

**CORPORATION OF THE TOWNSHIP OF PRINCE  
BY-LAW NO. 2016-23**

Being a by-law to authorize the Mayor and CAO/Clerk-Treasurer to enter into an agreement with the Public Sector Digest Inc. for the Asset Management Project.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

1. THAT the Mayor and CAO/Clerk-Treasurer are hereby authorized to execute and affix the Corporate Seal to an Agreement between the Public Sector Digest Inc, which Agreement is attached hereto as Schedule "A".
2. Schedule "A"

Schedule "A" forms part of this by-law.

READ THREE TIMES AND PASSED in open Council this 07<sup>th</sup> day of June, 2016.



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Mayor, Ken Lamming



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Clerk, Peggy Greco



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# **THE PUBLIC SECTOR DIGEST INC.**

148 FULLARTON STREET, SUITE 1410, LONDON, ONTARIO N6A 5P3  
PHONE: (519) 690-2565 • FAX: (519) 649-2010

## **Asset Management Project**

**Township of Prince**

**May 2, 2016**

PSD Services Quote – Township of Prince

May 2, 2016

**Contact List:**      Township of Prince (“Client”)

Name	Title	Tel	E-mail
Peggy Greco	CAO/Clerk-Treasurer	(705) 779-2992 Ext 2	pgreco@twp.prince.on.ca

**Contact List:**      Public Sector Digest (“PSD”)

Name	Title	Tel	E-mail
Holly Jennings	Account Manager	519-690-2565 Ext. 2260	hjennings@publicsectordigest.com
Matt Dawe	Dir. of Business Development	519-690-2565 Ext. 2300	mdawe@publicsectordigest.com

**Document Revision History:**

May 2, 2016                      Version 1.0

**Statement of Confidentiality:**

This document has been prepared specifically for the Client.

The PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid for **30 calendar days** from the date of issue indicated below.

PROFESSIONAL SERVICES & SOFTWARE	
SERVICE	TOTAL
ASSET MANAGEMENT PLAN (ALL CATEGORIES)	\$16,000.00
ROAD REPLACEMENT PROJECT DETAILS <sup>1</sup> (PRIORITY LISTING)	\$2,000.00
<b>PSD PROJECT TOTAL</b>	<b>\$18,000.00</b>

<sup>1</sup>Road Replacement Project Details – Within the Roads Asset Category of the document, the top priority road assets will be listed with replacement costs and replacement dates identified for each segment.

### Project Deliverables:

1. Project Kickoff – To be booked upon charter sign-off. To discuss milestones, have Prince team members be introduced to PSD team, process.
2. Develop the State of the Infrastructure Report.
3. Develop Desired Level of Service Section.
4. Develop Asset Management Strategy.
5. Develop Financial Strategy.
6. Provide AMP draft to Township of Prince prior to December 31, 2016.
7. Provide final AMP to Township of Prince prior to December 31, 2016.

### Terms of Payment

The Professional Services will be invoiced in four equal monthly payments beginning upon execution of the Project Charter.

Taxes are extra where applicable. (HST, GST, State)

PSD expenses including airfare, mileage, accommodation, meals, and ground

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### Term of Agreement

This agreement shall be effective as of the date first executed by an authorized signing officer of the Client.

### Authorization

This proposal shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations; The Township of Prince and The Public Sector Digest Inc.

### Terms and Assumptions Accepted

#### BETWEEN:

**Township of Prince**  
3042 Second Line W,  
Prince Township, ON P6A 6K4

**The Public Sector Digest Inc.,**  
148 Fullarton Street, Suite 1410  
London, Ontario N6A 5P3

By: Ken Hamming  
(Print Name)

[Signature]  
(Signature)

June 7, 2016  
(Date)

By: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Peggy Greco  
[Signature]

June 7, 2016