

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

COLLABORATION AGREEMENT BETWEEN:

The Collaborators as identified in Schedule B - Collaborators, Contacts and Steering Committee, as amended from time to time through agreement by the Steering Committee, which Schedule forms part of this Agreement.

Whereas:

- i. The Collaborators entered a Collaboration Agreement dated November 25, 2015 and wish to replace that original Collaboration Agreement with the new Collaboration Agreement.
- ii. This Agreement is intended to document the collaboration on the development, implementation and use of a Local Source Water Information Management System (LSWIMS) by the Collaborators.
- iii. The objective of the LSWIMS initiative is to develop a Data storage and management solution to assist municipalities and Conservation Authorities in administering and reporting on activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to Part IV, and the Conservation Authorities Act.
- iv. The solution will be developed by Upper Thames River Conservation Authority (“UTRCA”) with a collaborative team to share ideas and possible solutions, and to consider ways to integrate it with existing systems. The Collaborators realize the power of a collaborative approach in that their contributions will result in a better end product. To this end, a Steering Committee has been formed to bring forward input from all collaborators on an equitable basis.
- v. The outcome of this work will be a System that can be used effectively by the Funding Collaborators who choose to use it under this Agreement.
- vi. UTRCA submitted a funding proposal to the Collaborators which was accepted and formed the basis of the original Collaboration Agreement. In this update to the Collaboration Agreement and going forward, the funding proposal is replaced with Schedule A-Work Plan and Schedule of Costs forming part of this Agreement and constituting the basis for the funding provided for under this Agreement.
- vii. The funding proposal was originally based on the Information and Functional Needs Assessment attached to the original Collaborative Agreement, but current LSWIMS application development, operation and maintenance is based on the new Schedule A - Work Plan and Schedule of Costs as amended from time to time .
- viii. The contact persons for the Collaborators are identified in Schedule B - Collaborators, Contacts and Steering Committee.

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- ix. It is acknowledged that the work began in November 2014 and shall continue as long as this Agreement remains in place.

Therefore the Collaborators agree:

1. Definitions

Collaborator – means a Funding Collaborator or a Non-Funding Collaborator.

Data – means information entered or uploaded to be available in the System.

Funding Collaborator – means a participant in this Agreement who provides both ongoing financial contributions and in-kind contributions to the Program.

MFIPPA – means the *Municipal Freedom of Information and Protection of Privacy Act*.

Non-Funding Collaborator – means a participant in this Agreement who, although collaborating with the other Collaborators, does not provide, or no longer provides, any financial contributions to the Program, but rather, provides only in-kind contributions to the Program.

Phase – means a phase of the original project, which are now generally referred to as tasks within the work plans.

Program - mean the development, implementation and use of the System.

RMO – means a Risk Management Official under the *Clean Water Act, 2006*.

SPA – means a Source Protection Authority under the *Clean Water Act, 2006*.

Steering Committee – means a committee consisting of representatives of the Collaborators. Each Collaborator may appoint one (1) voting representative and one (1) or more non-voting representative(s) to the Steering Committee.

System – means the Local Source Water Information Management System described in this Agreement.

2. Term of this Agreement

This Agreement will be deemed to have commenced on the 1st day of January 2018 and will continue in force until terminated in its entirety by mutual agreement of all Collaborators upon at least 6 months written notice.

3. Scope of the Program

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The Collaborators agree to work together on the following aspects of the System under this Agreement:

- Information and Functional Needs Assessment;
- System development including database schema and interface;
- System administration and maintenance;
- Document template development;
- Reporting functionality issues;
- Functionality improvements;
- Documentation; and
- User support.

This scope may be adjusted through amendments to this Agreement.

4. Steering Committee

The Steering Committee shall provide guidance and direction of the development, operation, maintenance and administration of the Program. The roles and responsibilities of the Steering Committee members are summarized in Schedule B - Collaborators, Contacts and Steering Committee.

Each Collaborator may change its individual representative(s) on the Steering Committee at any time by providing written notice to the other Collaborators.

In addition to guiding the development of the LSWIMS application the Steering Committee has other responsibilities as identified in Schedule B as well as those responsibilities identified elsewhere in this Agreement. Schedule B may be amended from time to time by agreement of the Steering Committee.

The Steering Committee may update Schedule A and Schedule B to this Agreement. Upon any such updating the UTRCA shall distribute the updated Schedules to all Collaborators.

5. Program Management and Administration

UTRCA shall develop the System in accordance with this Agreement under the direction of the Steering Committee. UTRCA shall manage the Program in accordance with the deliverables, cost estimates and progress payments set out in Schedule A. The Program will be led by Chris Tasker and John Campbell from UTRCA. Chris will act as Program Manager and John will act as System Developer.

6. Development of the System

The Steering Committee shall work together to identify the required functionality for the System, and shall ensure that, unless otherwise agreed to by the Steering Committee, the functionality is sufficient to meet the requirements of all applicable legislation and is not less than the functionality identified in Schedule A. UTRCA shall develop the System so that it meets the functionality specifications identified and agreed by the Steering Committee. UTRCA shall research applicable methodologies and use best practices to ensure that the System meets the required functionality.

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Following implementation of the System, the Steering Committee shall make all decisions regarding any functional improvements required, based on input from the Collaborators.

7. Operation and Maintenance of the System

Once the System has been developed, UTRCA shall operate and maintain it in working order, and shall take all reasonable steps to avoid interruptions in use and loss of Data, and to ensure that any maintenance required is carried out in a timely manner. UTRCA shall ensure that any functionality improvements identified and agreed by the Collaborators from time to time are implemented in a timely manner.

The Funding Collaborators shall have and maintain a business continuity and security plan which defines the risks to business continuity and the measures the Collaborators agree to put in place to manage those risks. The collaborators shall establish an implementation schedule for the approved business continuity and security plan.

The costs of any agreed functionality improvements after implementation of the System, including implementation of the business continuity plan, will form part of the annual operating and maintenance costs which will be borne by the Funding Collaborators in accordance with the terms of this Agreement. Annual Operation and Maintenance includes items outlined in schedule A.

8. Data Management

Each Funding Collaborator is individually responsible for uploading its Data, ensuring its Data's accuracy, complying with *MFIPPA* requirements, ensuring the privacy / confidentiality of its Data and otherwise preventing unauthorized or inappropriate access to its Data, and protecting the integrity of its Data. Any existing intellectual property rights associated with Data uploaded by a Funding Collaborator are not affected by this Agreement and will remain the property of that Funding Collaborator. Funding Collaborators can choose to work jointly through the Steering Committee in addressing any of the above obligations, including but not limited to conducting a privacy impact assessment and / or a business continuity and security plan. The Steering Committee shall be responsible for determining the method of transmission and storage of Data. UTRCA shall implement the measures as directed by the Steering Committee.

Although each Funding Collaborator is responsible for uploading its own Data, UTRCA shall assist in the bulk upload of Data in accordance with the Data licensing requirements of each respective Funding Collaborator. Each Funding Collaborator is responsible to ensure that the proper Data licenses are in place and enforced and shall indemnify the other Funding Collaborators in respect of the same.

Collaborators shall not make Data available to other Collaborators, unless agreed to in writing and with appropriate licensing / sub-licensing and indemnification where necessary..

9. In-kind Contributions

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All Collaborators shall make in-kind contributions to the Program including:

- Time and effort required for consistent representation of and participation by the Collaborators on the Steering Committee;
- Careful attention to ensuring appropriate supervision for their staff and volunteers involved in the collaboration;
- Input and direction towards the design and development of the final product and its functionality; and
- Resources required to ensure fulfillment of specific commitments under this Agreement.

10. Financial Contributions

The Funding Collaborators agree to make payments to UTRCA for the purpose of developing, implementing, operating and maintaining the System, in accordance with this Agreement.

The funding for the initial work on the Program was subdivided into distinct Phases and the Funding Collaborators contributed equally to the financial costs of each Phase (as set out in the original project proposal). Now that the System has basic functionality and Collaborators are able to use the System funding is based on an annual work plan which is included as Schedule A. Each Funding Collaborator shall make payments for each task following substantial completion of that task. The Steering Committee shall confirm substantial completion of each task at which time the UTRCA may invoice the Funding Collaborators. Except in the case of a dispute, the Funding Collaborators shall make payment in accordance with this Agreement within 45 days after receipt of the invoice.

Schedule A also includes a description of those costs which are considered annual operating costs and the maintenance and administration costs.

11. Costs and Use of the System

The Funding Collaborators acknowledge that once the System is operating, there will be annual operating and maintenance costs for the System and that the Funding Collaborators shall bear such costs. The Steering Committee shall determine a fair and equitable method for apportioning annual operating and maintenance costs. The total costs billed to the Funding Collaborators for operating and maintaining the System will not exceed the actual costs to UTRCA. UTRCA shall provide to each Funding Collaborator, upon request, documentation supporting the operating and maintenance costs. Except in the case of a dispute, costs will be paid within 45 days after receipt of the invoice from the UTRCA. Invoices for operating and maintenance costs will be issued no more frequently than quarterly.

Each Funding Collaborator shall have the right to use the System, in accordance with this Agreement, provided that the Funding Collaborator's financial contributions are paid up to date.

Each Funding Collaborator shall have the right to request and receive exports of its Data from the System. UTRCA shall generate a Data extract in a mutually agreeable format within 30 days after such request. The Funding Collaborator shall pay individually for each such requests.

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12. Intellectual Property

Intellectual Property includes the programming developed for the System (excluding those tools which have been licensed from others). Stored Data uploaded or input by any Funding Collaborator or on behalf of a Funding Collaborator, is the intellectual property of and for the exclusive use of that Funding Collaborator (unless otherwise agreed to in writing between the Funding Collaborator and another Collaborator).

The Funding Collaborators shall jointly own the intellectual property rights in the System (excluding those tools which have been licensed from others). Each Funding Collaborator has the right to use the System code as is or to modify it as it sees fit on their own infrastructure. Any such modification of the System code would be outside of the scope of this collaboration. In so modifying the System code, the Funding Collaborator assumes full risk for such modification and shall fully indemnify the other Funding Collaborators in respect of any such modification.

For the purposes of the programming tools required for the development of the System, UTRCA is responsible for obtaining permission to use any intellectual property belonging to third parties, and shall indemnify the Collaborators for any losses (including legal costs) arising in relation to any claim by a third party relating to a violation of intellectual property rights in relation to those programming tools.

Each Collaborator has the right to use or modify as it sees fit the Data structure and information contained in the Information and Functional Needs Assessment of the Original Agreement. Such use or modification would be outside of the scope of this collaboration.

13. Decision Making by Steering Committee

The Steering Committee shall strive for consensus in all of its decisions. Where consensus is not unanimous then dissenting opinions can be recorded. In instances where consensus is not possible, the Program Manager shall request that a recommendation be put to a vote where each Funding Collaborator is entitled to one vote and a simple majority will decide the outcome. For purposes of a vote, the quorum will be $\frac{2}{3}$ of the number of Funding Collaborators. In the event of a tie, the decision will be in the negative. If a simple majority is not achieved, then the recommendation fails. A failed recommendation may result in an alternative recommendation being made and a separate vote being called.

14. Resolving Conflicts

As this Program is being undertaken through collaboration, a consensus building approach will be taken to dealing with conflicts if they arise. To resolve conflicts and complaints satisfactorily if differences arise, the Collaborators shall:

- Address their differences in a timely, open, respectful and honest manner;
- Discuss the reasons for the differing positions and look for common ground;
- Consider alternative solutions to the problems which accommodate to the extent reasonable as many of the differing interests as possible; and

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- Attempt to resolve issues at the staffing level at which they occur.

Each Collaborator may wish to seek direction from its municipal council or board of directors on an issue over which a conflict arises. Should the matter still remain unresolved, the Collaborators may engage an independent mediator to resolve it. The costs of such mediation would be borne by the Collaborators involved.

If a Collaborator is not complying with this Agreement, another Collaborator may bring forward the non-compliance to the Steering Committee for discussion and resolution. The Steering Committee, upon a majority decision, may terminate the Agreement with respect to a Collaborator upon at least 60 days' written notice for failure to comply with this Agreement. Upon expiry of this notice period, the provisions of section 16, with the exception of the notification period, apply to the collaborator who is being removed from the agreement

15. Addition of New Collaborators

The Steering Committee may, from time to time, accept the addition of other municipalities or conservation authorities as Collaborators. Upon the agreement of the Steering Committee to accept a new Collaborator, the new Collaborator shall execute a counterpart of this Agreement and, distribute the executed counterpart with amended Schedule B - Collaborators, Contacts and Steering Committee to all Collaborators. No further revisions to this agreement will be necessary. Current Collaborators shall not be required to execute new counterparts due to the joining of a new Collaborator.

Each new Funding Collaborator shall share the financial obligations on an equal basis with the existing Funding Collaborators for development of the System and shall share in the rights and responsibilities of a Funding Collaborator described in this Agreement. Schedule A - Work Plan and Schedule of Costs indicates how a new Funding Collaborator shall share in the costs of the Program. including the annual operating and maintenance costs, continuous improvement costs and costs associated with system set up for the new Funding Collaborator..

16. Withdrawal of Collaborators

Any Collaborator, including the UTRCA may choose to withdraw from the collaboration and this Agreement. To carry out the withdrawal, the Collaborator shall:

- Provide at least 6 months of written notice to the other Collaborators; and
- During that notice period, complete any outstanding reporting, service delivery and financial obligations under this Agreement.

If the UTRCA chooses to withdraw from the Collaboration, then it shall, during the notice period provide each Collaborator with the System(excluding any third-party licensing agreements) or, if the System is not complete, the background work undertaken to date, and the portion of the System that has been completed. If the UTRCA chooses to withdraw from the collaboration then it shall, during the notice period, provide each Funding Collaborator with that Funding Collaborator's Data in a mutually agreeable format. The Funding Collaborator shall pay reasonable costs of producing the Data in that format.

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Upon withdrawal by a Collaborator from this Agreement:

- The Collaborator ceases to be a Collaborator;
- This Agreement continues unchanged, and in effect, until all Collaborators have withdrawn;
- Any rights or obligations accrued up until the withdrawal remain in place; and
- The Steering Committee shall amend Schedule B - Collaborators, Contacts and Steering Committee, to reflect the departure of the Collaborator.

If the Withdrawing Collaborator is a Funding Collaborator, then:

- The Withdrawing Collaborator shall immediately fulfill all its remaining outstanding funding obligations under this Agreement;
- No refund will be provided to the Withdrawing Collaborator;
- The UTRCA shall provide to the Withdrawing Collaborator, in a mutually agreeable format, the Data that the Withdrawing Collaborators had entered or uploaded to the System;
- The Withdrawing Collaborator shall pay the cost of providing the Data in the mutually agreed format;
- The UTRCA shall remove from the System and destroy all copies of the Data provided by the Withdrawing Collaborator, unless the UTRCA and the Funding Collaborators agree otherwise;
- The Data of the Withdrawing Collaborator will remain in the system backups until destroyed as part of regular backup retention and destruction schedule under Business Continuity and Security plan, including if the System is restored from backup; and
- The Withdrawing Collaborator forfeits continued use of the System and any other Funding Collaborator rights.

17. Change of Funding Collaborator to Non-Funding Collaborator

Any Funding Collaborator may choose to change to a Non-Funding Collaborator. to carry out the change, the Funding Collaborator shall:

- Provide at least 6 months of written notice to the other Collaborators; and
- During that notice period complete all obligations of the Collaborator unique to it being a Funding Collaborator.

The consequences of the change of status shall be the same as described above for the case of a Funding Collaborator withdrawing from the Agreement.

18. Indemnity and limit of liability

Each Collaborator (each an “Indemnifying Party”) shall indemnify, defend, and hold each other Collaborator (including its elected officials, directors, officers, and employees) [collectively referred to as the “Indemnified Party”] harmless against any claims, proceedings, fines, penalties, expenses and costs (including legal costs on a solicitor and client basis) that are incurred by, or made or instituted against, any of them or to which any of them may be liable in connection with the Indemnifying Party’s responsibilities pursuant to the Agreement, including without limitation, the carrying out or failure to carry out any obligation under the Agreement, except to the extent that same was caused by the negligence or wilful misconduct of the Indemnified Party.

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The liability of any collaborator is limited to the amount they have contributed under the agreement in the year in which the liability occurred.

19. Insurance

Each Collaborator shall obtain and maintain at its own expense during the term of this Agreement a Commercial General Liability Insurance policy with a minimum limit of \$2,000,000 per occurrence and \$4,000,000 in the aggregate to include personal injury, property damage and injuries to or death of persons. Each collaborator shall provide the other with such evidence of coverage as may be reasonably acceptable to the other within thirty (30) calendar days following the execution of this Agreement and subsequently as requested.

20. Waiver

Failure by any Collaborator to enforce any provision of this Agreement will not be considered a waiver by that Collaborator of such provision. No waiver of any rights under this Agreement will be valid unless in writing and signed by the Collaborator to whom they are a benefit. Further, waiver of any rights will not be considered a waiver by the Collaborator of any other obligation under this Agreement, or of any future rights arising under such provision.

21. Amendment

This Agreement may only be amended by agreement of all Collaborators in writing from time to time. Amendments to the Schedules may be made as directed by the Steering Committee without affecting the other terms of this Agreement.

22. Applicable Law

The Collaborators agree to carry out the terms of this Agreement, including development and use of the System, in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. The Collaborators specifically agree that they are bound by *MFIPPA* in respect of this Agreement and use of the System. Any actions or proceedings arising in connection with this Agreement shall be conducted in the Province of Ontario .

23. No Assignments

All rights and obligations contained in the Agreement shall extend to and be binding on the Collaborators' respective heirs, executors, administrators, successors and permitted assigns. A Collaborator shall not assign any part of the Agreement without the prior written consent of the other Collaborators.

24. Notice

Notice under this Agreement shall be provided to the Collaborators in writing. Notice shall be provided in at least one of the manners indicated below and using the contact information contained in Schedule B

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- Collaborators, Contacts and Steering Committee. Notice shall be made to all of the persons described in Schedule B - Collaborators, Contacts and Steering Committee. Notice made by regular mail will be considered to have been received five (5) business days following the date it is postmarked. Notice made by fax will be considered to have been received on the next business day following the date on which a fax transmission receipt indicates that delivery was received. Notice made by email will be considered to have been received on the date on which it is sent.

25. Conflict between this Agreement and Schedules

In the event of conflict between the provisions of this Agreement and the Schedules, the provisions of this Agreement will supersede.

26. Counterparts

This Agreement may be executed in any number of counterparts, whether in paper form, transmitted by facsimile or e-mail transmission of Portable Document Format (PDF'), each of which will constitute an original and all of which, taken together, will constitute one and the same instrument. Any Collaborator executing this Agreement by fax or PDF file shall, immediately following a request by any other Collaborator, provide an originally executed counterpart of this Agreement, provided, however, that any failure to so provide will not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000*.

IN WITNESS OF THIS AGREEMENT the parties have executed below:

(LEGAL NAME OF EACH COLLABORATOR)

Per its authorized signatory/signatories:

Collaborator

Signatures

Name of signatories

Title of Signatories

Date

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Schedule A – Work Plan and Schedule of Costs

Schedule A - 2018 LSWIMS Work Plan and Schedule of Costs

- This work plan is a schedule to the collaboration agreement which may be modified through discussion and acceptance by the steering committee.
- Review and update will occur, at a minimum annually. The annual review will generally occur following the final operation and maintenance invoice of each year. It may also be updated as the steering committee discusses and accepts revisions to application development priorities or how the system is to be operated and maintained.
- This work plan replaces the proposal included as a schedule to the original collaboration agreement and schedule included in the collaboration agreements with new collaborators
- There are four parts to this work plan and schedule of costs.
 - Part 1 - Estimation of the Annual External Costs
 - Part 2 - Maintenance and Administration of the LSWIMS App
 - Part 3 - Continuous Improvement Work Plan
 - Part 4 - New funding collaborators
- Each part is described in detail below

Part 1 - Annual Operating Costs

- This section describes items to be invoiced to the funding collaborators as part of the annual operating costs as per the collaboration agreement.
- Included in this section are materials, supplies and services paid by the UTRCA for the operation, maintenance and development of the LSWIMS app including (but not limited to):
 - Server and Data Hosting Costs (such as Microsoft Azure) for the primary site and backup restore site
 - Authentication services
 - Annual software licensing
 - Up to 50% of costs of software and hardware used in the operation, maintenance and development of the LSWIMS app
 - Services to provide redundant database administrator by contractor(Dazzl)
 - Annual Operating costs are divided equally between the funding collaborators with new funding collaborators pro-rated based on the part of the year they were able to
- These costs will be invoiced to funding collaborators as per the collaboration agreement. Cost will be shared equally

Part 2 - Maintenance and Administration Costs

- This section describes items to be invoiced to the funding collaborators as part of the annual operating costs as per the collaboration agreement.
- Included in this part are UTRCA staffing costs associated with the operation, maintenance and administration of the app.
- This includes but is not limited to the following items
 - Costs associated with collaborator meetings and teleconferences
 - Wages, benefits and payroll burden associated with operation, maintenance, administration and user support
- Annual Operating costs combined with Maintenance and Administration costs are estimated to be between 4,000 and 6,500 per year for each collaborator

Part 3 - Continuous Improvement Work Plan

- This part of the work plan and cost schedule identifies the planned work to improve the app as part

of efforts to move towards the full utilization of the technology to meet the needs of the users.

- It identifies the agreed cost to each collaborator of each task identified in this part of the work plan.
- The cost will be invoiced to each funding collaborator at the substantial completion of each task as per the terms of the collaboration agreement.
- Cost for each item will be shared equally by all funding collaborators in the agreement when the item is substantially completed.
- An estimate of development time is included. This estimate assumes development time is limited by operation and maintenance of LSWIMS (~25%), vacation/holidays, and commitments to MOECC (~50%).

2018 Work Plan

Tasks	Deliverables and Description	Estimated development time	Estimated Cost	Planned Completion by the end of
0	Work in Progress <ul style="list-style-type: none"> • Work initiated in the previous workplan but not completed 	3 weeks	As per previous work plan	Each Q1
1	Contacts and Addresses improvements <ul style="list-style-type: none"> • Ability to add new contacts/addresses from site view 	1 week	3,000 (430ea)	Q1 2018
2	Data Layer improvements <ul style="list-style-type: none"> • Data addition for WHPA-Q, WHPA-E (priority) • Live feed of parcels or automation of pushing updated data to LSWIMS and improvements to automation of importing 	3 weeks	9,000 (1290 ea)	Q2 2018
3	Task Improvements <ul style="list-style-type: none"> • Email, dashboard notification • Assigning task, claiming tasks, assigning to groups • Views - Calendar and List 	2 weeks	6,000 (860/ea)	Q2 2018
0	Work Plan Review <ul style="list-style-type: none"> • Work plan for the subsequent year to be reviewed in June/July to provide budget information for the municipal budget process 		0	Each Q2
4	Document improvements <ul style="list-style-type: none"> • assigning one document to many sites (ie Education and outreach) • Ability to select sites geospatially • Ability to add a document that is already imported to a site or a series of sites 	3 weeks	9,000 (1290 ea)	Q3 2018
5	Implementation of the Backup and Recovery Plan <ul style="list-style-type: none"> • Restore Site - Establish site to restore backups for testing and backup access in the event of primary site failure as per Business Continuity and Security Plan and Backup and Recovery Plan • 	3 weeks	9,000 (1290 ea)	Q4 2018
Total		15 weeks of ~17 weeks available for dev't	36,000	

Total cost per collaborator	7	5,160 ea	
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2019/20 Work Plan

Task	Deliverables and Description	Estimated development time	Estimated Cost (each collaborator)	Planned Completion by the end of
0	Work in Progress <ul style="list-style-type: none"> Work initiated in 2018 workplan but not completed 	8 weeks	As per previous work plan	Each Q1
1	Reports <ul style="list-style-type: none"> Drill down reports Need ability to export list of sites with filter applied Develop reports that mirror MOECC reporting (available at time of development) Reports by Municipality. Roll up view of municipal dashboards for those who have multiple municipalities; 	4 weeks	\$12,000 (\$1,500 ea)	2019 Q2
2	Planning <ul style="list-style-type: none"> Email integration (Email integration with Office 365) Document creation from data and template 	1.5 weeks	(\$4,500 new collaborator-UTRCA only)	2019 Q3
0	Work Plan Review <ul style="list-style-type: none"> Considered part of O&M time 	Part of O&M		Each Q2/Q3
3	Readonly portal <ul style="list-style-type: none"> Add municipal users with read-only access. Further definition needed by Wellington to properly scope 	2 weeks	\$6,000 (\$750 ea)	tbd
4	Admin <ul style="list-style-type: none"> Ability to make a user(s) lead for a site *** Need some sort of flagging system to know a property has history/issues *** Help menu expansion Roll up view of municipal dashboards for those who have multiple municipalities; 	1 week	\$3,000 (\$375 ea)	tbd
5	Mapping/Notes <ul style="list-style-type: none"> Clarify layers in legend – colour meaning indicated in legend Add a section for inspections – upload fillable docs or generate something in LSWIMs? List of checklist items that can be answered within LSWIMS. Generate a report once complete Notes Section – add fillable date, type of note (eg. phone conversation, visual inspection, on-site visit, municipal meeting, etc.) and make the notes easier to read and sort through – chronology of the site. More discussion needed 	3.5 weeks	\$10,500 (\$1,300 ea)	tbd

6	<p>Threats</p> <ul style="list-style-type: none"> • STATUS column currently holds two pieces of information – Threat identification process (i.e. ARDB2, Existing (Non-ARDB) & Future) and status (i.e. Verified RMO or Verified Desktop). We propose that these should be in separate columns – “IDENTIFIED” & “STATUS” with the identification method column being lockable Discussion with group • When linking documents to threats, ability to toggle between true/false (official/ non-official) documents in chronological order. Need more info from group. • To increase real estate on the Threats page remove the “RISK” columns be hidden?? Have icon with hover over for Valid In • Remove threats stats counter • Update threats list to pull from new website using API 	3 weeks	\$9,000 (\$1,125 ea)	tbd
7	<p>Mapping 2</p> <ul style="list-style-type: none"> • Ability to create a report from map • Ability to print a site map • Add IPZ3 to seperate list... on/off by default per mun • Link LSWIMS data to in-house web mapping/municipal management software with links to be able to access documents/info on a SWP affected property. • Pull in additional layers from Web service 	3 weeks	\$9,000 (\$1,125 ea)	tbd
0	<p>Work Plan Review</p> <ul style="list-style-type: none"> • Considered part of O&M time 	Part of O&M		Each year end
8	<p>Docs</p> <ul style="list-style-type: none"> • Add ability to sort documents by date, type and to toggle between true/false (official/ non-official) • Documents Section – ability to toggle between true/false (official/ non-official) in chronological order with date on Dashboard of Site • Document Creation from data 	2 weeks	\$6,000 (\$750 ea)	tbd
9	<p>Searching</p> <ul style="list-style-type: none"> • Make the documents and threats searchable • Search by Site #, Document #, Active/Inactive • Add tags – “Business Owner”, “Property Owner”, “Municipal Contact” Need rules around • Ability to search zones, municipality in site search, regs • Ability to tag Site as favourite - Add to Category – Star/Fav • Site list – remove “Active” tab – save space – no one using “Active” • Ability to filter for a doc date in the site/map list • Ability to search – by key words or numbers? In transactions 	4 weeks	\$12,000 (\$1,500 ea)	tbd
10	<p>Contacts/Address Improvements</p> <ul style="list-style-type: none"> • identify Sites that a Contact/address is associated with and vice versa • Ensure multiple contacts not made for the same individual contact – this is very hard, instead provide 	2 week	\$6,000 (\$750 ea)	tbd

	ability to merge duplicates			
11	Admin 2 <ul style="list-style-type: none"> Add tags Ability to edit own tags???? 	1 week	\$3,000 (\$375 ea)	tbd
0	Work Plan Review <ul style="list-style-type: none"> Considered part of O&M time 	Part of O&M		Each Q6/Q7
12	MSDS <ul style="list-style-type: none"> MSDS Repository (last year request) 	1 week	\$3,000 (\$375 ea)	tbd
13	Notes <ul style="list-style-type: none"> Ability to add notes to this page (communications) - directly, might be linked to notes that show up on Site Stats?? Ability to add in "Formal" notes ... typing in note ... attach (multiple) field notes that match (Mobile) Ability to "grey-out" notes that are no longer valid – still see them but "un-highlight" them 	1 week	\$3,000 (\$375 ea)	tbd
14	Policies <ul style="list-style-type: none"> Link policies to regions to sites 	1 week	\$3,000 (\$375 ea)	tbd
0	Work Plan Review <ul style="list-style-type: none"> Considered part of O&M time 	Part of O&M		Each year end
Total		36 weeks of ~17 weeks/ year available	\$85,500	
Total cost per collaborator		8	\$10,690	

Future Tasks

- The following were tasks which were considered during the development of this workplan and although not included as part of the planned work are documented here so that they are not forgotten for subsequent work plans
- If time permits or other work facilitates the items included below they may be competed providing they do not substantially delay progress on the priority tasks included in this work plan

User Rights <ul style="list-style-type: none"> Implementation of additional types of users as per the BCSP and the LSWIMS Security Standards
Electronic Surveys
Landowner Self Serve
Office 365 Integration

Part 4 - New funding Collaborators

- New funding collaborators will share in Part 1 and 2 for the quarters that they are using the database (once their data has been added to the app)

- New funding collaborators will be invoiced for an equal share of all Part 3 costs not yet invoiced to current collaborators for the year that they join the collaboration and will share equally subsequent Part 3 costs
- New funding collaborators will also be charged for the incremental costs of adding their data to the system and setting up their use. This is currently estimated at \$4,300, however, may vary depending on the volume and complexity of the data. This will be invoiced following the successful import of the data.
- This cost will be reviewed annually by the steering committee.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule B – Collaborators, Contacts and Steering Committee

Schedule B - Collaborators, Contacts and Steering Committee

Collaborators

The following organizations are parties to the agreement

The Corporation of the County of Wellington;
 County of Oxford;
 The Corporation of the City of Guelph;
 The Corporation of the Town of Orangeville;
 City of Brantford;
 City of Hamilton;
 Grand River Conservation Authority (GRCA); and
 Upper Thames River conservation Authority (UTRCA),

 collectively referred to as the collaborators

This schedule of collaborators may be modified through agreement of the steering committee. These amendments shall, among other things allow addition of new collaborators to the agreement as per the section on Addition of Collaborators (Section 15).

Contacts

The following contact list is provided for the benefit of the Collaborators who are party to this collaboration Agreement. It provides primary contacts for each of the Collaborators and various methods of contact. For the purposes of notices identified in this Agreement, this list provides email, mail/courier and fax as acceptable delivery methods.

This contact list may be updated from time to time by circulating written notice to the Collaborators.

Upper Thames River Conservation Authority	Chris Tasker, Manager, Manager, Water & Information Management Email: taskerc@thamesriver.on.ca Phone: 519-451-2800x238	John Campbell, Senior Information Management Analyst Email: campbellj@thamesriver.on.ca Phone: 519-451-2800x258
	Jenna Allain, Source Protection Coordinator Email: allainj@thamesriver.on.ca Phone: 519-451-2800x223	Tracy Annett, Manager, Environmental Planning & Regulations Email: annett@thamesriver.on.ca Phone: 519-451-2800x253
	Mail/Courier: 1424 Clarke Rd, London ON, N5V 5B9 Fax: 519-451-1188, Phone: 519-451-2800x258	
The Corporation of the County of Wellington	Kyle Davis, Risk Management Official Email: kdavis@centrewellington.ca Mail/Courier: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON, N0B 1S0	

	<p>Fax: 519-846-9858 Phone: 519.846.9691x362</p>
Oxford County	<p>Deborah Goudreau, P.Eng., Manager of Water Services E-mail: dgoudreau@oxfordcounty.ca Mail/Courier: Oxford County, 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 Phone 519-539-0015 /1-800-755-0394, Ext 3116</p>
The Corporation of the City of Guelph	<p>Peter Rider, Risk Management Official Email: Peter.Rider@guelph.ca Mail/Courier: 1 Carden Street, Guelph, ON, N1H 3A1 Fax: 519-822-6194, Phone: 519-822-1260 x 2368</p>
Grand River Conservation Authority	<p>Martin Keller, Source Protection Program Manager Email: mkeller@grandriver.ca Mail/Courier: 400 Clyde Road, Box 729, Cambridge N1R 5W6 Fax: 519-621-4945, Phone: 519-620-7595</p>
City of Hamilton	<p>Marco Silverio, Project Manager - Source Protection Planning Email: Marco.Silverio@hamilton.ca Mail/Courier: City of Hamilton Public Works Department 77 James Street North, Suite 400 Hamilton, ON L8R 2K3 Fax: 905-546-4491. Phone: 905.546.2424 ext. 6099</p>
Town of Orangeville	<p>Heather McGinnity, P.Eng., Manager of Environmental Services, Risk Management Official, Public Works Town of Orangeville 87 Broadway, Orangeville, ON L9W 1K1 519-941-0440 Ext. 2222 <hmcginnity@orangeville.ca< p=""> </hmcginnity@orangeville.ca<></p>
City of Brantford	<p>Patrick Halevy Email: PHalevy@brantford.ca Mail/Courier: 180 Greenwich St., Brantford, ON, N3T 5R7 Fax: 519-752-6021 Phone: 519-759-4222 x 5822</p>

Steering Committee Members

The following table identifies the collaborator's representatives on the steering committee and in some cases their alternatives

	Collaborator	Steering Committee Member(s)
1	UTRCA <ul style="list-style-type: none"> ● Represents the municipalities of Perth East, Perth South, West Perth, St Mary's, Stratford and London ● Collaborating SPA ● Funding Collaborator 	Chris Tasker <ul style="list-style-type: none"> ● Project manager Jenna Allain <ul style="list-style-type: none"> ● Collaborating RMO Tracy Annett <ul style="list-style-type: none"> ● Collaborating Planner John Campbell <ul style="list-style-type: none"> ● System developer ● Information Management methodologies researcher
2	City of Guelph <ul style="list-style-type: none"> ● Funding Collaborator 	Peter Rider or Kristin Pressey <ul style="list-style-type: none"> ● Collaborating RMO
3	GRCA <ul style="list-style-type: none"> ● Collaborating SPA ● Non-Funding Collaborator 	Martin Keller
4	Oxford County <ul style="list-style-type: none"> ● Funding Collaborator 	Cassandra Banting or Deborah Goudreau <ul style="list-style-type: none"> ● Collaborating RMO
5	Wellington County Municipalities <ul style="list-style-type: none"> ● Represents the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington. ● Funding Collaborator 	Kyle Davis <ul style="list-style-type: none"> ● Collaborating RMO
6	City of Hamilton <ul style="list-style-type: none"> ● Funding Collaborator 	Marco Silverio or Carmen Vega <ul style="list-style-type: none"> ● Collaborating RMO
7	Town of Orangeville <ul style="list-style-type: none"> ● Funding Collaborator 	Heather McGinnity or Irena Kontrec <ul style="list-style-type: none"> ● Collaborating RMO
8	City of Brantford <ul style="list-style-type: none"> ● Funding Collaborator 	Patrick Halevy <ul style="list-style-type: none"> ● Collaborating RMO

Steering Committee Responsibilities

The steering committee responsibilities include but are not limited to the following items:

- Providing direction on the application development on such things as development priorities, functionality,
- Setting standards for application through such documents as the Business Continuity and Security Plan and its related documents
- Accepting the participation of new collaborators