in two phases. KPMG will assist in Phase 1 conducting a complete review of services and operations along with recommendations for obtaining efficiencies throughout the County and its Member Municipalities with a final report. Phase 2 will consist of the implementation of the recommendations identified in the Phase 1 report in 2020.

Specific project objectives include the following:

1. **Facilitate review** – Conduct a comprehensive review of services and operations along with recommendations for obtaining efficiencies throughout the County and its Member Municipalities through documentation review and stakeholder consultation. As part of this, consider all aspects of the County and its Member Municipalities’ services including delivery methods, service expenditure, revenue streams and high level benchmarking with comparator municipalities.
2. **Identify opportunities** – Identify and explore opportunities for sustainable approaches to service delivery and establishing and/or amending service levels.
3. **Advise on implementation** – Evaluate and categorize opportunities to develop recommendations for short-term, mid-term, and long-term priorities. Provide strategic guidance to leadership on implementation and prioritization of new, innovative and/or leading service delivery models that improve upon organizational efficiency while balancing stakeholder expectations. In addition, highlight the risks associated with each proposed change/option to inform management of the key factors and risks which should be considered during the decision making process.

# Project Overview – Scope, Deliverables and Timing

## **Project Drivers - *Why are we doing this, what problem do we want to solve?***

- The County and its Member Municipalities are conducting an Operational Services Efficiency Review in response to the Provincial Modernization Grant, which aims to assist “small and rural municipalities’ efforts to become more efficient and reduce expenditure growth in the longer term.” Given the current review of the Regions and two Counties it is important to address the Provincial expectation of reviewing systems to find cost saving efficiencies.

## **Project Principles – *What is Important to Us?***

- We will leverage the knowledge and expertise of the County and its Member Municipalities’ management and employees as a foundation to conduct the Service Review and to arrive at recommended actions through a transparent, participative and inclusive process facilitated by the consultant.
- The framework and approach will be based on leading practice from municipal or other levels of government experience and/or private sector.
- While these reviews often go by many different names – including service efficiency reviews, value for money audits and cost saving studies – they all share the same goal: to determine if a municipality is delivering its services to its customers in the best possible manner and further, to determine if there are more efficient, effective or economical means to delivering municipal services. For simplicity, this will be called a ‘Service Review’.
- Lastly, this is not an audit. Phase 1 is a review to build on successes and identify opportunities to improve the efficiency of how the County and Member Municipalities deliver services to the community. Phase 2 will be implementation of the recommended opportunities identified and prioritized in Phase 1.

## **Project Timing**

- The project will commence on July 12, 2019, and all engagement activities and deliverables will be completed and submitted to the County and its Member Municipalities on or before November 29, 2019, except for the final report presentation. Timing of the final report presentation will be subsequently determined by the County and its Member Municipalities.

# Project Overview – Scope, Deliverables and Timing

## Scope & Deliverables

- **Phase One: Project Initiation**
  - Kick-off Meeting with Project Sponsor/Manager
  - Project kick-off meeting with the Project Steering Committee
  - Confirmed Project Charter and established bi-weekly status reporting structure
  - Project Schedule/Gantt Chart
- **Phase Two: Environmental Scan**
  - Documentation review that provides insight into the County and Member Municipalities' organization environment, financials, and services delivered
  - Stakeholder engagement (5 interviews with each Member Municipality and 10 interviews with the County (including the Mayors))
  - Benchmarking against 5 comparator municipalities for the County, Centre Wellington and rural Member Municipalities
  - Kick off presentation to each municipal council (applicable County Council representative for each Member Municipality are welcome)
  - Current State Summary (interviews/focus groups' findings and recommendations)
- **Phase Three: Current Service Delivery Model Review**
  - Service Profiles for all County and Member Municipality services
  - Individual meetings with the Member Municipalities to confirm service profile data
  - Interim Report and presentation to Steering Committee and Member Municipalities
- **Phase Four: Opportunity Identification**
  - Three half day working sessions with the Steering Committee to identify, rank and confirm opportunities
  - Potential opportunities to achieve the most structurally and operationally effective service delivery model
  - Draft recommendations on changes to services, programs, resources, and responsibilities, including whether specific services should be expanded, reduced, discontinued or delivered in an alternative manner
  - Draft recommendations on the prioritization of services
  - Quantification of financial implications of identified opportunities

# Project Overview – Scope, Deliverables and Timing

## Scope & Deliverables (continued)

- **Phase Five: Final Report & Presentation**

- Finalized service profiles inventorying current services and delivery approaches
- Identification of key issues with property-centric services
- Specific recommendations with regard to changes in services, programs, resources, and responsibilities, including whether specific services should be expanded, reduced, discontinued or delivered in an alternate manner
- Quantification of financial implications of identified opportunities
- Identification of impacts for operations and service delivery resulting from recommendations, including clearly defined service levels
- Identification of recommended next steps
- Electronic versions of all project documents.

# Project Charter Project Phases



1. Meet with Project Team to clarify expectations, refine lines of inquiry, and develop a subsequent work program for the engagement.

2. Collect relevant information on current methods of service delivery and conduct stakeholder consultations and survey 5 comparator municipalities to benchmark County services.

3. Develop a common understanding of the current state. Assist the Steering Committee with the identification and mapping of the current service delivery model. Begin to identify opportunities for improved service delivery and cost savings.

4. The identification of potential opportunities for innovative service using the KPMG's Service Assessment Filter. Categorization of recommendations into major short-term, mid-term and long-term priorities.

5. Delivery of a draft high level implementation plan that includes prioritized recommendations for discussion with the Steering Committee. Once validated, KPMG will present the findings to the Member Municipalities' Councils.

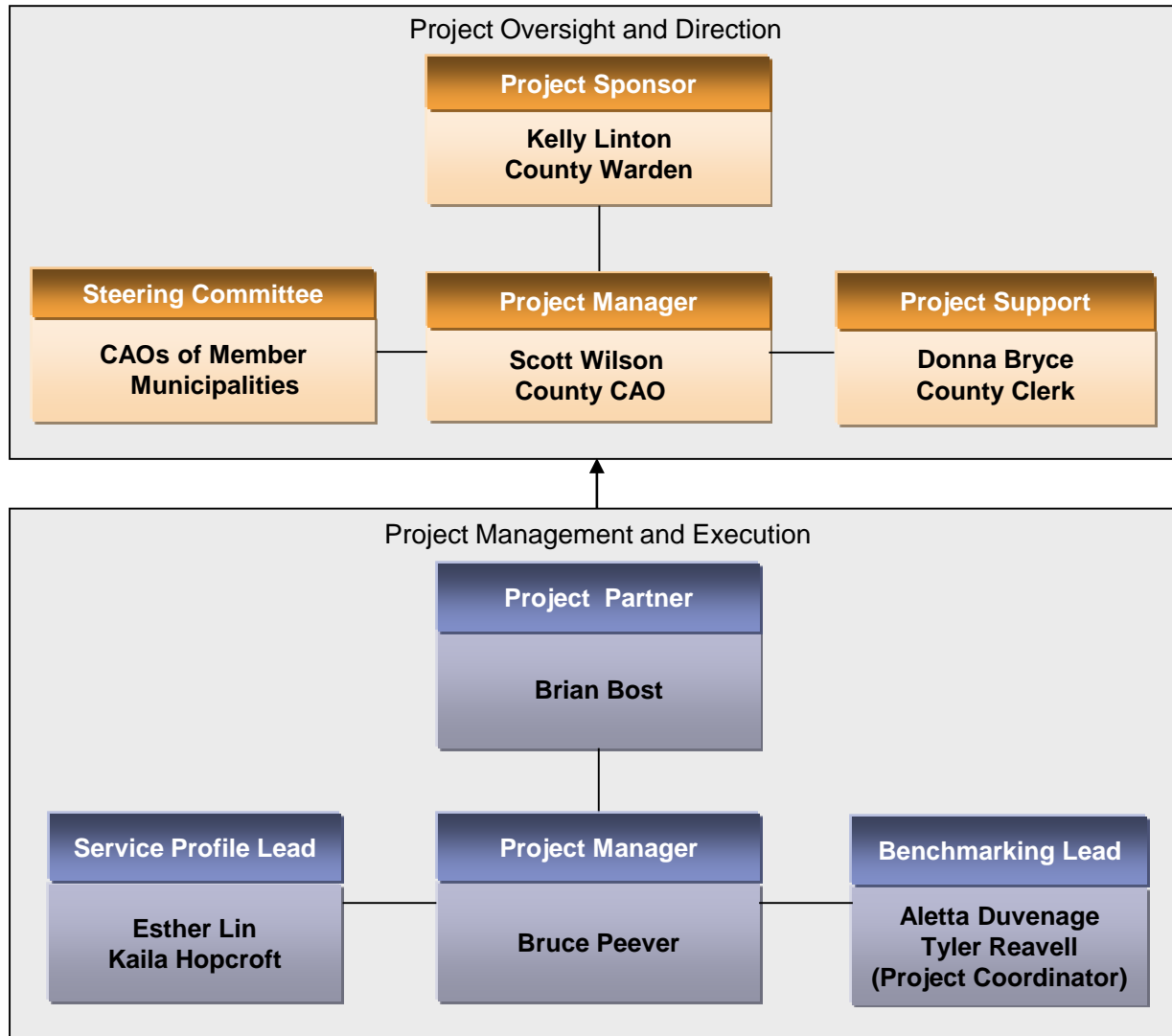
# Project Schedule

Phase	Key Tasks and Deliverables	Weeks	July					August					September				October				November				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
	Overall budget and schedule management																								
	Regular meetings with Project Sponsor and Project Manager																								
<b>1</b>	<b>Project Initiation</b>																								
	Project kick-off meeting with Project Sponsor/Manager																								
	Project kick-off meeting with Project Management Team																								
	Develop Project Charter																								
	Develop Engagement Plans - Public & Stakeholders																								
<b>2</b>	<b>Environmental Scan</b>																								
	Documentation Review																								
	Stakeholder Engagement - Council Meetings																								
	Stakeholder Engagement - Municipal Interviews																								
	Benchmarking & Leading Practice Review																								
<b>3</b>	<b>Current Service Delivery Model Review</b>																								
	Service Profile Development																								
	Service Profile Validation																								
	Presentation of Interim Report to Steering Committee																								
	Reporting of Interim Report to Municipalities																								
<b>3</b>	<b>Opportunity Identification</b>																								
	Opportunity Identification Workshop																								
	Opportunity Ranking & Prioritizing Workshop																								
	Opportunity Categorizing & Confirmation																								
	Validation of Opportunities with Steering Committee																								
	Reporting of Opportunities to Municipalities																								
<b>4</b>	<b>Final Report &amp; Presentation</b>																								
	Develop Draft Final Report																								
	Working Session to Review Final Report																								
	Incorporate Feedback																								
	Present Final Report to Councils																								

# Dates of Project Meetings

Project Meetings	Date	Participants
Project Kick Off Meeting with Project Team	July 12	Steering Committee
Interviews	July and August – Target complete by August 30	Mayors, CAOs, Senior Management Team, and staff
Present Interim Report	September 16, 9:00 AM	Steering Committee
Present Interim Report	September 26	Council
Working Session to Identify & Rank Opportunities	October 7 9:00 AM	Steering Committee plus representatives of Member Municipalities
Working Session to Review & Prioritize Opportunities	October 22 Full Day	Steering Committee plus representatives of Member Municipalities
Working Session to Confirm Recommendations	October 28, 9:00 AM	Steering Committee plus representatives of Member Municipalities
Final Report Delivery	November 18, 9:00 AM	Steering Committee
Final Report Presentation	November 28	Council

Service Review  
Governance Structure





# Project Management

## Steering Committee

- The Steering Committee is the key body within the governance structure that is responsible for guiding and monitoring the project on behalf of the County and its Member Municipalities.

## Project Sponsor

- The Project Sponsor is the champion for the project and ensures the objectives and priorities of the County and its Member Municipalities are achieved at the conclusion of the project.

## Project Manager (PM)

- The Project Manager is the individual with overall accountability for the project and provides the necessary leadership to achieve the project's goals. The PM ensures that the project stays on budget and schedule and that the consultant has the necessary information and support to complete the analysis and provide recommendations. All project communications are processed through the PM.

## Project Support

- The Project Coordinator is an individual responsible for the day-to-day organization of the project reporting to the Project Manager.

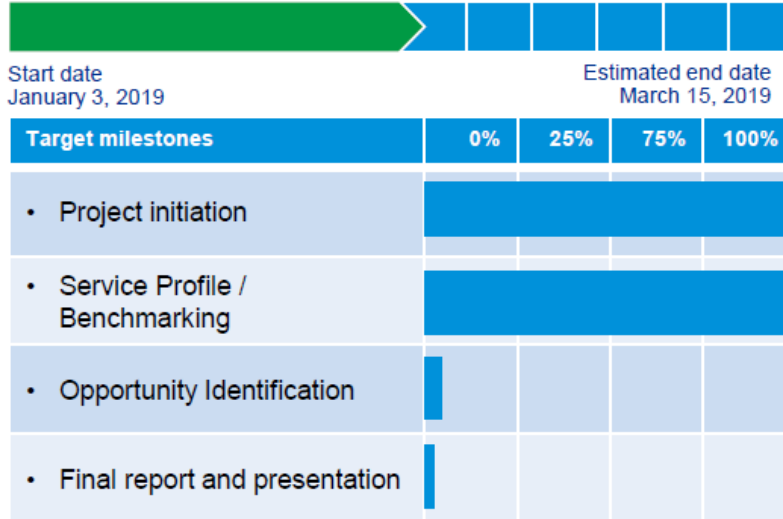
## Status Reporting

- The KPMG project team will submit to the project manager a brief status report, based on the format presented in the following slide, on a bi-weekly basis.
- The status report may be followed up with a brief phone call should there be any risks or issues that need to be addressed.

# Status Reporting - Sample for Illustrative Purposes

## Overall status - 02/01/2019

### Timeline



### Project status

Overall **G** Schedule **G** Budget **G** Scope **G**

**Legend:** **G** On schedule      **Y** Issues present but planning is underway to mitigate them      **R** Issues present which require immediate action to address them

### Current week's accomplishments

- Presented draft Interim Report to Corporate Leadership Team on Feb 1, 2019, which includes Service Profile service level assessment, and benchmarking analysis of comparator municipalities.

### Next steps / action items

- Initiate Phase 3 of Opportunity Identification –
  - Opportunity brainstorming session (Feb 7);
  - Opportunity criteria rating (Feb 11); and
  - Opportunity grouping and prioritization (Feb 21)
- Refine Interim Report data with any additional comments or data input from Corporate Leadership Team for final reporting.
- Prepare draft final report.

### Outstanding issues and risks

- None

# Deliverable Acceptance Process

- Deliverables presented in a scheduled and collaborative process
- KPMG team submits key draft deliverables to Project Manager for Client review
- Project Manager works with the Steering Committee / Project Team and other relevant stakeholders to consolidate feedback and suggestions and forwards them to KPMG project team
- Feedback to be provided within a period of 5 business days
- KPMG team incorporates feedback and resubmits to Project Manager
- Project Manager, working with the Steering Committee / Project Team, approves revised deliverables and signs off on them
- Upon the sign-off, deliverables are considered “final”

Service Review  
KPMG Project Team

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