



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Meeting No. 23-2021
Monday, September 27, 2021, 9:00 a.m.
Council Chambers and via Teleconference
1925 Bruce Road 10, Chesley, ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Disclosures of Pecuniary Interest and General Nature Thereof	
4. Adoption of Minutes of Previous Meeting(s)	
4.1. Regular Council Minutes - September 13, 2021	1
5. Business Arising from the Minutes	
6. Public Meeting(s)	
7. Delegation(s)	
7.1. Saugeen Valley Conservation Authority regarding the Paisley Dyke proposed work - Jo-Anne Harbinson, Manager, Water Resources	18
Saugeen Valley Conservation Authority will provide a presentation regarding the Paisley Dyke and proposed works at the dyke upstream of the Queen Street Bridge. It is hoped that the work that should be done can, in part, be paired with the work related to the new bridge or while the area is under construction related to the bridge work.	
7.2. The Kinsmen Club of Chesley – Bob Johnston, Bill Gardhouse, Nathan Rhody	32
7.3. BDO Year End Report and Draft Financial Statements - Traci Smith	42

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9.5.	Facilities, Parks and Recreation	

9.6.	Emergency Services	
9.7.	Economic Development and Planning	
9.7.1.	SRECDEV.21.09 Paisley Teeswater Bridge Project Working Group	225
10.	Reports of Members	
11.	Health and Safety	
12.	Other Business	
13.	Notice of Motion	
13.1.	Notice of Motion - Payable Voucher - Deputy Mayor Davis	227
	This Notice of Motion was tabled at the August 9, 2021 Regular Council Meeting subject to a Staff Report to be prepared by the Treasurer.	
14.	By-laws	
14.1.	By-Law 62-2021 Adopt a Community Flag Raising Policy	228
14.2.	By-Law 63-2021 Adopt the Amended Council Remuneration and Expense Policy	232
14.3.	By-Law 64-2021 Authorize an Agreement with Grant Match	248
15.	Closed Session (if required)	
	Not required.	
16.	Resolution to Reconvene in Open Session	
17.	Adoption of Closed Session Minutes	
18.	Adoption of Recommendations Arising from Closed Session (If Any)	
19.	Confirming By-law	
19.1.	By-Law No. 65-2021 Confirming Council Proceedings - September 27, 2021	252
20.	Adjournment	

21. List of Upcoming Council meetings

October 12, 2021

October 25, 2021

November 8, 2021



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

Meeting No. 22-2021

**Monday, September 13, 2021, 9:30 a.m.
Council Chambers and via Teleconference
1925 Bruce Road 10, Chesley, ON**

Council Present: Mayor Steve Hammell
Deputy Mayor Mark Davis
Councillor Melissa Kanmacher
Councillor Doug Bell - Present Electronically
Councillor Brian Dudgeon - Present Electronically
Councillor Ryan Greig - Present Electronically
Councillor Ryan Nickason - Present Electronically

Staff Present: Sylvia Kirkwood - CAO
Julie Reid - Deputy Clerk
Scott McLeod - Public Works Manager
Tracey Neifer - Treasurer
Carly Steinhoff - Recreation Manager
Pat Johnston - Chief Building Official - Present Electronically
Laura Fullerton - Economic Development Coordinator

1. Call to Order

Mayor Hammell called the meeting to order at 9:30 am. A quorum was present.

Following the Call to Order, Mayor Hammell thanked the Facilities, Parks and Recreation Manager, Carly Steinhoff, Programs Coordinator, Katrina Eke and the Recreation Department Staff for their efforts towards the pools and day camps this summer. Many positive compliments were received from the public.

Mayor Hammell also thanked the Staff that assisted in clean up efforts within the municipality following Tuesday's storm and Robert Ball and Richard Pepper who attended in Saugeen Shores to assist with their clean-up efforts.

He also announced that the Tara Rotary Walking Bridge ribbon cutting will be on September 25th and all of Council and residents are invited to attend the ceremony.

Deputy Mayor Davis announced that Big Bruce has been voted the most popular roadside attraction in Ontario, being crowned the winner over 16 other competitors. To honour his victory, and in support of Childhood Cancer

Awareness month, Big Bruce will be lit up with gold lighting during the month of September.

2. Adoption of Agenda

Council passed the following resolution:

22-341-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the agenda for the Council Meeting of Monday, September 13, 2021 be received and adopted, as distributed by the Clerk.

Carried

3. Disclosures of Pecuniary Interest and General Nature Thereof

None.

4. Adoption of Minutes of Previous Meeting(s)

4.1 August 9, 2021 Regular Council Minutes

Council passed the following resolution:

22-342-2022

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held August 9, 2021.

Carried

4.2 August 30, 2021 Special Council Minutes

Council passed the following resolution:

22-343-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Special Council Session held on August 30, 2021.

Carried

5. Business Arising from the Minutes

5.1 Letter to Bruce County addressing speeding concerns within the communities of Arran-Elderslie

Council provided their comments regarding the letter addressing the speeding concerns within the Arran-Elderslie communities. Council would like to add a concern regarding the rate of speed vehicles reach on departure and on approaching the communities. Staff will make this adjustment and forward the letter to the County of Bruce.

6. Public Meeting(s)

None.

7. Delegation(s)

7.1 Dave Shorey - Municipal Innovation Council

Dave Shorey from the Municipal Innovation Council (MIC) provided an update to Council regarding the initiatives of the MIC.

The MIC serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities.

Areas of focus include housing, transportation, waste management, infrastructure sustainable development and service delivery.

The MIC has performed a service mapping project to better understand the needs within the communities involved. A solid waste management service review has also been performed to identify where future actions may be necessary.

Council raised the speeding matter and the possibility of procuring photo radar with Mr. Shorey and how the MIC could possibly assist with this ongoing issue. He will take the concerns back to the MIC for review.

Council and Staff thanked Mr. Shorey for his presentation and for all of the work that the MIC has performed and wished him well in his future endeavors.

8. Correspondence

8.1 Requiring Action

8.1.1 Sidewalk Snow Removal on Queen Street in Paisley

Works Manager, Scott McLeod responded to questions from Members of Council.

This concern was identified in the Sidewalk Study and will require proper planning. Staff will address this in the 2022 Capital Budget.

Subsequent to further discussion, Council passed the following resolution:

22-346-2021**Moved by:** Councillor Kanmacher**Seconded by:** Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Directs Staff to investigate the options to address the snow removal issues on Queen Street in Paisley; and
2. That Staff will provide a report to Council outlining the options for their consideration.

Carried

8.1.2 YMCA - Request for Park Use Donation

Subsequent to further discussion, Council passed the following resolution:

22-347-2021**Moved by:** Councillor Kanmacher**Seconded by:** Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Approve the request made by the YMCA to waive the rental fees of \$231.84 associated with the Chesley Park Pavilion for their four-week outreach program; and
2. That this donation will be funded by account 01-7410-7601 - Donations by Council.

Carried

8.1.3 AMO Policy Update - Draft Resolution for Municipal Recognition of September 30th as National Day for Truth and Reconciliation

Subsequent to further discussion, Council passed the following resolution:

22-348-2021**Moved by:** Councillor Kanmacher**Seconded by:** Deputy Mayor Davis

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of

government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Municipality of Arran-Elderslie does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

Carried

8.2 For Information

22-349-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes, and files correspondence on the Council Agenda for information purposes.

Carried

9. Staff Reports

9.1 CAO/Clerks

9.1.1 SRDPCLK.21.10 Revisions to Community Flag Raising Policy

Deputy Clerk, Julie Reid, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-350-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Direct Staff to prepare the necessary By-Law to adopt the revised Policy No. CLK04.2021 Community Flag Raising Policy and rescind the previous By-Law No. 35-2019;
2. That Council direct Staff to investigate the most appropriate location and install a flag pole at the Paisley Community Centre; and
3. That the Paisley Community Centre – Material Misc. account #01-5414-7052 be used to fund the purchase of a flagpole.

Carried

9.1.2 SRDPCLK.21.09 Doctor Recruitment Incentives

CAO, Sylvia Kirkwood, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-351-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Council directs staff to provide appropriate Doctor Incentives upon signing a four (4) year service contract between the Municipality of Arran-Elderslie and the physician candidate with the terms presented to Council on January 25, 2021
 - i. Provide a maximum of one (1) year free rent at the Chesley Medical Clinic;
 - ii. Overhead expense allowance (which may include legal fees to set up corporation, moving expenses, housing allowance, other fees, staffing), as set out as follows:
 - a. \$20,000 upon execution of the agreement, and \$10,000 on the second and third anniversary date of the agreement and \$20,000 on the fourth anniversary with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract; or
 - b. \$50,000 payment up front if needed, that they stay for four (4) years and beyond, with a pro-rated payback clause if the

physician ceases their practice at the Chesley Medical Clinic during the term of the contract.

- iii. A furnished office and two (2) exam rooms located in the clinic and supply of office and diagnostic equipment not to exceed \$6,000 which shall remain the sole property of the Municipality of Arran-Elderslie at all time; and
- 2. That Council approve the transfer of funds from reserves (01-0000-2192) to match the terms of the executed agreements;
- 3. That Staff will coordinate with the Chesley Physician Recruitment Committee on future recruitment efforts and funding needs prior to the 2022 budget preparation.

Carried

9.1.3 SRCAO.21.07 Proposed Consent Application B-2020-123 432 Alma Street, Paisley (Lorenz)

CAO, Sylvia Kirkwood, provided an overview of her report and responded to questions from Members of Council.

This report was provided to Council for information purposes.

Council did not have any further comments regarding the report.

9.2 Finance

9.2.1 SRFIN.21.30 Council Remuneration Policy Amendments

Treasurer, Tracey Neifer, provided an overview of her report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-352-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

- 1. Approve the recommendations of SRFIN.21.30 Council Remuneration Policy Amendments, and
- 2. That an amending by-law be brought forward at an upcoming Council meeting to reflect the changes to the Council Remuneration and Expense Policy.

Carried

9.2.2 SRFIN.21.32 Historical Review of the Natural Gas Project

Treasurer, Tracey Neifer, provided an overview of her report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-353-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Approve the transfer of \$34,293 from the Community Well Being Reserve Fund (03-0150-3016) to the Reserve – Water (01-0000-2136), representing the final balance owing for expenditures related to the Natural Gas Project.

Carried

9.2.3 SRFIN.21.31 Grant Match Agreement

Treasurer, Tracey Neifer, provided an overview of her report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-354-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Direct staff to enter into an agreement with GrantMatch, and
2. That PSD Citywide Maintenance Manager be pre-approved for 2022 Capital Budget, such that it can be included in the Municipal Modernization Program Intake 3 grant application closing October 19th.

Carried

9.3 Public Works

9.3.1 SRW.21.13 Adverse Water Sample Arran-Elderslie Water System

Works Manager, Scott McLeod, provided an overview of the report and responded to questions from Members of Council.

This report was provided to Council for information purposes.

9.3.2 SRW.21.28 Invermay Bridge

Works Manager, Scott McLeod provided an overview of his report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-355-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Endorses their support of Resolution #03-38-2021 passed on January 25, 2021; and
2. That Council's preferred option remains to be Option#4 – Repair, Install Multi-purpose deck, and secondary Option #3 – Close the bridge, of the 7 Options provided by Bruce County in January; and
3. That Council directs Staff to inform Bruce County that the Municipality does not want ownership of the Invermay Bridge now or in the future, regardless of the preferred options selected; and
4. That the Municipality does not agree to entering into a cost share agreement for the bridge conversion or removal work.

Carried

9.3.3 SRW.21.29 Sand Tender

Works Manager, Scott McLeod provided an overview of his report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-356-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Award the contracts for winter sand and salt as per the terms and conditions posted by Bruce County to Ed Karcher Construction in the amount of \$31,080 plus HST, based on a volume of 2400 tonnes of sand and \$7,692 plus HST for the salt from Compass Minerals, and

2. That this purchase will be financed from account #01-2520-7052 – Winter Sand/Salt – Material.

Carried

9.3.4 SRW.21.32 Culvert Tender

Works Manager, Scott McLeod provided an overview of his report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-357-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Award the contract for Culverts to Carson Supply in the amount of \$17,153.11 excluding HST, based on the 2021 HDPE pipe requirements; and
2. Approve that the funds be obtained from Account #01-2514-7052 – Bridge and Culvert Account – Materials and 01-2514-7102 Contracts.

Carried

9.3.5 SRW.21.33 Lallemand Agreement

Works Manager, Scott McLeod provided an overview of his report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-358-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council Hereby,

1. Supports the execution of an agreement between the Municipality and Lallemand Bio-Ingredients for the Environmental Services of Sewer and Water; and
2. That the necessary By-Law be prepared to execute the agreement; and
3. That the Chief Administrative Officer (CAO) is authorize to sign the agreement on behalf of the Corporation.

Carried

9.3.6 SRW.21.30 Paisley Sewage Plant Monthly Exceedance

Works Manager, Scott McLeod provided an overview of the report and responded to questions from Members of Council.

This report was provided to Council for their information.

9.4 Building/Bylaw

9.5 Facilities, Parks and Recreation

9.5.1 SRREC.21.21 Recreation Fencing Projects

Recreation Manager, Carly Steinhoff, provided an overview of her report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

22-359-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Award the contract to Built Wright Fencing in the amount of \$11,995 plus HST to complete the Tara Ball Diamond Backstop project; and
2. Award the contract to Modern Fencing in the amount of \$10,500 plus HST to complete the Paisley Tennis Court Fencing Project; and
3. Approve the funds for the Paisley Tennis Court be obtained through Reserve Account 01-0000-2177 Recreation-General.

Carried

9.6 Emergency Services

9.7 Economic Development and Planning

9.7.1 SRECDEV.21.08 September 2021 Economic Development Update

Economic Development Coordinator, Laura Fullerton, provided an overview of her report and responded to questions from Members of Council.

The report was provided to Council for information purposes.

10. Reports of Members

Davis:

Deputy Mayor Davis announced that Big Bruce was the winner of the Ontario's Greatest Roadside Attraction contest and tabled the idea of duplicating the original Big Bruce pins. He advised that the MMWTWG has appointed Deputy Clerk, Julie as Recording Secretary for the Working Group. He attended the Paisley Fall Fair Car Rally and the Chesley Kinsmen meeting on Wednesday night noting that they would like to pay off Kinsmen Pavilion loan and potentially begin another project. Deputy Mayor Davis also asked for a status update on the Employee Vaccine Policy situation.

Bell:

Councillor Bell reinforced his concerns regarding the speeding and questioned when James Special Services would commence the bylaw enforcement contract.

Dudgeon:

Councillor Dudgeon had nothing new to report.

Greig:

Councillor Greig has received some complaints regarding the Hamilton Street watermain issues. He also noted that the Tara Fall Fair turkey on a bun fundraising event this Wednesday is now sold out. He advised of the upcoming Tara Rotary Pedestrian Bridge ribbon cutting ceremony and also spoke about the ongoing baseball events that have been taking place for both children and adults in Tara.

Kanmacher:

Councillor Kanmacher noted that things have been fairly quiet other than normal bylaw complaints. A new art gallery has opened in Paisley. She attended the Regional Safety Committee and will attend the Safe Communities, Paisley Fireboard and Paisley Fire Sub Committee meetings in September. Councillor Kanmacher also reminded the group about the Paisley Hotel Demolition event that evening.

Nickason:

Councillor Nickason attended the Bruce Area Solid Waste Recycling meeting as well as the Allenford fireworks display that recently took place after being cancelled earlier due to COVID.

Hammell:

Mayor Hammell will be attending the Paisley Inn demolition event this evening. He also provided a thank you to the Paisley Fall Fair & Tara Fall Fair committees for their efforts

11. Health and Safety

None.

12. Other Business

None.

13. Notice of Motion

None.

14. By-laws

14.1 By-Law No. 56-2021 Adopt a Commissioning of Documents Policy

Council passed the following resolution:

22-360-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 56-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 56-2021 being a By-law to Adopt a Commissioning Documents Policy.

Carried

14.2 By-Law No. 57-2021 Opt-Out of the Vacant Unit Rebate Program and terminate the vacant and excess land subclass property discounts starting in 2022

Council passed the following resolution:

22-361-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 57-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 57-2021 being a By-law to Opt-Out of the Vacant Unit Rebate Program and Terminate the Vacant and Excess Land Subclass Property Discounts starting in 2022.

Carried

14.3 By-Law No. 58-2021 Amend By-Law 20-2021 Burgoyne Drinking Water System Capital Levy Charge

Council passed the following resolution:

22-362-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 58-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 58-2021 being a By-law to Amend the By-Law 20-2021 enacted to establish a capital levy charge for the Burgoyne Drinking Water System ("BDWS")

Carried

14.4 By-Law No. 59-2021 Adopt a COVID-19 Cash Handling & Payment Processing Policy

Council passed the following resolution:

22-363-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 59-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 59-2021 being a By-law to adopt a COVID-19 Cash Handling and Payment Processing Policy.

Carried

14.5 By-Law 60-2021 - Authorize Agreement with Lallemand Bio-Ingredients

Council passed the following resolution:

22-364-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 60-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 60-2021 being a By-law to Authorize the Execution of an Agreement with Lallemand Bio-Ingredients for the Environmental Services of Water and Sewer.

Carried

15. Closed Session (if required)

The Mayor advised that Council go into Closed Session at 10:10 a.m. for the purpose of matters identified in the motion below.

22-344-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved, That the Council of the Municipality of Arran-Elderslie does now go into closed session to discuss an item(s) which relates to:

() the security of the property of the municipality or local board

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

(X) proposed or pending acquisition or disposition of real property

() labour relations or employee negotiations

(X) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

(X) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

() a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act

() education or training of members of Council

Staff Authorized to Remain:

CAO, Sylvia Kirkwood - Item 1,2,3

Deputy Clerk, Julie Reid - Item 1,2,3

Public Works Manager, Scott McLeod - Item 3

Others Authorized to Remain:

Municipal Solicitor

Carried

16. Resolution to Reconvene in Open Session

Council passed the following resolution:

22-345-2021

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 11:37 a.m.

Carried

17. Adoption of Closed Session Minutes

Council passed the following resolutions:

22-365-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved; that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated July 19, 2021.

Carried

22-366-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved; that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated August 30, 2021.

Carried

17.1 Closed Session Minutes - July 19, 2021

17.2 Closed Session Minutes - August 30, 2021

18. Adoption of Recommendations Arising from Closed Session (If Any)

Direction was given to staff in Closed Session for items

Council passed the following resolution:

22-367-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Authorize the land purchase of Part 1 and Part 2 of Reference Plan 3R10501 from the Property owners involved, a total cost of \$121,230 plus associated purchase costs; and
2. That the funds for the purchase be obtained from Capital ID 02-2574.

Carried

19. Confirming By-law

Council passed the following resolution:

22-368-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 61-2021 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 61-2021 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, September 13, 2021.

Carried

20. Adjournment

Council passed the following resolution:

22-369-2021

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the meeting be adjourned to the call of the Mayor at 2:35 p.m.

Carried

Steve Hammell, Mayor

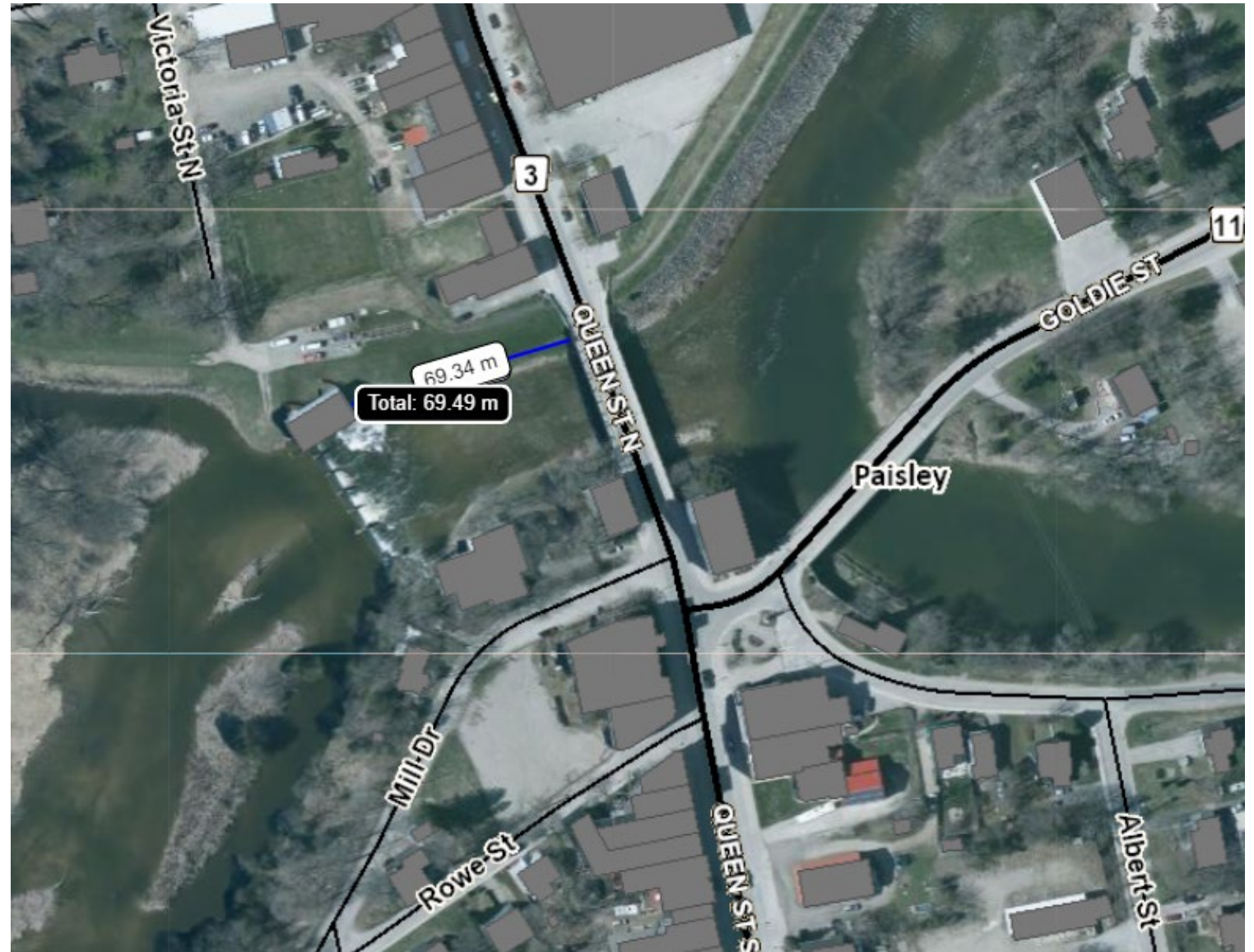
Julie Reid, Deputy Clerk

Presentation to
Municipality of Arran
Elderslie Council –
Paisley Flood Control Dyke
September 27, 2021

Saugeen Conservation
Jo-Anne Harbinson, Manager Water
Resources



SVCA Paisley Flood Control Dyke Repair Upstream of Bruce County Road 3 Bridge -PART 1





Paisley Dyke Upstream of
Queen Street Bridge along
Teeswater River – Looking west
at the former Mill building

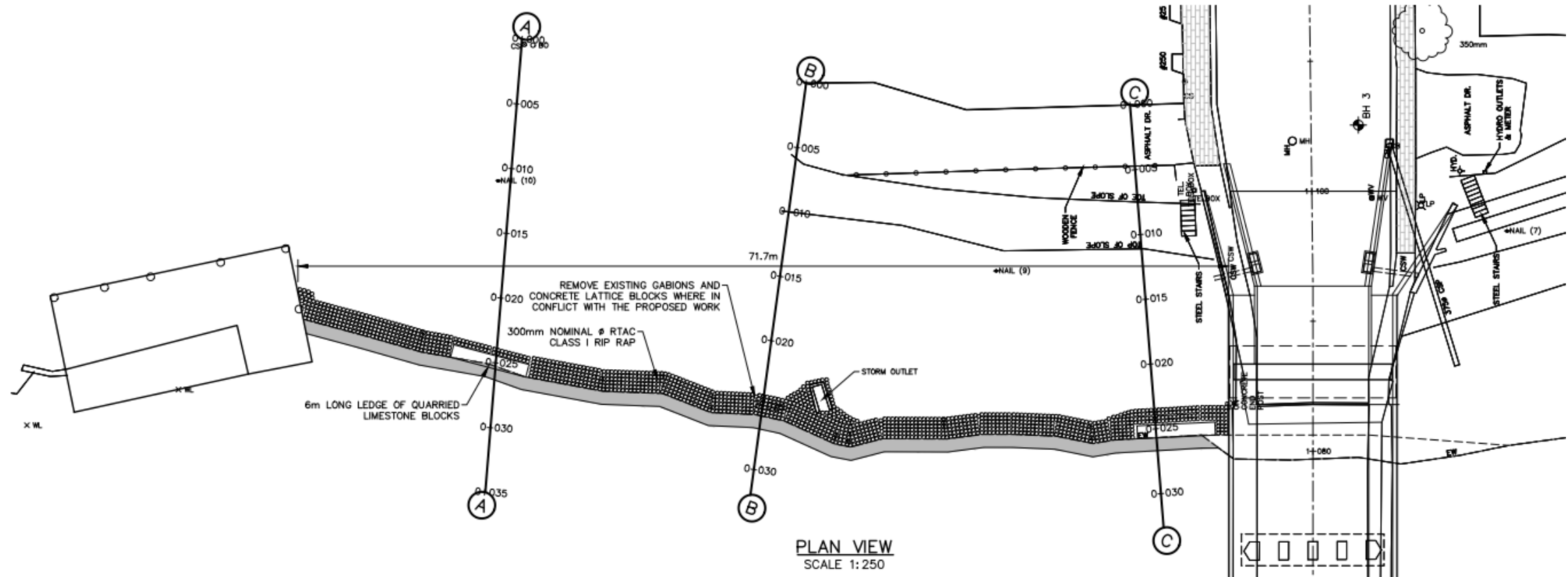
Erosion along toe of Paisley Dyke
upstream of Queen Street Bridge





Erosion along toe of Paisley Dyke
upstream of Queen Street Bridge
Both pictures are looking to the
east and downstream along the
Teeswater River shoreline





Portion of the Preliminary Drawings from B.M. Ross and Associates for the Paisley Dyke Upstream of Queen Street Bridge along Teeswater

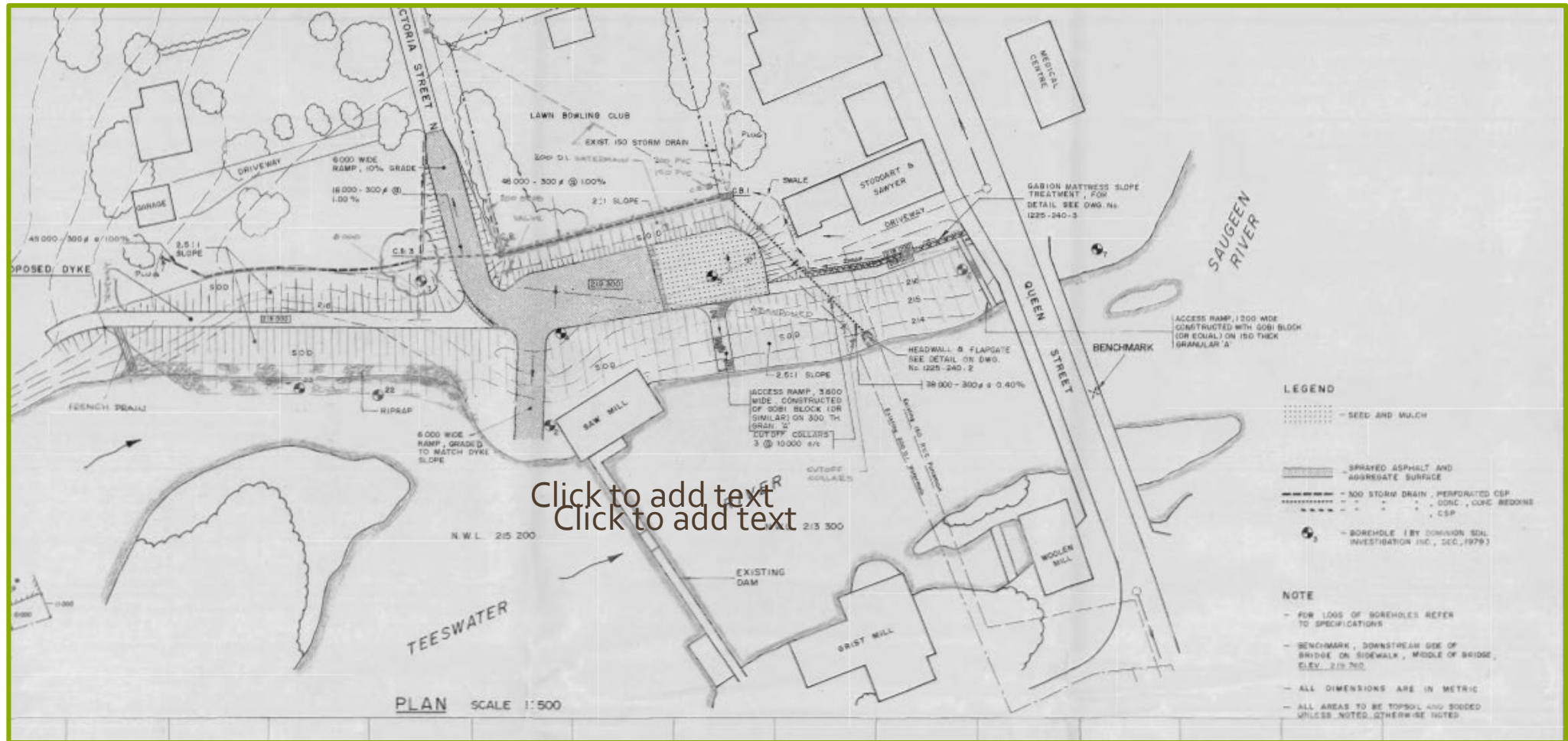
PART 1 Estimated Costs by B.M. Ross: \$30,000

SVCA Paisley Flood Control Dyke

Repair Upstream of Bruce County Road 3 Bridge

PART 2 of the Dyke Repair – Top of the Dyke Elevation





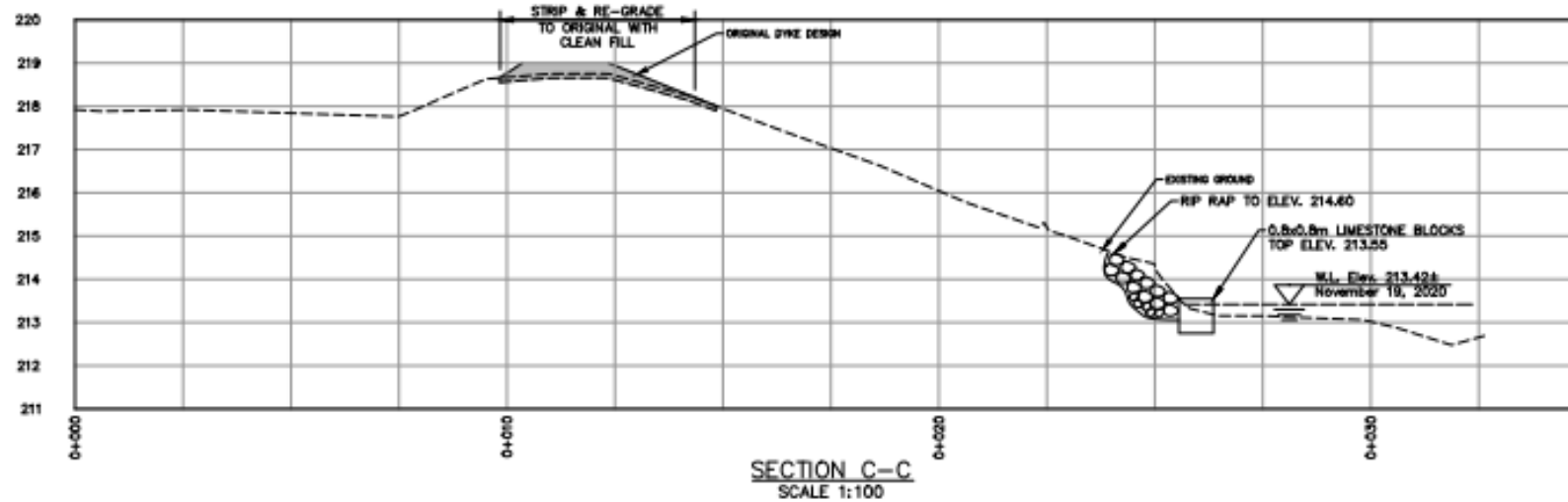
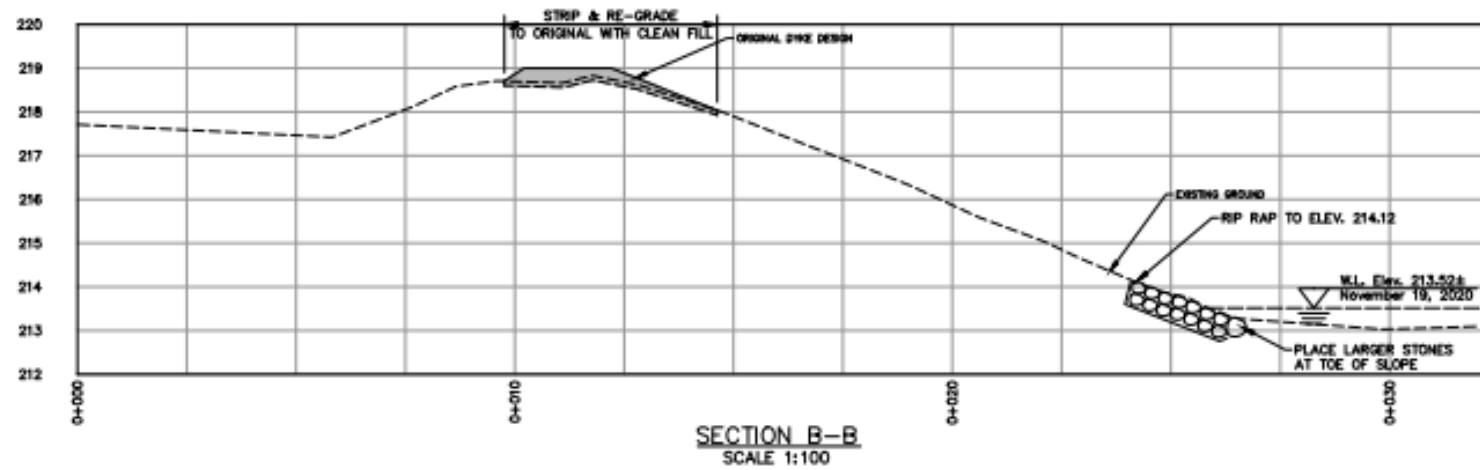


Paisley Dyke Upstream of Queen Street Bridge along Teeswater River – Left picture: Looking Upstream of Victoria Street; Pictures Below looking Downstream



Paisley Dyke along Teeswater River –looking Downstream from Victoria Street N.





Portion of B.M. Ross Preliminary Drawings for the Paisley Dyke
Upstream of Queen Street Bridge along Teeswater River
– Cross Section from top of dyke to Teeswater River



For Major Repairs and Studies, Conservation Authorities across the Province can apply to Water and Erosion Control Infrastructure (WECI) Funding.

Annually, the Ministry of Natural Resources and Forestry (MNR) has \$5 million dollars of major repair money available that can be applied to major repairs or studies needed to flood and erosion control structures that are owned and operated by Conservation Authorities.

The CA in its application for grants to the province and before approval is finalized, need to show by way of a motion from council that it supports the project as the designated benefiting municipality and that it is prepared to pay its share of the costs-50/50.

**Based on information to date, estimated costs of
Paisley Flood Control Dyke Repair:**

Part 1 – Toe erosion – \$30,000 Part 2 – Top of Dyke - \$25,000 = \$55,000

SVCA Recommendation to the Council of Arran-Elderslie for consideration:

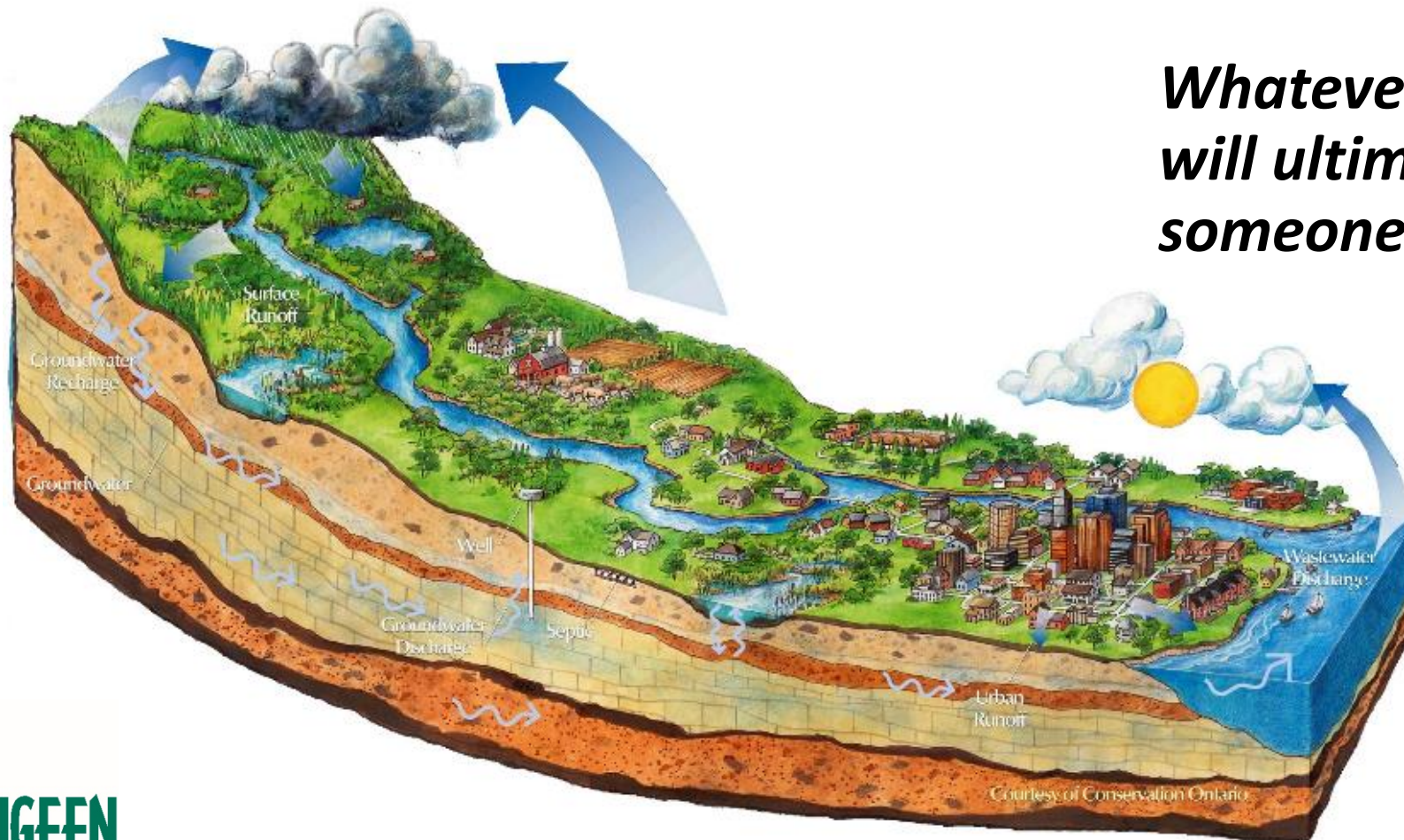
- 1) Recommend that Council receive this report for information; and further that they consider a budget item for their 2022 budget that will cover at least 50 percent repair works proposed for the Paisley Flood Control Dyke.
- 2) Upon receipt and review of additional information, Arran-Elderslie give consideration of a Motion that Council would recommend funding 50% of the Paisley Dyke Flood Control Repair (estimate cost at this time is \$55,000).
- 3) That Council support SVCA in making an application to the MNRF Water and Erosion Control Funding application for the Paisley Flood Control Dyke repairs when the process opens. SVCA is willing to apply to any other funding application that would be applicable



Any questions?

Thank You!

***Whatever we do upstream
will ultimately affect
someone downstream!***





The Kinsmen Club of Chesley

BOX 277, CHESLEY, ONTARIO N0G 1L0

Monday, September 27 Arran- Elderslie Council Meeting

Chesley Kinsmen Presentations at 9:15am:

Life Member Bob Johnson, Life Member Bill Gardhouse &
Treasurer Nathan Rhody

1. Presentation of Pavilion cheque by Nathan Rhody
2. Splash Park Presentation by Life Member Bob Johnson
3. Invitation to Council and Carly Steinoff for Pavilion Dedication
Wed. Oct 6 by Life Member Bill Gardhouse (invitation enclosed)



QUOTATION

Date: Sep 17, 2021
 Quote #: 021Q3128-02
 Project #: 23699

Quoted To: Bob Johnson
 Kinsmen Club of Chesley
 Box 277
 Chesley, ON N0G 1L0
 CANADA

Phone: x
 Mobile: +1 (905) 955-3600
 Email: bob@blfam.com

Project: Chesley Splash Pad - Chesley - Splash Pad

We are pleased to submit the following quotation for Vortex splash pad equipment.

Qty	Model #	Description	Extended Price
1	104602-304L	Aqua Dome No.1	\$2,879.00
1	104379-304L	Bollard Activator No.3	\$3,141.00
3	102524-304L	Spray Loop	\$11,937.00
1	104268-304L	Bucket Trio	\$10,114.00
2	101461-304L	Directional Jet No.1	\$942.00
2	101459-304L	Directional Jet No.2	\$1,048.00
2	103778-304L	Fountain Spray No.1	\$1,048.00
4	101126-304L	Jet Stream No.1	\$1,884.00
2	103080-304L	Playsafe Drain No. 4	\$2,512.00
2	102557-304L	Spiroo	\$6,806.00
1	100241-304L	TwinSplash	\$17,505.00
1	36915D2107Roo	Wall Mounted Command Centre	\$14,420.00
30	55000.0280R02	Installation Kit for Ground Equipment	\$0.00
3	55000.0430R02	Safeswap No.1	\$0.00
8	55000.0570R02	Safeswap No.2	\$0.00
1	55002.0070R01	Tool Kit #1: Security Bits (ALL)	\$0.00
1	INST1113	Installation - Splashpad	\$70,960.00
1	Cabinet 501430-7	7'Lx3'6"x5'T Aluminum Manifold Cabinet, w/2 Doors, Painted Gray	\$5,125.00
1	200x2250x600mm	7' x 42' Foundation w/Floor & Recessed Lifting Devices	\$1,625.00
Shipping			\$2,695.00
SubTotal			\$154,641.00
HST			\$20,103.33
Total			\$174,744.33

This quotation will remain in effect for 30 days unless withdrawn earlier by ABC Recreation Ltd by notice to you.

Estimated Delivery (from Receipt of all Approved Submittals): 6 to 8 Weeks

Conditions for Splashpad Equipment Supply, Delivery & Installation by Manufacturer Certified Installers:

* General Contractor of the Project site shall make available washroom facilities for all trades on site for the duration of ABC Recreation Ltd.'s Scope of Work as per O. Reg. 145/00

* ABC Recreation Ltd. shall be provided with clear, free, unobstructed and unhindered access to the Project site prior to commencement and continuously throughout the Project duration including, but not limited to, the mobilization of any necessary heavy equipment, as ABC Recreation Ltd., in its sole discretion, deems necessary and appropriate.

EXTRA CHARGES WILL APPLY IF THE ABOVE ARE NOT ADHERED TO.

ABC Recreation Ltd.

PO Box 21009 - Paris, ON - N3L 4A5

SCOPE OF WORK (EXTRA CHARGES WILL APPLY TO ANY CHANGES IN THE FOLLOWING):

- * ABC Recreation Ltd. will provide 1 x mobilization of its crew and equipment to the Project site.
- * Place and compact Granular A material to a maximum depth of 12"
- * Installation of water-based Features including: excavation and installation of Feature foundation, piping of Features to Manifold and installation of Feature to finished elevation
- * Installation of Splashpad Area Drains, complete with 6" diameter drain pipe to mutually agreed outlet
- * Erect and strip necessary Splashpad concrete formwork complete with saw cutting of concrete deck
- * Place and finish 32MPa, natural coloured, fibre mesh reinforced concrete deck to a maximum depth of 6" (***) Multi-coloured / coloured concrete and graphics are not included unless specified and agreed upon***)
- * Mounting of Manifold to existing building wall (ABC Recreation Ltd. is not responsible for any coring or drilling into existing building walls or foundations), OR Installation of Manifold Housing, complete with excavation and granular prep (ONLY IF SPECIFIED).
- * Bonding and grounding of water-based Features complete with electrical connection from water-based Activation Unit to Manifold Controller
- * Wiring for the diverter and the rain sensor, with hook-ups
- * Commissioning of Splashpad complete with 1 x Training Session
- * Shutdown and Winterization of Splashpad in the fall of installation year with Start-up Service the following year (City/Town Maintenance Staff are encouraged to attend).

EXCLUSIONS (NOT IN ABC RECREATION SCOPE OF WORK):

- * Excavation of Splashpad area to a maximum depth of 12"
- * Stockpile of excavation spoils onsite with no additional handling of spoils
- * Pipe-in-pipe conduit
- * Installation of conduit for the diverter and the rain sensor are not included in our quotation
- * SITE SERVICES (water, storm, sanitary, electrical) to be brought to the Project site at the mutually agreed upon location by Others
- * ABC Recreation Ltd. is NOT responsible for any site restoration / landscaping activities required as a result of the agreed upon Scope of Work
- * ABC Recreation Ltd. is NOT responsible for any testing, verification or remediation of any Site Services including, but not limited to: water quality testing, flow rate measurements, pressure testing, etc.
- * Any testing and/or verification of splashpad feature piping and components prior to granular placement and/or concrete placement of splashpad deck is not included. Testing of splashpad feature and/or components is available upon request and at additional cost.



QUOTATION

Date: Sep 17, 2021
 Quote #: 021Q3238
 Project #: 23779

Quoted To: Bob Johnson
 Kinsmen Club of Chesley
 Box 277
 Chesley, ON N0G 1L0
 CANADA

Phone: x
 Mobile: +1 (905) 955-3600
 Email: bob@blfarm.com

Project: Chesley Splash Pad - Chesley - Site Furnishings

We are pleased to submit the following quotation for Knill site furnishings.

Qty	Model #	Description	Extended Price
2	112-6-LCP	Bench 6 Ft. Steel Painted	\$3,787.50
2	Hardware	Drop In Anchors (4)	\$81.26
2	ST-3S-PC-SM	Single Post Shade Table, SM, Painted, 3 Seat Std Flat Top	\$11,937.50
1	INST1130	Installation - Site Furnishings	\$2,000.00
Shipping			\$1,185.00
SubTotal			\$18,991.26
HST			\$2,468.87
Total			\$21,460.13

This quotation will remain in effect for 30 days unless withdrawn earlier by ABC Recreation Ltd by notice to you.

Estimated Delivery (from Receipt of all Approved Submittals): 5 to 7 weeks

Conditions for Site Furnishings Installation:

* GENERAL CONTRACTOR FOR PROJECT TO PROVIDE, or make available, washroom facilities for all trades on site for duration of installation (O.REG. 145/00). Extra charges will be applied if not conformed.

* Installation price is based on installing product in a site prepped according to purchased Mounting Method.

ABC Recreation Ltd reserves the right to renegotiate contracts if abnormal ground conditions are encountered during installation.

* Mounting Method for above listed equipment is Direct Bury, unless specified differently in above Description, ie: if Surface Mount is required, additional charges may apply.

* Site preparation is not included. Mounting on asphalt, concrete, interlocking pavers or into existing site, additional charges may apply. ABC Recreation Ltd reserves the right to renegotiate contracts if additional site preparation is required, unless otherwise agreed upon in the quotation.

ABC Recreation Ltd.

PO Box 21009 - Paris, ON - N3L 4A5

ABC Recreation Ltd.

Terms of Agreement

Terms available subject to approved credit. Payment by Bank Letter of Credit, Certified Cheque or Credit Card.

Long term Maintenance holdback will not be accepted unless notified prior to quoting.

This quotation will remain in effect for 30 days unless withdrawn earlier by ABC Recreation Ltd. by notice to you. The terms of this quotation supersede the provisions of any conflicting term of your form of purchase order. If you do not have a form of purchase order, please date and sign a copy of this quotation and return it to us.

Thank you for your interest in our products and the opportunity to submit a quotation. If you require additional information, please call toll free 1-800-267-5753.

A.B.C. Recreation Ltd.

Sales Representative

Quote # 021Q3238

/ab

To place order, please fill out the form below and return to ABC Recreation Ltd by email.

Above quotation, conditions and terms accepted by:

KINSMEN CLUB OF CHESLEY

Company Name

Signature

SEPT. 20, 2021

Date

NATHAN RHODY, TREASURER

Print Name, Title

Invoice To:

Municipality of Arran Elderstie

Box 70

Chesley, ON N0G 1L0

Attn: Tracey Nerfer

(519) 363-3039 x 120

Contact Name & Phone#

Ship to/Site Address:

129 4th Ave S.E.

Chesley, ON

N0G 1L0

Contact Name & Phone#

Delivery Required as Quoted

or

Please advise colour(s) required

May 2022
Fire Engine Red

ABC Recreation Ltd.

PO Box 21009 - Paris, ON - N3L 4A5

ABC Recreation Ltd.

Terms of Agreement

Terms available subject to approved credit. Payment by Bank Letter of Credit, Certified Cheque or Credit Card.

Long term Maintenance holdback will not be accepted unless notified prior to quoting.

This quotation will remain in effect for 30 days unless withdrawn earlier by ABC Recreation Ltd. by notice to you. The terms of this quotation supersede the provisions of any conflicting term of your form of purchase order. If you do not have a form of purchase order, please date and sign a copy of this quotation and return it to us.

Thank you for your interest in our products and the opportunity to submit a quotation. If you require additional information, please call toll free 1-800-267-5753.

A.B.C. Recreation Ltd.

Sales Representative

Quote # 021Q3128-02

/ab

To place order, please fill out the form below and return to ABC Recreation Ltd by email.

Above quotation, conditions and terms accepted by:

KINSMEN CLUB OF CHESLEY

Company Name

Nathan Rhody

Signature

SEPT 20, 2021

Date

NATHAN RHODY, TREASURER

Print Name, Title

Invoice To:

Municipality of Arden Elderslie

Box 70

Chesley, ON. N0G 1L0

Attn: Tracey Neifer

(519) 363-3039 x 120

Contact Name & Phone#

Ship to/Site Address:

129 4th Ave. S.E.

Chesley, ON.

N0G 1L0

Contact Name & Phone#

Delivery Required as Quoted May 2022 **or** _____

Please advise colour(s) required _____

ABC Recreation Ltd.

PO Box 21009 - Paris, ON - N3L 4A5



Splashpad
Zipline

Chesley Splashpad - ON
Version B - 36916

VORTEX



Chesley Splashpad - ON
Version A - 36915





BENCH & COVERED UNITS



The Kinsmen Club of Chesley

BOX 277, CHESLEY, ONTARIO N0G 1L0

This is your invitation for you and your partner

For the dedication of the

Kinsmen David Spencer Memorial Pavilion

Wednesday, October 6

5:30 pm Social

6:00 pm Dinner at no charge

6:30 pm Dedication Ceremony

Please RSVP by October 4 to

Bob Johnson

bob@blfarm.com or office 519-363-3308

or text 519-379-6412

Year End Report for
The Municipality of Arran-Elderslie
December 31, 2020

TABLE OF CONTENTS

Financial Report 2020

Where are you today?.....	3
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Four year comparison of expenses.....	9
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What do you have for the future?	11

We have audited the consolidated financial statements of the Municipality of Arran-Elderslie which comprise the consolidated statement of financial position as at December 31, 2020 and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated September 27, 2021.

The audit was performed to form an opinion on the consolidated financial statements as a whole. The information in this year-end report is presented for the purposes of additional analysis and is not a required part of the consolidated financial statements. The information was derived from the underlying accounting and other records used to prepare the consolidated financial statements. The information in this year-end report has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling the information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

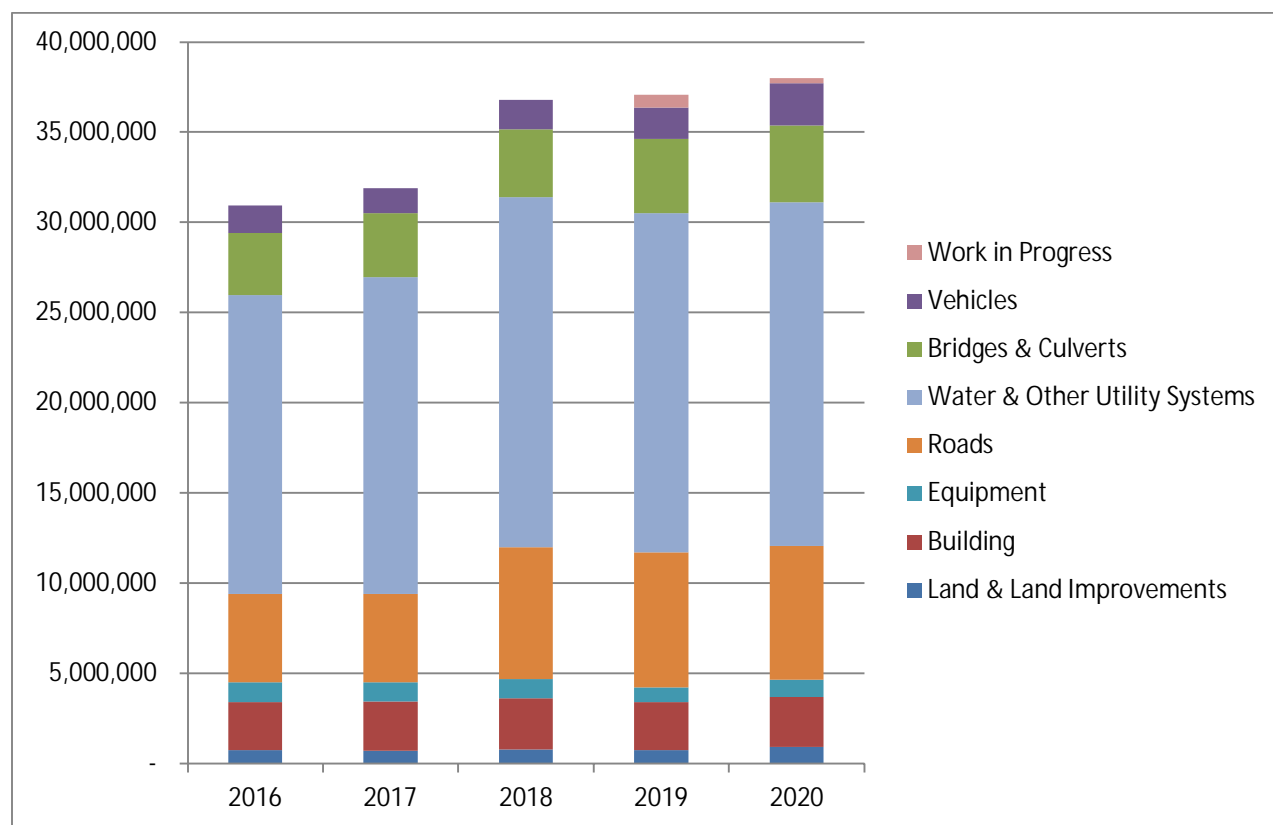
The year-end report is prepared to provide Council with more detailed financial information and graphical analysis of the consolidated financial statements. As a result, the year-end report may not be suitable for other purposes. Our year-end report is intended solely for the use of Council and should not be distributed to or used by parties other than Council in conjunction with the audited consolidated financial statements.

WHERE ARE YOU TODAY?

	2020	2019	2018	2017	2016
Cash	11,407,883	11,062,844	8,486,134	7,550,020	6,300,336
Investments	9,116,889	8,699,839	8,777,888	8,623,140	8,492,866
	20,524,772	19,762,683	17,264,022	16,173,160	14,793,202
Long term debt					
Tile drainage loans	387,581	432,278	497,922	514,461	581,972
Net financial assets	20,118,045	18,922,223	16,241,081	15,938,745	14,915,088
Accumulated surplus					
Invested in tangible capital assets					
Tangible capital assets at cost less amortization	37,980,883	37,074,263	33,164,798	31,885,729	30,928,548
Capital assets financed by long-term liabilities and to be funded in future years	-	-	(12,239)	(26,735)	(70,457)
Total invested in capital assets	37,980,883	37,074,263	33,152,559	31,858,994	30,858,091
Unfunded post-employment benefits	(364,214)	(340,937)	(319,629)	(340,117)	(317,266)
Unfunded solid waste closure and post-closure costs	(15,639)	(53,352)	(162,192)	(165,780)	(170,117)
Fire surplus	277	277	277	277	277
Saugeen Mobility and Regional Transit (S.M.A.R.T.)	-	-	202	202	202
Unfunded Grey Bruce Health Services contribution	-	-	-	(5,000)	(10,000)
Bruce Area Solid Waste Recycling (B.A.S.W.R.)	13,235	(5,346)	(2,950)	-	-
General Surplus (Deficit)	-	208,119	208,119	167,112	233,544
	37,614,542	36,883,024	32,876,386	31,515,688	30,594,731
Reserves and discretionary reserve funds	20,569,935	19,186,782	16,560,878	16,335,592	15,287,152
	58,184,477	56,069,806	49,437,264	47,851,280	45,881,883

TANGIBLE CAPITAL ASSETS

	2020	2019	2018	2017	2016
Tangible capital assets					
Beginning of year	37,074,263	36,794,085	31,885,729	30,928,548	31,008,485
Purchases	2,981,170	2,178,407	6,826,792	2,915,573	1,888,891
Disposals	(48)	(7,713)	(3,143)	(40,833)	(11,700)
Amortization	(2,074,502)	(1,890,516)	(1,915,293)	(1,917,559)	(1,957,128)
End of year	37,980,883	37,074,263	36,794,085	31,885,729	30,928,548

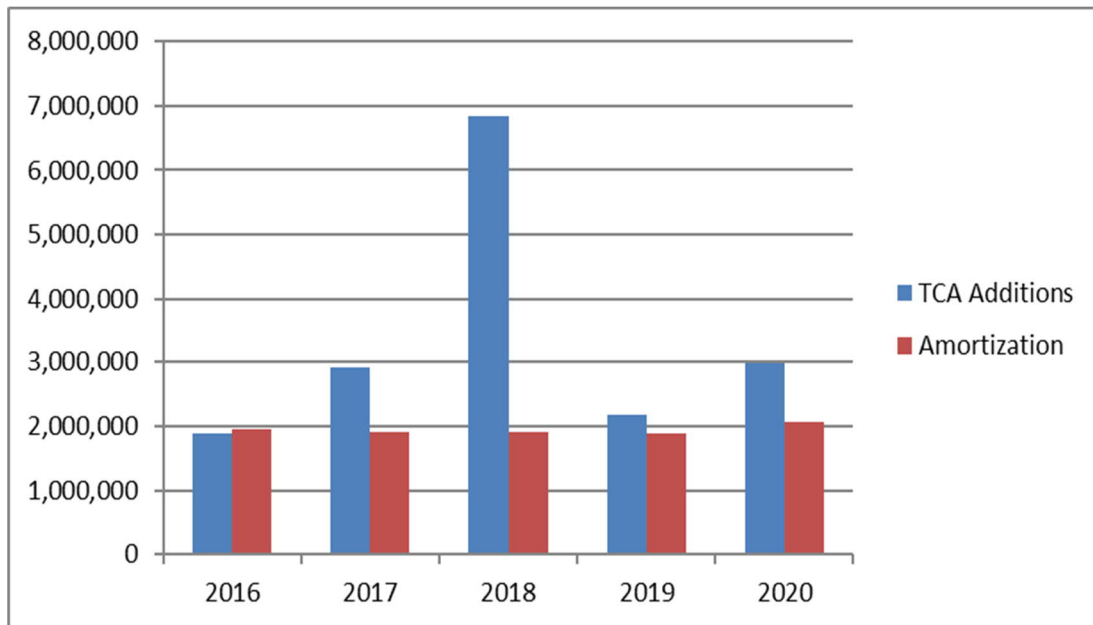


TANGIBLE CAPITAL ASSETS

As assets age, the TCA Financial Indicator percentage will decrease. The newer the assets, the longer the remaining life of the asset and the higher the percentage.

Age of TCA Financial Indicator $\frac{\text{Net Book Value of TCA}}{\text{Historical Cost of TCA}}$

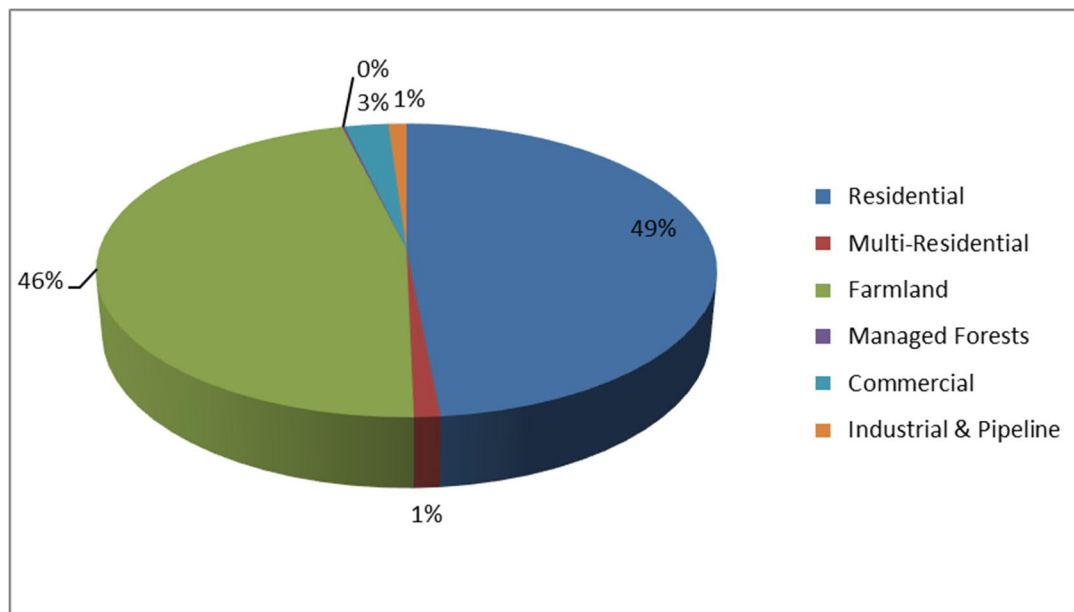
2020	2019	2018	2017	2016
35.57%	35.70%	37.79%	33.64%	33.63%



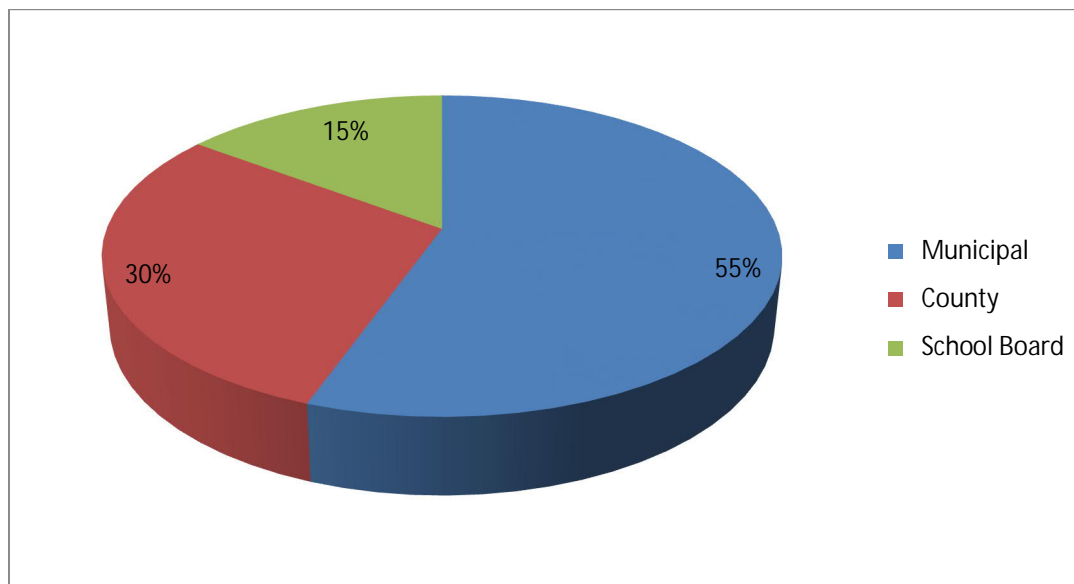
TAXATION

2020	% Change	2019	% Change	2018	% Change	2017	% Change	2016	% Change
0.740869%	0.8%	0.735215%	0.0%	0.735440%	-1.9%	0.749322%	3.0%	0.727497%	0.0%
0.398701%	2.3%	0.389693%	0.7%	0.386942%	-0.2%	0.387743%	3.5%	0.374629%	-1.1%
0.153000%	-5.0%	0.161000%	-5.3%	0.170000%	-5.0%	0.179000%	-4.8%	0.188000%	-3.6%
1.292570%	0.5%	1.285908%	-0.5%	1.292382%	-1.8%	1.316065%	2.0%	1.290126%	-0.9%
526,414,880	2.7%	512,736,050	3.8%	493,794,745	2.6%	481,392,992	0.0%	481,201,348	3.6%
12,868,290	0.5%	12,801,425	15.7%	11,065,450	0.6%	11,004,475	-3.5%	11,407,500	12.6%
504,369,353	13.7%	443,695,252	14.0%	389,158,351	18.1%	329,532,775	21.7%	270,811,900	11.1%
1,873,700	11.6%	1,678,494	15.9%	1,448,846	24.4%	1,164,475	4.5%	1,113,800	7.5%
28,350,477	1.1%	28,039,396	3.3%	27,147,189	-2.8%	27,923,141	-2.3%	28,572,720	2.4%
11,758,400	2.4%	11,485,986	11.3%	10,324,353	6.3%	9,710,788	-0.7%	9,774,832	6.8%
1,085,635,100	7.4%	1,010,436,603	8.3%	932,938,934	8.4%	860,728,646	7.2%	802,882,100	6.1%
5,398,462	5.6%	5,112,895	5.4%	4,850,633	3.7%	4,676,739	4.6%	4,472,980	5.0%
2,888,522	6.9%	2,702,254	5.5%	2,562,169	4.8%	2,443,896	5.5%	2,317,208	7.6%
1,441,730	0.4%	1,435,452	-2.8%	1,476,066	0.5%	1,468,577	-3.0%	1,514,068	2.6%
9,728,714	5.2%	9,250,601	4.1%	8,888,868	3.5%	8,589,212	3.4%	8,304,256	5.2%
687,348		715,469		603,666		555,784		598,173	
315,801		238,637		203,961		296,296		310,726	
197,507		119,977		84,328		128,446		209,396	
111,657		106,022		71,617		83,025		105,405	
1,312,314		1,180,105		963,572		1,063,551		1,223,700	
92.9%		92.3%		93.2%		93.5%		92.8%	

ASSESSMENT

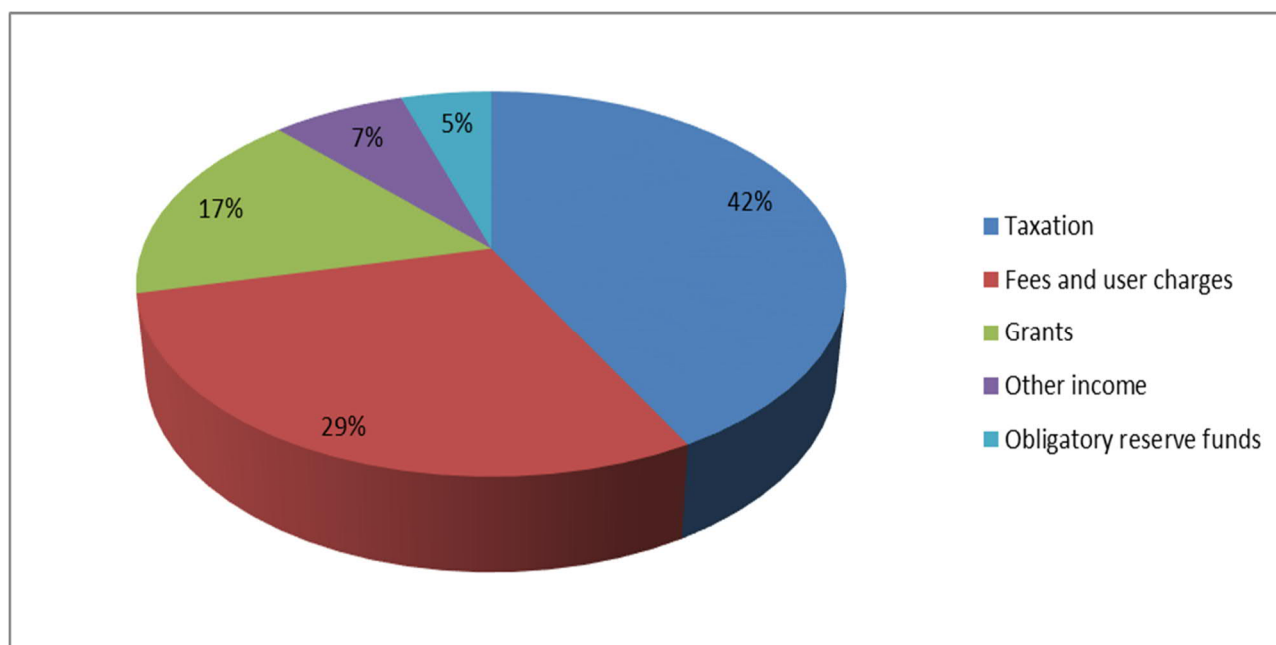


TAX LEVY



TOTAL REVENUES

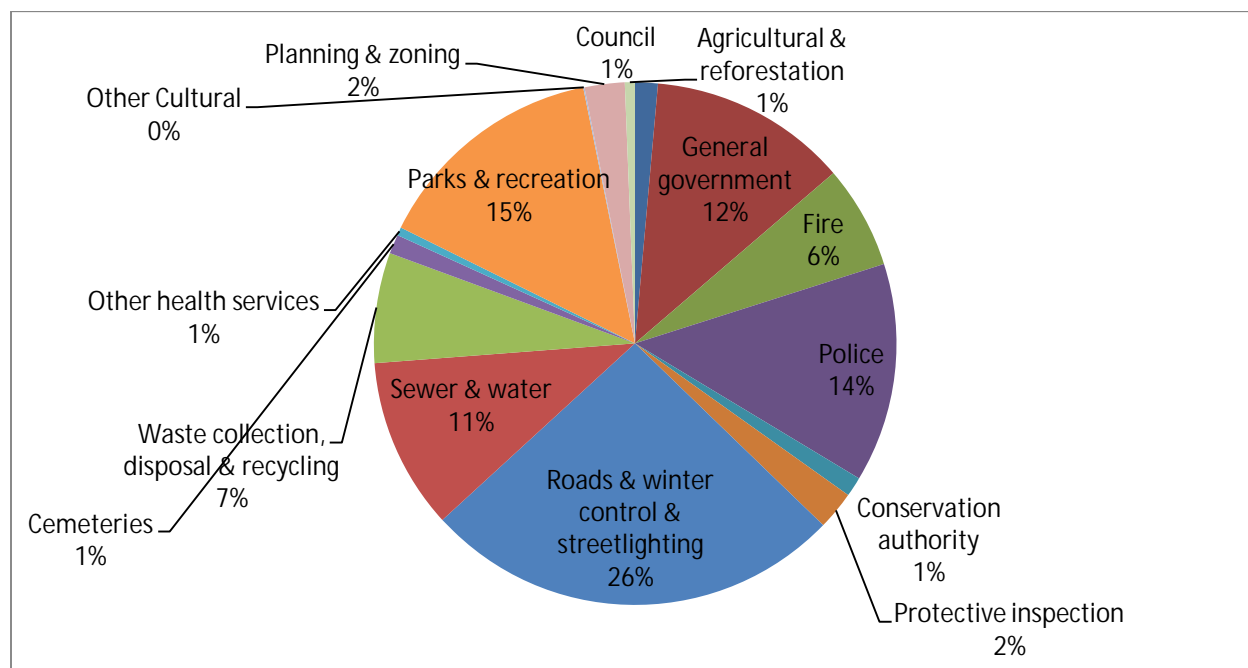
	Budget	2020	2019	2018	2017
Taxation	5,394,786	5,398,462	5,112,895	4,850,633	4,676,739
Fees and user charges	3,841,964	3,722,720	4,008,162	3,949,529	3,631,950
Grants	3,909,915	2,117,094	2,753,026	2,169,254	2,131,926
Other income	840,783	922,586	1,605,629	914,891	913,074
Obligatory reserve funds	-	630,634	145,316	214,773	207,046
	<u>13,987,448</u>	<u>12,791,496</u>	<u>13,625,028</u>	<u>12,099,080</u>	<u>11,560,735</u>



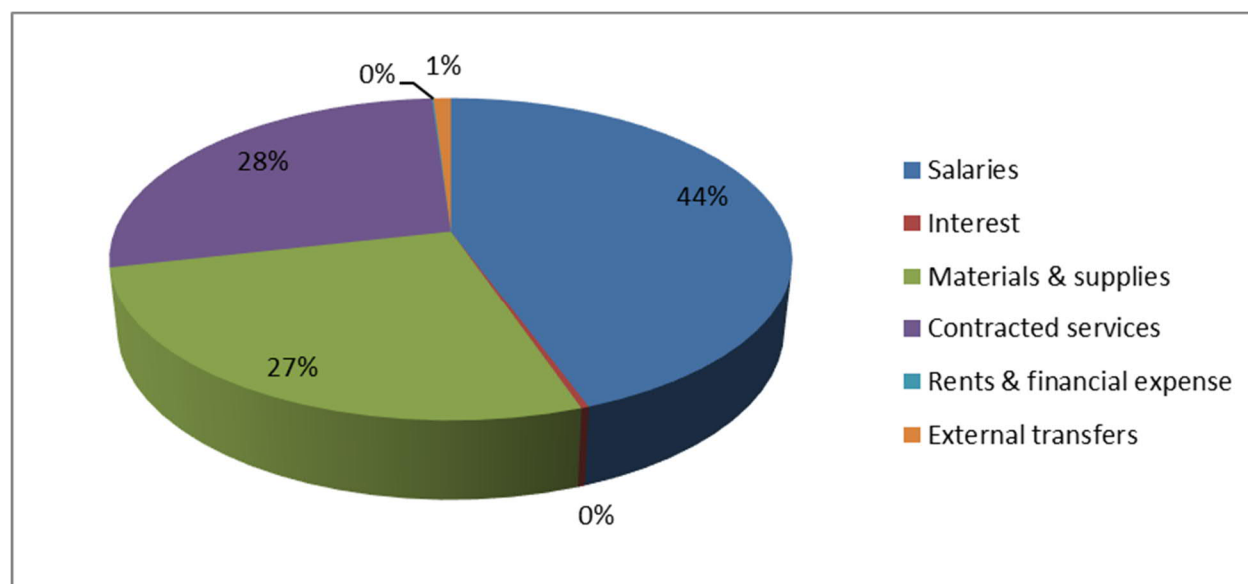
FOUR YEAR COMPARISON OF EXPENSES (EXCLUDING AMORTIZATION, POST EMPLOYMENT BENEFIT CHANGE AND SOLID WASTE LANDFILL CHANGE)

	Budget	2020	2019	2018	2017
Council	145,691	119,204	182,084	154,928	128,754
General government	1,029,797	1,062,071	1,141,049	1,474,587	696,856
Fire	618,304	547,530	506,622	434,095	424,648
Police	1,185,740	1,167,877	1,126,179	1,111,349	1,135,781
Conservation authority	105,235	106,035	99,652	104,519	98,591
Protective inspection	265,699	205,519	185,185	203,452	181,739
Roads & winter control & streetlighting	2,267,486	2,239,048	2,148,730	2,029,610	1,918,429
Sewer & water	898,030	912,065	973,462	833,886	835,816
Waste collection, disposal & recycling	383,454	588,703	567,417	598,839	591,146
Cemeteries	98,110	100,444	78,760	82,699	77,820
Other health services	60,539	43,839	57,911	60,312	44,813
Parks & recreation	1,527,609	1,249,749	1,402,830	1,327,540	1,289,350
Other Cultural	17,538	6,419	50,140	57,241	49,668
Planning & zoning	320,902	212,174	235,088	103,442	102,205
Agricultural & reforestation	34,000	56,082	63,680	45,380	79,649
Total	8,958,134	8,616,759	8,818,789	8,621,879	7,655,265
Salaries	3,926,725	3,828,027	4,265,732	3,585,617	3,333,379
Interest	-	27,136	29,886	32,413	34,945
Materials & supplies	2,296,711	2,302,726	2,200,472	1,989,729	1,907,705
Contracted services	2,643,202	2,367,701	2,207,753	2,347,279	2,265,041
Rents & financial expense	8,261	7,934	8,971	6,931	10,536
External transfers	83,235	83,235	105,975	659,910	103,659
Total	8,958,134	8,616,759	8,818,789	8,621,879	7,655,265

OPERATING EXPENSES BY FUNCTION

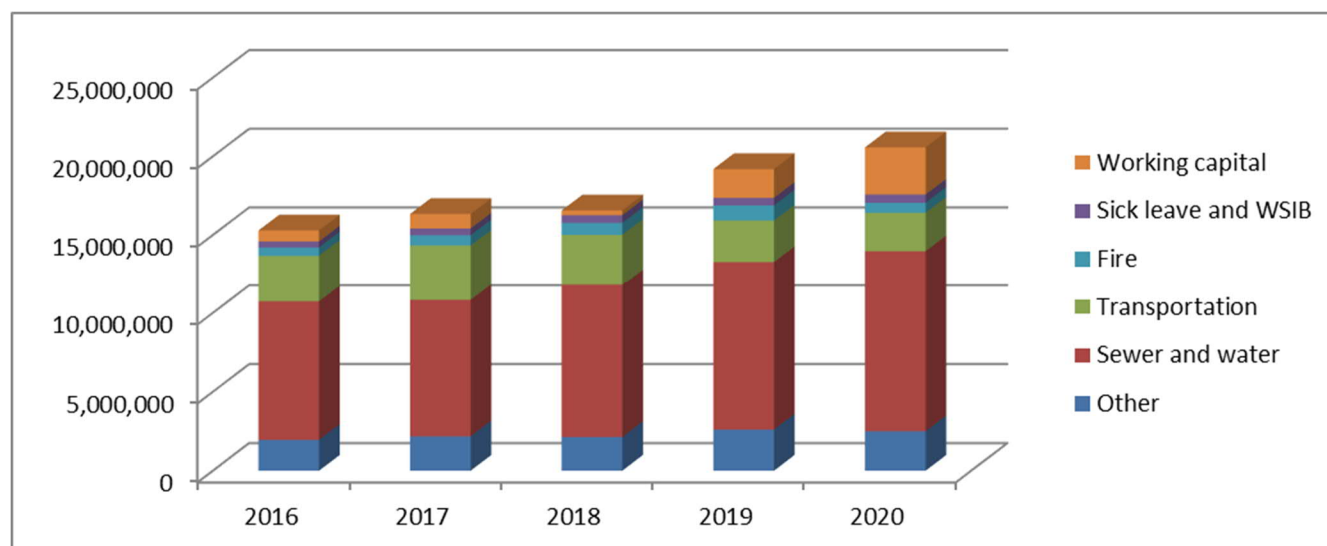


OPERATING EXPENSES BY OBJECT



WHAT DO YOU HAVE FOR THE FUTURE?

	2020	2019	2018	2017	2016
Obligatory Reserve Funds					
Gas tax	320,772	733,269	410,168	401,537	397,846
Recreational land	3,108	3,080	3,022	2,974	2,946
Subdivider contributions	22,540	22,343	21,919	21,570	21,366
Main St. Revitalization	0	7,460	40,664	0	0
	<u>346,420</u>	<u>766,152</u>	<u>475,773</u>	<u>426,081</u>	<u>422,158</u>
Reserves and discretionary reserve funds					
Working capital	3,000,474	1,823,010	301,060	922,623	702,203
Sick leave and WSIB	521,687	487,436	491,080	433,565	382,486
Fire	638,268	958,869	759,811	650,578	528,875
Transportation	2,439,651	2,645,522	3,215,995	3,498,432	2,942,160
Sewer and water	11,475,615	10,674,739	9,658,701	8,654,572	8,779,863
Other	2,494,240	2,597,206	2,134,231	2,175,822	1,951,565
	<u>20,569,935</u>	<u>19,186,782</u>	<u>16,560,878</u>	<u>16,335,592</u>	<u>15,287,152</u>



The Municipality of Arran-Elderslie held reserves equivalent to 193% of 2020 expenses (2019 - 180%) or 381% of 2020 own purpose taxation (2019 - 375%).

MUNICIPALITY OF ARRAN-ELDERSLIE

AUDIT REPORT TO THE COUNCIL

September 27, 2021

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SUMMARY

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities. This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.



Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2020 consolidated financial statements, pending completion of the following items:

- ▶ Approval of consolidated financial statements by Council
- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to financial statement approval date
- ▶ Receipt of support for the amounts related to the capital assets prior period adjustment.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement. See [Appendix A](#) for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Council dated February 22, 2021.



Materiality

As communicated to you in our Planning Report to the Council, preliminary materiality was \$310,000. Final materiality remained unchanged from our preliminary assessment.



Audit Findings

Our audit strategy and procedures focused on the risks specific to your organization and key accounts as outlined in our Planning Report to the Council. Significant risk of material misstatement identified during our planning included the following items:

- ▶ Control Environment
- ▶ Purchases
- ▶ Government Transfers

There were no changes to our planned procedures and no issues were identified in our testing performed. No additional risks were identified during the audit.

Audit findings are discussed in more detail on Pages 3 and 4.



Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified. The specifics of this communication are included on Page 5.



Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the consolidated financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management. A summary of the representation we have requested from management is set out in the representation letter included in [Appendix C](#) to the report.



Independence

Our annual letter confirming our independence was previously provided to you in our planning correspondence. We know of no circumstances that would cause us to amend the previously provided letter.



Adjusted and Unadjusted Differences

All significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement are required to be disclosed and discussed with Management. We did not identify any disclosure omissions identified throughout our audit.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the consolidated financial statements taken as a whole. Should the Council agree with this assessment, we do not propose further adjustments.

For purposes of our discussion, a summary of unadjusted differences has been presented in [Appendix B](#).



Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Municipality.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Municipality since our discussions held at planning, we request that you provide us with this information.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Council.

AUDIT FINDINGS

Our audit strategy and procedures focused on the risks specific to your Municipality and key accounts as outlined in our Planning report to the Council. There were no changes to our planning procedures and no issues were identified in our testing performed. No additional risks were identified during the audit.

SIGNIFICANT RISKS OF MATERIAL MISSTATEMENT	AUDIT FINDINGS
Management Override of Controls	To address this risk we developed criteria for unusual journal entries, determined the population of unusual journal entries and obtained corroborating evidence of these journal entries from management as to why the journal entries were made. No inappropriate journal entries were noted.
Purchases	To address this risk we reviewed a sample of invoices for department head authorization and agreed to the purchasing policy to ensure authorization was appropriate. We also noted during our minute review Council approval of vouchers.
Government Transfers	To address this risk we reconciled significant government transfers to their various government funding agreements and letters, reviewed funding agreements for deferred grants and reviewed minutes to ensure grant revenue listed was complete. No issues were noted in regards to grant revenue during our testing.

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Municipality's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.

Management is responsible for determining the Municipality's significant accounting policies. Significant accounting policies have been disclosed in the financial statements. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the Municipality. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the estimates are in accordance with the requirements of Canadian public sector accounting policies and have been consistently applied.

A summary of the significant financial statement disclosures policies and significant estimates and judgements are as follows:

Significant Financial Statement Disclosures	Audit Findings
Accumulated Surplus	A breakdown of the Municipality's accumulated surplus is included in Note 7. This includes the amount invested in capital assets, unfunded liabilities, reserves and reserve funds and also the general surplus which is required to be carried forward to the next year's budget.
Commitments	Significant capital commitments for the Paisley Waste Water Plant and the ice resurfacing projects have been disclosed in Note 16.
Prior Period Restatement	Management has determined that various capital assets were excluded from capitalization of tangible capital assets in the prior years. The impact of adjusting for these errors is disclosed in Note 22.

Significant Estimates and Judgements	Audit Findings
Post-Employment Benefits	The Municipality provides post-employment health and life insurance benefits to eligible retired employees. The benefits earned by employees are determined using management's best estimate of expected benefit costs and are expensed as services are rendered. In order to help estimate the liability for post-employment benefits, the Municipality engaged the services of an actuary.
Taxation Revenue Estimate	In accordance with PS 3510, amounts have been estimated for taxable events that have occurred but have not yet been assessed. The estimate was based on trend analysis by year for supplemental taxation billings and write-offs for the last 3 years; and knowledge of potential reassessments.
Liability for Contaminated Sites	Management compiled a list of all properties owned by the Municipality or where the Municipality has accepted responsibility for the property and assessed whether each property was contaminated. Management is not aware of any contaminated sites therefore no liability is accrued.
Solid Waste Landfill Closure and Post-closure Liabilities	Amounts have been estimated for closure and post-closure costs. The estimates were calculated based on correspondence with engineers and used the same approach to value landfill liability as in the prior year.

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Municipality's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ Tested the operating effectiveness of controls in the payroll and purchase transaction stream.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

We did not find any deficiencies in the design and implementation of the internal controls that were tested during the audit.

As the purpose of the audit is for us to express an opinion on the Municipality's consolidated financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the consolidated financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

APPENDIX A: INDEPENDENT AUDITOR’S REPORT

The Corporation of the
Municipality of Arran-Elderslie
Financial Information
December 31, 2020

DRAFT

The Corporation of the Municipality of Arran-Elderslie
Financial Information
December 31, 2020

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Financial Statements
For the year ended December 31, 2020

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The Corporation of the Municipality of Arran-Elderslie
 Financial Statements
 For the year ended December 31, 2020

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Municipality of Arran-Elderslie

Opinion

We have audited the accompanying consolidated financial statements of the Corporation of the Municipality of Arran-Elderslie (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020 and the consolidated results of its operations, consolidated changes in net financial assets and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.



Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Municipality to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario
September 27, 2021

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The Corporation of the Municipality of Arran-Elderslie
Consolidated Statement of Financial Position

December 31	2020	2019 (restated) (Note 21)
Financial assets		
Cash and investments (Note 1)	\$20,524,772	\$ 19,762,683
Taxes receivable	1,312,314	1,180,105
Trade and other receivables	663,490	765,508
Inventory held for resale	3,286	15,007
Long-term receivables (Note 2)	412,702	457,139
	<u>22,916,564</u>	<u>22,180,442</u>
Liabilities		
Accounts payable and accrued liabilities	1,133,281	1,375,755
Solid waste closure and post-closure liabilities (Note 4)	180,677	218,390
Post-employment benefits liabilities (Note 10)	364,214	340,937
Deferred revenue (Page 30)	732,766	890,859
Long-term liabilities (Note 5)	387,581	432,278
	<u>2,798,519</u>	<u>3,258,219</u>
Net financial assets	<u>20,118,045</u>	<u>18,922,223</u>
Non-financial assets		
Inventory of supplies	65,327	54,794
Prepaid expenses	20,222	18,526
Tangible capital assets (Note 6)	37,980,883	37,074,263
	<u>38,066,432</u>	<u>37,147,583</u>
Accumulated surplus (Note 7)	<u>\$58,184,477</u>	<u>\$ 56,069,806</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Municipality of Arran-Elderslie
Consolidated Statement of Operations and Accumulated Surplus

For the year ended December 31	2020 Budget (Note 9)	2020 Actual	2019 Actual (restated) (Note 21)
Revenue			
Taxation	\$ 5,394,786	\$ 5,398,462	\$ 5,112,895
Fees and user charges	3,841,964	3,722,720	4,008,162
Government transfers (Note 11)	3,909,915	2,747,728	2,898,342
Other income (Note 12)	840,783	922,586	1,605,629
	<u>13,987,448</u>	<u>12,791,496</u>	<u>13,625,028</u>
Expenses			
General government	1,175,488	1,236,152	1,372,451
Protection services	2,174,978	2,164,464	2,052,493
Transportation services	2,267,486	3,285,678	2,976,340
Environmental services	1,281,483	2,139,535	2,178,386
Health services	158,649	186,047	181,488
Recreation and cultural services	1,545,147	1,396,695	1,561,848
Planning and development	354,903	268,254	298,767
	<u>8,958,134</u>	<u>10,676,825</u>	<u>10,621,773</u>
Annual surplus (Note 9)	5,029,314	2,114,671	3,003,255
Accumulated surplus, beginning of the year	56,069,806	56,069,806	53,066,551
Accumulated surplus, end of the year	<u>\$ 61,099,120</u>	<u>\$58,184,477</u>	<u>\$ 56,069,806</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Municipality of Arran-Elderslie
Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31	2020 Budget (Note 9)	2020 Actual	2019 Actual
Annual surplus (Page 6)	\$ 5,029,314	\$ 2,114,671	\$ 3,003,255
Acquisition of tangible capital assets	6,245,314	(2,981,170)	(2,178,407)
Amortization of tangible capital assets	-	2,074,502	1,890,516
Loss on sale of tangible capital assets	-	48	3,328
Proceeds on disposal of capital assets	-	-	4,385
	6,245,314	(906,620)	(280,178)
Change in prepaid expenses	-	(1,696)	12,859
Change in inventories of supplies	-	(10,533)	(54,794)
	-	(12,229)	(41,935)
Increase in net financial assets	11,274,628	1,195,822	2,681,142
Net financial assets, beginning of the year	18,922,223	18,922,223	16,241,081
Net financial assets, end of the year	\$ 30,196,851	\$20,118,045	\$ 18,922,223

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Municipality of Arran-Elderslie
Consolidated Statement of Cash Flows

For the year ended December 31	2020	2019
Cash provided by (used in)		
Operating activities		
Annual surplus (Page 6)	\$ 2,114,671	\$ 3,003,255
Items not involving cash		
Solid waste closure and post-closure liabilities	(37,713)	(108,840)
Amortization	2,074,502	1,890,516
Post-employment benefits liabilities	23,277	21,308
Deferred revenue recognized	(709,700)	(149,430)
Change in prepaid expenses	(1,696)	12,859
Loss on sale of capital assets	48	3,328
	<u>3,463,389</u>	<u>4,672,996</u>
Changes in non-cash working capital balances		
Taxes receivable	(132,209)	(216,533)
Trade and other receivables	102,018	(19,915)
Inventory held for resale	11,721	(7,222)
Inventory of supplies	(10,533)	(54,794)
Accounts payable and accrued liabilities	(242,474)	(247,003)
Deferred revenue received	551,607	560,402
	<u>3,743,519</u>	<u>4,687,931</u>
Capital transactions		
Cash used to acquire capital assets	(2,981,170)	(2,178,407)
Proceeds on sale of capital assets	-	4,385
	<u>(2,981,170)</u>	<u>(2,174,022)</u>
Investing activities		
Increase in long-term receivables	(93,100)	(26,300)
Repayment of long-term receivables	44,437	76,696
	<u>(48,663)</u>	<u>50,396</u>
Financing activities		
Additions to long-term liabilities	93,100	26,300
Repayment of long-term liabilities	(44,697)	(91,944)
	<u>48,403</u>	<u>(65,644)</u>
Net change in cash and cash equivalents	762,089	2,498,661
Cash and cash equivalents, beginning of the year	<u>19,762,683</u>	<u>17,264,022</u>
Cash and cash equivalents, end of the year	<u>\$20,524,772</u>	<u>\$ 19,762,683</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Municipality of Arran-Elderslie

Summary of Significant Accounting Policies

December 31, 2020

Management Responsibility Management of the Corporation of the Municipality of Arran-Elderslie has prepared and is responsible for the integrity, objectivity and accuracy of the financial information presented in these consolidated financial statements. Council reviews and approves the consolidated financial statements.

Basis of Accounting The consolidated financial statements of the Corporation of the Municipality of Arran-Elderslie have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing.

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Basis of Consolidation The consolidated statements reflect the assets, liabilities, revenues and expenses of all municipal organizations, committees, and boards which are owned or controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation.

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

Chesley and District Fire Board	65.70%
Bruce Area Solid Waste Recycling Association	8.73%
Saugeen Mobility and Regional Transit	7.20%

The Corporation of the Municipality of Arran-Elderslie

Summary of Significant Accounting Policies

December 31, 2020

Revenue Recognition

Revenues are recognized as follows:

- a) Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts.
- b) Other revenues and user fees are recorded upon sale of goods or provision of service when collection is reasonably assured.
- c) Investment income earned on surplus funds (other than obligatory reserve funds) are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is recorded directly to each fund balance and forms part of the respective deferred revenue balances.
- d) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
- e) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of financial activities in the year in which it is used for the specified purpose.

The Corporation of the Municipality of Arran-Elderslie

Summary of Significant Accounting Policies

December 31, 2020

Cash and Cash Equivalents Cash and cash equivalents include all cash balances and highly liquid investments that are readily converted into cash.

Investments Investments are recorded at the cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

Inventory Inventory of goods held for resale is recorded at net realizable value.

Inventory held for consumption is recorded at the lower of cost and replacement cost.

Post-Employment Benefits

The municipality provides post-employment health, dental, travel, and life insurance benefits to eligible retired employees. The benefits earned by employees are determined using management's best estimate of expected benefit costs and are expensed as services are rendered.

The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due.

Solid Waste Landfill Closure and Post-Closure Costs

Site closure and post-closure care costs are recognized over the operating life of the landfill based on capacity used. The liability is recorded at its discounted value, based on the average long-term borrowing rate of the municipality.

Liability for Contaminated Sites A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. A liability of \$30,000 has been accrued.

The Corporation of the Municipality of Arran-Elderslie

Summary of Significant Accounting Policies

December 31, 2020

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by management. The following useful lives are used:

Land improvements	40 years
Buildings	40 years
Equipment	5 to 15 years
Roads - paved	15 - 20 years
Roads - gravel	10 years
Water and other utility systems	30 - 80 years
Bridges and culverts	20 - 50 years
Vehicles	5 to 12 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.

County and School Board

The municipality collects taxation revenue on behalf of the school boards and the County of Bruce. The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Bruce are not reflected in these financial statements.

Trust Funds

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds statement of continuity and balance sheet.

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Estimates are used when accounting for items such as accrued grant receivables, useful life of assets, accrued liabilities, post-employment benefits, solid waste landfill closure and post-closure costs, liabilities for contaminated sites and taxation revenue. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

The Corporation of the Municipality of Arran-Elderslie

Notes to Consolidated Financial Statements

December 31, 2020

1. Cash and Investments

	2020	2019
Cash	\$11,407,883	\$ 11,062,844
Investments - GIC's	8,982,000	8,551,429
Investments - Restricted	49,388	28,526
Accrued interest	85,501	119,884
	<u>\$20,524,772</u>	<u>\$ 19,762,683</u>

On December 31, 2020, the Municipality had bank accounts of \$11,712,931 and GIC's of \$8,992,306 in one chartered bank. The Canadian Deposit Insurance Corporation insures deposits to a maximum of \$100,000 per depositor.

The bank account earns interest at the average prime rate less 1.75%. The investments have an interest rate of 1.5% and mature May 2021. The restricted investments are GIC's with interest rates between 0.45% and 2.40% and mature between October 2021 and January 2023.

2. Long-Term Receivables

	2020	2019
Tile drainage loans, 6%, due 2021 to 2030	\$ 387,581	\$ 432,278
Tara water system loans, 6%, due 2020	-	5,334
Kinette Club	25,121	19,527
	<u>\$ 412,702</u>	<u>\$ 457,139</u>

3. Temporary Borrowings

The Municipality of Arran Elderslie has a demand operating facility with interest charged at prime plus 0.5% per annum. This facility is secured by a current borrowing by-law. At December 31, 2020, the municipality had a \$2,000,000 unused operating facility.

The Corporation of the Municipality of Arran-Elderslie

Notes to Consolidated Financial Statements

December 31, 2020

4. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

The liability for the Chesley Landfill site is recorded at \$160,825 and represents the present value of estimated post-closure costs using a discount rate of 3.43%. There is no remaining fill capacity available and the Chesley Landfill was closed to the public in 2012. Post-closure care is estimated to continue for a period of 17 years.

The Arran Landfill site was expanded and assumed landfilling operations for the entire Municipality on October 1, 2012. The useable area was divided into five phases, each requiring separate approval with Plans of Development for each phase. Currently, only Phases I and II have a Plan of Development and Operation (PDO). The liability for Phase I and II of the Arran Landfill site is recorded at \$19,852 and represents the present value of closure and post-closure costs for 36% of the current site's capacity, using the municipality's average long-term borrowing rate of 3.43%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenditures for closure and post-closure care are \$515,018. The estimated remaining open capacity of Phases I and II is approximately 180,000 cubic meters, which will be filled in 57 years. Post-closure care is estimated to continue for a period of 20 years.

The liabilities have been partially funded through budget allocations.

5. Long-Term Liabilities

The balance of long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2020	2019
Tile drainage loans, 6%, due 2021 to 2030	\$ 387,581	\$ 432,278

Principal payments for the next five fiscal years and thereafter are as follows:

2021	\$ 71,517
2022	57,235
2023	60,669
2024	53,793
2025	36,640
Thereafter	107,727
	<u>\$ 387,581</u>

Interest paid during the year totalled \$27,306 (2019 - \$29,971).

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

6. Tangible Capital Assets

	2020								
	Land and Improvements	Buildings	Equipment	Roads	Water and Other Utility Systems	Bridges and Culverts	Vehicles	Work in Progress	Total
Cost, beginning of the year	\$ 867,469	\$ 7,005,528	\$ 2,278,494	\$ 45,678,679	\$ 32,068,862	\$ 8,795,042	\$ 6,437,726	\$ 711,433	\$103,843,233
Additions	162,858	93,219	155,541	649,584	682,613	338,199	553,977	345,179	2,981,170
Disposals	-	-	-	-	-	-	(31,666)	-	(31,666)
Transfers	34,280	174,956	112,223	-	155,485	-	294,818	(771,762)	-
Cost, end of the year	1,064,607	7,273,703	2,546,258	46,328,263	32,906,960	9,133,241	7,254,855	284,850	106,792,737
Accumulated amortization, beginning of the year	122,198	4,347,423	1,449,752	38,199,170	13,260,964	4,689,250	4,700,213	-	66,768,970
Amortization	27,551	147,024	152,119	704,202	603,595	172,146	267,865	-	2,074,502
Disposals	-	-	-	-	-	-	(31,618)	-	(31,618)
Accumulated amortization, end of the year	149,749	4,494,447	1,601,871	38,903,372	13,864,559	4,861,396	4,936,460	-	68,811,854
Net carrying amount, end of the year	\$ 914,858	\$ 2,779,256	\$ 944,387	\$ 7,424,891	\$ 19,042,401	\$ 4,271,845	\$ 2,318,395	\$ 284,850	\$ 37,980,883

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

6. Tangible Capital Assets - (continued)

									2019 (restated)
	Land and Improvements	Buildings	Equipment	Roads	Water and Other Utility Systems	Bridges and Culverts	Vehicles	Work in Progress	Total
Cost, beginning of the year	\$ 791,075	\$ 6,959,402	\$ 2,181,193	\$ 45,250,919	\$ 31,633,393	\$ 7,990,042	\$ 6,342,779	\$ 540,402	\$101,689,205
Additions	66,852	46,126	97,301	424,218	411,868	569,965	119,326	442,751	2,178,407
Disposals	-	-	-	-	-	-	(24,379)	-	(24,379)
Transfers	9,542	-	-	3,542	23,601	235,035	-	(271,720)	-
Cost, end of the year	867,469	7,005,528	2,278,494	45,678,679	32,068,862	8,795,042	6,437,726	711,433	103,843,233
Accumulated amortization, beginning of the year	95,386	4,224,470	1,318,088	37,614,579	12,669,712	4,529,582	4,443,303	-	64,895,120
Amortization	26,812	122,953	131,664	584,591	591,252	159,668	273,576	-	1,890,516
Disposals	-	-	-	-	-	-	(16,666)	-	(16,666)
Accumulated amortization, end of the year	122,198	4,347,423	1,449,752	38,199,170	13,260,964	4,689,250	4,700,213	-	66,768,970
Net carrying amount, end of the year	\$ 745,271	\$ 2,658,105	\$ 828,742	\$ 7,479,509	\$ 18,807,898	\$ 4,105,792	\$ 1,737,513	\$ 711,433	\$ 37,074,263

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

6. Tangible Capital Assets - (continued)

The net book value of tangible capital assets not being amortized because they are under construction or development is \$284,850 (2019 - \$711,433).

7. Accumulated Surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2020	2019 (restated)
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$37,980,883	\$ 37,074,263
Total invested in capital assets	37,980,883	37,074,263
Unfunded post-employment benefits	(364,214)	(340,937)
Unfunded solid waste closure and post-closure costs	(15,639)	(53,352)
General operating surplus (Note 9)	-	208,119
Fire surplus	277	277
Bruce Area Solid Waste Recycling (B.A.S.W.R.)	13,235	(5,346)
	37,614,542	36,883,024
Reserves and reserve funds (Note 8)	20,569,935	19,186,782
Accumulated surplus	\$58,184,477	\$ 56,069,806

As per resolution of Council the general 2020 operating surplus of \$236,288 as well as the prior year surplus of \$208,119 were transferred to working capital reserve.

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

8. Reserves and Reserve Funds Set Aside for Specific Purpose by Council

	<u>2020</u>	<u>2019</u>
Reserves		
Working funds	\$ 3,000,474	\$ 1,823,010
Sick leave	521,687	487,436
Capital purposes	<u>16,882,892</u>	<u>16,712,895</u>
	20,405,053	19,023,341
Reserve funds		
Capital purposes	<u>164,882</u>	<u>163,441</u>
Reserves and reserve funds set aside for specific purpose by Council	<u>\$20,569,935</u>	<u>\$ 19,186,782</u>

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The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

9. Budgets

Under Canadian public sector accounting standards, budget amounts are to be reported on the consolidated statements of operations and accumulated surplus and changes in net financial assets for comparative purposes. The 2020 budget amounts for the Corporation of the Municipality of Arran-Elderslie approved by Council have been restated to conform to the presentation of the consolidated statements of operations and accumulated surplus and changes in net financial assets. The following is a reconciliation of the budget approved by Council.

	2020 Budget	2020 Actual	2019 Actual
Annual surplus (Page 7)	\$ 5,029,314	\$ 2,114,671	\$ 3,003,255
Amortization	-	2,074,502	1,890,516
Change in other surpluses	-	(18,581)	2,598
Change in unfunded liabilities	-	(14,436)	(87,532)
	5,029,314	4,156,156	4,808,837
Transfers to reserves	(3,218,220)	(5,780,807)	(4,352,536)
Transfers from reserves for operations	344,862	565,501	167,128
Transfers from reserves for capital	4,089,358	4,276,560	1,682,536
Capital acquisitions, disposals and write-down	(6,245,314)	(2,981,122)	(2,170,694)
Prior year capital projects funded	-	-	(12,239)
Current year general operating surplus before transfers to reserve	-	236,288	123,032
Transfer of current year general operating surplus to reserve per resolution	-	(236,288)	(123,032)
	-	-	-
Prior year accumulated general surplus	-	208,119	208,119
Transfer of prior year general operating surplus to reserve per resolution	-	(208,119)	-
Accumulated general surplus (Note 7)	\$ -	\$ -	\$ 208,119

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

10. Post-Employment Benefit Liabilities

	2020	2019
Accumulating sick leave (unamortized gain \$84,962)	\$ 287,408	\$ 262,775
Post-employment benefits (unamortized gain \$30,767)	76,806	78,162
	<u>\$ 364,214</u>	<u>\$ 340,937</u>

- a) The municipality provides its employees with an accumulating sick leave plan which allows employees to use days accumulated in prior years, and allows for partial payout upon death, termination or retirement.

	2020	2019
Sick leave liability, beginning of the year	\$ 262,775	\$ 240,360
Amortization of actuarial gain	(3,653)	(3,653)
Current year benefit expense	21,212	19,996
Interest accrued	9,461	8,395
Benefits paid	(2,387)	(2,323)
	<u>\$ 287,408</u>	<u>\$ 262,775</u>

As per the collective agreement, the unused portion of annual earned sick leave days plus interest, is accumulated in a reserve account. The reserve tracks the number and dollar value of the unused days for each employee. When an employee ceases to work for the municipality, the employee receives 50% of the value credited in the reserve for that employee. The estimated liability at December 31, 2020 is \$287,408. The reserve account maintained by the municipality at December 31, 2020 per the agreement is \$521,687 and any future sick leave payouts will be funded from the reserve.

- b) The municipality pays certain health, dental, travel and life insurance benefits on behalf of its retired members to the age of 70. The municipality recognizes these post-employment costs in the period in which the employees rendered the services. The assumptions used reflect management's best estimates. The post-employment benefit liability was determined using a discount rate of 4.00%. For future salaries, a 2.75% annual rate of increase was used for 2020 and forward. For dental and travel premiums, a 3.75% annual rate of increase was assumed for 2020 and forward. For health care premiums, a 6.08% increase was used for 2020 and decreasing .33% until 2027 where 3.75% was used thereafter.

	2020	2019
Accrued benefit liability, beginning of the year	\$ 78,162	\$ 79,269
Amortization of actuarial gain	(4,059)	(4,059)
Current year benefit expense	2,197	2,071
Interest accrued	1,752	1,642
Benefit payments	(1,246)	(761)
	<u>\$ 76,806</u>	<u>\$ 78,162</u>

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

11. Government Transfers

	2020 Budget	2020 Actual	2019 Actual
Operating			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 1,574,000	\$ 1,574,000	\$ 1,626,800
Public Works	35,000	32,177	39,308
Sewer and water	-	10,862	14,851
Other	84,959	437,822	762,522
	<u>1,693,959</u>	<u>2,054,861</u>	<u>2,443,481</u>
Government of Canada			
Other	-	-	5,468
Other Municipalities			
Other	80,000	1,150	2,584
Total operating transfers	<u>1,773,959</u>	<u>2,056,011</u>	<u>2,451,533</u>
Tangible Capital Asset			
Province of Ontario			
Public Works	151,022	42,171	279,033
Sewer and water	-	-	1,000
Other	401,262	17,046	19,441
	<u>552,284</u>	<u>59,217</u>	<u>299,474</u>
Government of Canada			
Federal Gas Tax	698,664	623,174	112,112
Public Works	655,757	9,326	-
Other	229,251	-	-
	<u>1,583,672</u>	<u>632,500</u>	<u>112,112</u>
Other Municipalities			
Public Works	-	-	35,223
Total tangible capital asset transfers	<u>2,135,956</u>	<u>691,717</u>	<u>446,809</u>
Total Transfers	<u>\$ 3,909,915</u>	<u>\$ 2,747,728</u>	<u>\$ 2,898,342</u>

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

12. Other Income

	2020	2020	2019
	Budget	Actual	Actual
Penalties and interest on taxation	\$ 150,000	\$ 112,623	\$ 160,071
Other fines and penalties	1,040	315	966
Investment income	311,530	270,878	394,042
Licenses, permits and rents	347,838	309,296	391,272
Donations	6,255	193,601	85,667
Local improvement special charges	4,120	29,566	52,909
Loss on disposal of capital assets	-	(48)	(3,328)
Other	20,000	6,355	134,646
Insurance proceeds	-	-	389,384
	<u>\$ 840,783</u>	<u>\$ 922,586</u>	<u>\$ 1,605,629</u>

13. Pension Agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 36 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2020 by the Municipality was \$229,836 (2019 - \$208,039). The contribution rate for 2020 was 9.0% to 15.8% depending on age and income level (2019 - 9.0% to 15.8%).

OMERS is a multi-employer plan, therefore, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2020. At that time the plan reported a \$3.2 billion actuarial deficit (2019 - \$3.4 billion), based on actuarial liabilities of \$111.8 billion (2019 - \$106.4 billion) and actuarial assets of \$108.6 billion (2019 - \$103 billion). Ongoing adequacy of the current contribution rates will need to be monitored as declines in financial markets may lead to increased future funding requirements.

14. Operations of School Boards and the County of Bruce

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Bruce:

	2020	2019
School boards	\$ 1,441,730	\$ 1,435,452
County of Bruce	2,888,522	2,702,254
	<u>\$ 4,330,252</u>	<u>\$ 4,137,706</u>

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

15. Contingencies

The Municipality has been served with a claim as a result of a motor vehicle accident. The Municipality is not aware of any possible settlements in excess of its liability insurance coverage. The outcome of this claim is not determinable at this time.

16. Commitments

As of December 31, the Municipality has committed to various capital projects with a total cost of \$336,695 of which \$54,591 was paid in the year and \$282,104 is still to be paid.

17. Trust Funds

The trust funds administered by the Municipality amounting to \$553,810 (2019 - \$540,400) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of financial activities.

18. Uncertainty due to COVID-19

The impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Municipality, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Municipality's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Municipality is not known. Given the dynamic nature of these circumstances and the duration of disruption, the related financial impact cannot be reasonably estimated at this time. The Municipality's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Municipality will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

19. Bruce Area Solid Waste Recycling

The following summarizes the financial position and operations of Bruce Area Solid Waste Recycling, which is a Joint Board of Management of which Arran-Elderslie has a 8.73% interest. The Bruce Area Solid Waste Recycling has been consolidated into these financial statements.

	2020	2019
Financial assets	\$ 2,517,711	\$ 2,661,641
Liabilities	256,318	217,468
Net financial assets	2,261,393	2,444,173
Non-financial assets	1,398,521	1,401,281
Accumulated surplus	\$ 3,659,914	\$ 3,845,454
Revenues	3,007,471	2,817,898
Expenses	3,193,011	3,248,211
Annual deficit	\$ (185,540)	\$ (430,313)

20. Chesley and District Fire Board

The following summarizes the financial position and operations of the Chesley and District Fire Board, which the Municipality funds through a service agreement. The Chesley District Fire Board has been consolidated into these financial statements. The Municipality's proportionate share is 65.70%.

	2020	2019
Financial assets	\$ 20,053	\$ 27,734
Liabilities	15,816	26,395
Net financial assets	4,237	1,339
Non-financial assets	100,722	116,954
Accumulated surplus	\$ 104,959	\$ 118,293
Revenues	\$ 214,978	\$ 235,891
Expenses	228,312	272,677
Annual deficit	\$ (13,334)	\$ (36,786)

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

21. Saugeen Mobility and Regional Transit (S.M.A.R.T.)

The following summarizes the financial position and operations of the Saugeen Mobility and Regional Transit non-profit organization, which the Municipality funds through a service agreement. The Saugeen Mobility and Regional Transit organization has been consolidated into these financial statements. The Municipality's proportionate share is 7.2%.

	2020	2019
Financial assets	\$ 166,306	\$ 228,343
Liabilities	219,401	281,043
Net financial debt	(53,095)	(52,700)
Non-financial assets	523,352	412,489
Accumulated surplus	\$ 470,257	\$ 359,789
Revenues	\$ 1,532,861	\$ 1,791,586
Expenses	1,422,393	1,925,182
Annual deficit	\$ 110,468	\$ (133,596)

22. Prior Period Restatement

The Municipality completed its first Asset Management Plan in August 2017, which resulted in an update to the asset inventory to ensure a complete listing of municipal assets. During the year management identified a database discrepancy, whereby the additions documented in 2017 were not included in the prior year's financial statements as tangible assets. The impact of adjusting for these additional items is as follows:

	2019
Consolidated Statement of Financial Position:	
Increase in non-financial assets - tangible capital assets	\$ 3,629,287
Increase in accumulated surplus	\$ 3,629,287
Consolidated Statement of Operations and Accumulated Surplus:	
	2019
Increase in Accumulated surplus, beginning of the year	\$ 3,629,287

The Corporation of the Municipality of Arran-Elderslie

Notes to Financial Statements

December 31, 2020

23. Segmented Information

The Municipality of Arran-Elderslie is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, sewer, water, waste, collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item includes revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, storm sewers, parking areas, and streetlighting.

Sewer and Water

This service provides the municipality's drinking water. The municipality also processes and cleans sewage and ensures sewer and water systems meet all Provincial standards.

Environmental

Environmental services consists of providing waste collection, disposal and recycling to its citizens.

Health

Health services include contributions to support local Hospitals. Health services also includes the operations of local cemeteries.

The Corporation of the Municipality of Arran-Elderslie
Notes to Financial Statements

December 31, 2020

23. Segmented Information - (continued)

Recreational and Cultural Services

This service area provides services meant to improve the health and development of the municipality's citizens. The municipality operates and maintains or contributes to parks, arenas, community centres, a campground, and museums. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for planning and zoning and downtown revitalization. This service area also includes municipal and tile drainage.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation and payments-in-lieu

Allocated to those segments that are funded by these amounts based on the budget for the year.

OMPF grants

Allocated to segments based on the budget for the year.

The Corporation of the Municipality of Arran-Elderslie
Notes to the Financial Statements

December 31, 2020

For the year ended December 31, 2020	General Government	Protection Services	Transportation Services	Sewer and Water	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2020 Total
Revenue									
Taxation	\$ 1,295,632	\$ 1,349,615	\$ 1,781,492	\$ -	\$ -	\$ -	\$ 755,785	\$ 215,938	\$ 5,398,462
Fees and user charges	32,149	166,964	32,800	2,593,352	463,145	53,665	347,871	32,774	3,722,720
Specific grants	152,944	44,789	746,683	10,862	124,997	-	56,545	36,908	1,173,728
OMPF grant	377,760	393,500	519,420	-	-	-	220,360	62,960	1,574,000
Other revenue	411,618	213,875	74,208	31,238	-	81,049	110,598	-	922,586
	<u>2,270,103</u>	<u>2,168,743</u>	<u>3,154,603</u>	<u>2,635,452</u>	<u>588,142</u>	<u>134,714</u>	<u>1,491,159</u>	<u>348,580</u>	<u>12,791,496</u>
Expenses									
Salaries and benefits	784,617	442,985	1,008,647	432,101	258,788	86,042	721,127	116,997	3,851,304
Interest on debt	-	-	-	-	-	-	-	27,136	27,136
Materials and supplies	326,303	240,203	618,017	357,236	117,153	50,832	462,388	92,881	2,265,013
Contracted services	87,440	1,260,539	612,383	122,728	175,008	6,354	72,009	31,240	2,367,701
Other transfers	-	83,235	-	-	-	-	-	-	83,235
Rents and financial expenses	6,193	-	-	-	42	1,055	644	-	7,934
Amortization	31,599	137,502	1,046,631	657,898	18,581	41,764	140,527	-	2,074,502
	<u>1,236,152</u>	<u>2,164,464</u>	<u>3,285,678</u>	<u>1,569,963</u>	<u>569,572</u>	<u>186,047</u>	<u>1,396,695</u>	<u>268,254</u>	<u>10,676,825</u>
Annual surplus (deficit)	\$ 1,033,951	\$ 4,279	\$ (131,075)	\$ 1,065,489	\$ 18,570	\$ (51,333)	\$ 94,464	\$ 80,326	\$ 2,114,671

The Corporation of the Municipality of Arran-Elderslie
Notes to the Financial Statements

December 31, 2020

For the year ended December 31, 2019	General Government	Protection Services	Transportation Services	Sewer and Water	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2019 Total
Revenue									
Taxation	\$ 1,278,224	\$ 1,278,224	\$ 1,738,384	\$ -	\$ -	\$ -	\$ 715,805	\$ 102,258	\$ 5,112,895
Fees and user charges	59,265	230,163	79,239	2,495,963	512,783	67,670	524,761	38,318	4,008,162
Specific grants	644,569	-	515,306	15,851	51,530	1,901	10,388	31,997	1,271,542
OMPF grant	406,700	406,700	553,112	-	-	-	227,752	32,536	1,626,800
Other revenue	1,068,664	264,521	715	90,359	(1,041)	72,650	109,761	-	1,605,629
	<u>3,457,422</u>	<u>2,179,608</u>	<u>2,886,756</u>	<u>2,602,173</u>	<u>563,272</u>	<u>142,221</u>	<u>1,588,467</u>	<u>205,109</u>	<u>13,625,028</u>
Expenses									
Salaries and benefits	1,073,851	433,214	1,058,450	435,896	241,253	70,460	877,632	96,284	4,287,040
Interest on debt	-	-	-	-	-	-	-	29,886	29,886
Materials and supplies	159,069	224,106	634,651	424,681	33,884	59,755	533,830	21,655	2,091,631
Contracted services	79,275	1,180,970	454,822	112,755	182,892	5,454	40,644	150,942	2,207,754
Other transfers	26,627	79,348	-	-	-	-	-	-	105,975
Rents and financial expenses	5,620	-	807	131	547	1,002	864	-	8,971
Amortization	28,009	134,855	827,610	726,119	20,228	44,817	108,878	-	1,890,516
	<u>1,372,451</u>	<u>2,052,493</u>	<u>2,976,340</u>	<u>1,699,582</u>	<u>478,804</u>	<u>181,488</u>	<u>1,561,848</u>	<u>298,767</u>	<u>10,621,773</u>
Annual surplus (deficit)	\$ 2,084,971	\$ 127,115	\$ (89,584)	\$ 902,591	\$ 84,468	\$ (39,267)	\$ 26,619	\$ (93,658)	\$ 3,003,255

The Corporation of the Municipality of Arran-Elderslie
Schedule of Deferred Revenue

For the year ended December 31, 2020

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory Reserve Funds					
In lieu of parkland	\$ 3,080	\$ -	\$ 28	\$ -	\$ 3,108
Federal gas tax	733,269	206,377	4,300	(623,174)	320,772
Main St. Revitalization	7,460	-	-	(7,460)	-
Subdivider contributions	22,343	-	197	-	22,540
	<u>766,152</u>	<u>206,377</u>	<u>4,525</u>	<u>(630,634)</u>	<u>346,420</u>
Other					
Ontario Community Infrastructure Fund	46,984	330,386	-	(4,671)	372,699
Ontario Trillium Grant	22,500	-	-	(22,500)	-
Accessibility Grant	12,000	-	-	(12,000)	-
Tara Rotary Club Fund	35,000	-	-	(35,000)	-
Ontario Power Grant	2,500	-	-	(2,500)	-
Treasure Chest Museum	5,723	-	-	(2,395)	3,328
Other revenue	-	10,319	-	-	10,319
	<u>124,707</u>	<u>340,705</u>	<u>-</u>	<u>(79,066)</u>	<u>386,346</u>
	<u>\$ 890,859</u>	<u>\$ 547,082</u>	<u>\$ 4,525</u>	<u>\$ (709,700)</u>	<u>\$ 732,766</u>

The Corporation of the
Municipality of Arran-Elderslie
Trust Funds
For the year ended December 31, 2020

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The Corporation of the Municipality of Arran-Elderslie
Trust Funds
For the year ended December 31, 2020

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BDO Canada LLP
1717 2nd Avenue E, Third Floor
PO Box 397
Owen Sound ON N4K 5P7 Canada

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of
the Corporation of the Municipality of Arran-Elderslie Trust
Funds

Opinion

We have audited the accompanying financial information for the Municipality of Arran-Elderslie Trust Funds (Trust Funds), which comprise the balance sheet as at December 31, 2020, the statement of continuity for the year then ended, and notes to the financial information including a summary of significant accounting policies.

In our opinion, the financial information presents fairly, in all material respects, the balance sheet for the Trust Funds as at December 31, 2020 and the statement of continuity for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Information section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial information in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Information

Management is responsible for the preparation and fair presentation of this financial information in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

In preparing the financial information, management is responsible for assessing the Trust Funds ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Information

Our objectives are to obtain reasonable assurance about whether the financial information as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial information, including the disclosures, and whether the financial information represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario
September 27, 2021

The Corporation of the Municipality of Arran-Elderslie
Trust Funds
Balance Sheet

December 31, 2020

	Total	Care and Maintenance	Cemetery Prepaid
Assets			
Cash	\$ 551,161	\$ 531,235	\$ 19,926
Due from the Municipality of Arran-Elderslie	2,649	2,649	-
	553,810	533,884	19,926
Fund balance	\$ 553,810	\$ 533,884	\$ 19,926

Statement of Continuity

	Total	Care and Maintenance	Cemetery Prepaid
Balance, beginning of the year	\$ 540,400	\$ 520,723	\$ 19,677
Receipts			
Interest	4,759	4,586	173
Plot sales and monument fees	13,411	13,161	250
	18,170	17,747	423
Expenditures			
Transfers to General	4,760	4,586	174
Balance, end of the year	\$ 553,810	\$ 533,884	\$ 19,926

The Corporation of the Municipality of Arran-Elderslie
Trust Funds
Notes to Financial Information

December 31, 2020

1. Summary of Significant Accounting Policies

Management Responsibility The management of the Corporation of the Municipality of Arran-Elderslie has prepared and is responsible for the integrity, objectivity and accuracy of this financial information. The Council reviews and approves the financial information.

Basis of Accounting The financial information has been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada.

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

Basis of Consolidation These trust funds have not been consolidated with the financial statements of the Corporation of the Municipality of Arran-Elderslie.

Chesley and District Fire Board
Financial Statements
For the year ended December 31, 2020

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Chesley and District Fire Board
Financial Statements
For the year ended December 31, 2020

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Independent Auditor's Report

To the Board Members, Members of Council
Inhabitants and Ratepayers of the
Participating Municipalities of the
Chesley and District Fire Board

Opinion

We have audited the accompanying financial statements of the Chesley and District Fire Board, which comprise the statement of financial position as at December 31, 2020, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Chesley and District Fire Board as at December 31, 2020 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Chesley and District Fire Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario
September 27, 2021

Chesley and District Fire Board
Statement of Financial Position

December 31	2020	2019
Financial assets		
Due from the Township of Chatsworth	\$ 7,110	\$ 26,395
Due from the Municipality of Arran-Elderslie-Reserve	4,237	1,339
	<u>11,347</u>	<u>27,734</u>
Liabilities		
Due to the Municipality of Arran-Elderslie	<u>7,110</u>	<u>26,395</u>
Net financial assets	4,237	1,339
Non-financial assets		
Tangible capital assets (Note 2)	<u>100,723</u>	<u>116,954</u>
Accumulated surplus (Note 3)	<u>\$ 104,960</u>	<u>\$ 118,293</u>

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Chesley and District Fire Board
Statement of Operations and Accumulated Surplus

For the year ended December 31	2020 Budget (Note 1)	2020 Actual	2019 Actual
Revenue			
Municipal contributions			
Municipality of Arran-Elderslie	\$ 119,390	\$ 116,873	\$ 136,221
Municipality of Arran-Elderslie reserves	-	2,716	-
Township of Chatsworth	58,040	59,346	67,838
Provincial grant	-	3,605	-
Donations and other income	21,000	32,439	31,832
	<u>198,430</u>	<u>214,979</u>	<u>235,891</u>
Expenses			
Salaries and wages	101,534	108,078	126,091
Dispatch	6,200	6,254	6,347
Tanker expense	3,200	2,127	3,481
Materials, supplies and services	72,496	81,945	98,633
Amortization	-	29,908	38,125
	<u>183,430</u>	<u>228,312</u>	<u>272,677</u>
Annual surplus (deficit) (Note 1)	15,000	(13,333)	(36,786)
Accumulated surplus, beginning of the year	<u>118,293</u>	<u>118,293</u>	<u>155,079</u>
Accumulated surplus, end of the year	<u>\$ 133,293</u>	<u>\$ 104,960</u>	<u>\$ 118,293</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Chesley and District Fire Board
Statement of Changes in Net Financial Assets

For the year ended December 31	2020 Budget (Note 1)	2020 Actual	2019 Actual
Annual surplus (deficit) (Page 5)	\$ 15,000	\$ (13,333)	\$ (36,786)
Acquisition of tangible capital assets	(15,000)	(13,677)	-
Amortization of tangible capital assets	-	29,908	38,125
	(15,000)	16,231	38,125
Increase in net financial assets	-	2,898	1,339
Net financial assets, beginning of the year	1,339	1,339	-
Net financial assets, end of the year	\$ 1,339	\$ 4,237	\$ 1,339

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Chesley and District Fire Board

Statement of Cash Flows

For the year ended December 31	2020	2019
Cash provided by (used in)		
Operating activities		
Annual deficit (Page 5)	\$ (13,333)	\$ (36,786)
Items not involving cash		
Amortization	29,908	38,125
	16,575	1,339
Changes in non-cash working capital balances		
Due from the Township of Chatsworth	19,285	806
Due from the Municipality of Arran-Elderslie-reserve	(2,898)	(1,339)
Due to the Municipality of Arran-Elderslie	(19,285)	(806)
	13,677	-
Capital transactions		
Cash used to acquire capital assets	(13,677)	-
Net change in cash and cash equivalents	-	-
Cash and cash equivalents, beginning of the year	-	-
Cash and cash equivalents, end of the year	\$ -	\$ -

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Chesley and District Fire Board Summary of Significant Accounting Policies

December 31, 2020

Management Responsibility The management of the Corporation of the Municipality of Arran-Elderslie is responsible for the integrity, objectivity and accuracy of the financial information presented in these financial statements. Management reviews and approves the financial statements before they are submitted to the Board.

Basis of Accounting The financial statements of the Chesley and District Fire Board are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants as prescribed by the Ontario Ministry of Municipal Affairs and Housing.

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are used:

Vehicles	10 years
Equipment and clothing	12 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Chesley and District Fire Board
Summary of Significant Accounting Policies

December 31, 2020

Revenue Recognition

Revenues are reported on the accrual basis of accounting. Revenues are recognized as follows:

- (a) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- (b) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

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Chesley and District Fire Board

Notes to Financial Statements

December 31, 2020

1. Budgets

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations and accumulated surplus and changes in net debt for comparative purposes. The following is a reconciliation of the budget approved by the Board.

	2020 Budget	2020 Actual	2019 Actual
Annual surplus (deficit) (Page 5)	\$ 15,000	\$ (13,333)	\$ (36,786)
Transfers to reserves	-	(2,898)	(1,339)
Capital acquisitions	(15,000)	(13,677)	-
Amortization	-	29,908	38,125
	\$ -	\$ -	\$ -

2. Tangible Capital Assets

	2020		
	Vehicles	Equipment & Clothing	Total
Cost, beginning of the year	\$ 710,945	\$ 306,577	\$ 1,017,522
Additions	-	13,677	13,677
Disposals	-	-	-
Cost, end of the year	710,945	320,254	1,031,199
Accumulated amortization, beginning of the year	704,226	196,342	900,568
Amortization	6,719	23,189	29,908
Disposals	-	-	-
Accumulated amortization, end of the year	710,945	219,531	930,476
Net carrying amount, end of the year	\$ -	\$ 100,723	\$ 100,723

Chesley and District Fire Board
Notes to Financial Statements

December 31, 2020

2. Tangible Capital Assets - (continued)

	2019		
	Vehicles	Equipment & Clothing	Total
Cost, beginning of the year	\$ 710,945	\$ 306,577	\$ 1,017,522
Additions	-	-	-
Disposals	-	-	-
Cost, end of the year	710,945	306,577	1,017,522
Accumulated amortization, beginning of the year	688,098	174,345	862,443
Amortization	16,128	21,997	38,125
Disposals	-	-	-
Accumulated amortization, end of the year	704,226	196,342	900,568
Net carrying amount, end of the year	\$ 6,719	\$ 110,235	\$ 116,954

3. Accumulated Surplus

	2020	2019
Invested in tangible assets	\$ 100,723	\$ 116,954
Reserve	4,237	1,339
	<u>\$ 104,960</u>	<u>\$ 118,293</u>

APPENDIX B: UNADJUSTED DIFFERENCES

The Municipality of Arran-Elderslie
Summary of Unadjusted Misstatements
Thursday, December 31, 2020

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)
Landfill Liability	24,310				(24,310)		24,310
Prepayments in AR	25,313			25,313	(25,313)		
Amortization difference in comparatives as a result of prior period adjustment	35,364					35,364	(35,364)
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	84,987	-	-	25,313	(49,623)	35,364	(11,054)
Effect of Previous Year's Errors				-	-	-	-
Likely Aggregate Misstatements				25,313	(49,623)	35,364	(11,054)

Details of why no adjustment has been made to the financial statements for the above items:
All identified misstatements individually and in aggregate are not material and would not impact users decision making.

APPENDIX C: REPRESENTATION LETTER

The Corporation of the Municipality of Arran-Elderslie
1925 Bruce Road 10, Box 70
Chesley ON N0G 1L0

September 27, 2021

BDO Canada LLP
Chartered Professional Accountants
1717 2nd Ave. E., 3rd Floor
P.O. Box 397
Owen Sound ON N4K 5P7

This representation letter is provided in connection with your audit of the financial statements of The Corporation of the Municipality of Arran-Elderslie for the year ended December 31, 2020, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 18, 2019, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the practitioners during the audit. A list of the journal entries is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We have provided you all the relevant information in order to appropriately record and disclose the restatement made to correct a material misstatement in the prior period financial statements that affect the comparative information. This restatement was for:
 - 2019 opening cost and accumulated amortization for various road, water and sewer capital assets.
- We have:
 - Evaluated all land owned by the Municipality or where the Municipality has accepted responsibility for the land as to whether there are sites in the Scope of PS 3260 Liability for Contaminated Sites.
 - Made available to you all financial records and related data relevant to the assessment of the liability for contaminated sites.
 - Recorded the necessary contaminated sites within the Scope of PS 3260
 - To the extent that our normal procedures and controls related to our financial statement close process at any of our locations were adversely impacted by COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with Canadian public sector accounting standards.

Yours truly,

Signature

Position

Signature

Position

From: [KUNTZ Fred -SRNUCLEAR](#)
To: [KUNTZ Fred -SRNUCLEAR](#)
Subject: OPG in Bruce County – Community Update – September 2021
Date: September 17, 2021 12:31:37 PM

OPG in Bruce County – Community Update – September 2021

Honouring survivors: On September 30 in Canada, we observe National Day for Truth and Reconciliation, also known as Orange Shirt Day, to honour Canada's residential-school survivors, their families and communities.

The [Truth and Reconciliation Commission](#) in 2008-15 found that sexual, physical and mental abuse of Indigenous children at residential schools created life-long and intergenerational trauma. Designed to kill Indigenous language and culture, the schools broke apart families, delivered deliberately poor education, increased rates of chronic and infectious diseases, and caused distress, depression, addiction and suicides. In 2021, hundreds of bodies of children were discovered at former school grounds, in unmarked graves.

We all have a role to play in reconciliation. At Ontario Power Generation (OPG), [we are committed](#) to building and growing long-term, mutually beneficial working relationships with Indigenous communities near our operations. In the Bruce area, OPG has agreements and engages regularly with Saugeen Ojibway Nation, Historic Saugeen Métis and Métis Nation of Ontario. Our relationships are developed on a foundation of respect for the languages, customs, cultural institutions and rights of Indigenous communities in Ontario. Our goal is to build and preserve openness, transparency and trust.

Virtual Pumpkinfest: You still have two more Wednesdays to get your OPG Pumpkin Packs, Sept. 22 and 29, from 3 to 5 p.m. at Hi-Berry Farm, north of Port Elgin on Highway 21. The free packs contain fun and educational activities for families, themed to the virtual Pumpkinfest celebration. Remember to submit a photo of your carved pumpkin to the OPG-sponsored contest by Oct. 1. For more information see www.opg.com/events/pumpkin-pack-wednesdays

Around Ontario and beyond:

- **Wonders of Helium-3:** Laurentis Energy Partners, an OPG subsidiary, this week announced production of [Helium-3, a rare and valuable isotope](#) used in medical imaging, border security, quantum computing and neutron research. Laurentis extracts the gas from tritium containers at the Darlington Nuclear Generating Station, then ships it through a distributor to hospitals, researchers and other end-users globally. Laurentis has offices in the Toronto and Hamilton region, New Brunswick, Romania – and also here in Bruce County, where it supports the nuclear industry with field services such as inspections.
- **Nuclear for Net-Zero:** Today is the conclusion of the Canadian Nuclear Association's 2021 conference, which this year was themed "Leading Innovations to Achieve a Net-Zero World." Speakers from across Canada addressed the vital role of nuclear in helping to [address climate change](#). Ontario Energy Minister Todd Smith also described this province as "ready to become an isotope superpower," adding to its production of medical isotopes at CANDU stations for use around the world. While the conference was held online to ensure safety amid the ongoing pandemic, many participants expressed hopes of returning safely to an in-person meeting in 2022.
- **Breaking barriers:** Women in OPG's Advanced Inspection and Maintenance (AIM) division broke new ground with an [all-female dive](#) in August, one of the first in the company's history. Samantha Hood, Elizabeth Cole, Drew Burstahler and Jaimie Dack conducted underwater maintenance on Pickering Nuclear's Fish Diversion System, a 600-metre net that prevents fish from entering the plant's cooling

systems.

As always, if you have questions or comments, please reach out by email or phone.

Fred Kuntz

Senior Manager, Corporate Relations and Projects | Bruce County

Ontario Power Generation

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GREY SAUBLE CONSERVATION AUTHORITY (GSCA)

Board Meeting Highlights 08/25/2021



Water Management

a. Report on the 2021 Owen Sound Mill Dam Operations

Staff provided a report on the new Owen Sound Mill Dam Operation Manual. Staff noted that the gate's operation is an older system using a manual hydraulic hand pump. Typically, the gates are installed in early May and before waterfowl nesting to reduce stress on migrating waterfowl. In the fall, staff raise the gates to prepare for the spring runoff or freshet. Of particular concern is debris getting caught under the open gates and restricting the operation of the gates. This needs to be monitored closely. Staff noted that the dam does require maintenance and the hydraulic system needs to be kept in good working order for short notice raising or lowering of gates.

CAO, Tim Lanthier thanked staff for their hard work and diligence in monitoring the water levels and adjusting the dam level when needed, day or night.



Environmental Planning

a. Regulation Mapping Update

Staff provided an update on GSCA's regulation mapping. The mapping is used as a visual aid to flag areas subject to Ontario Regulation 151/06. Although staff utilize best efforts and best available data to produce the mapping, the text of the regulation takes precedence over the mapping.

Staff continually update mapping with the best available data. Updates are brought to the Board and sent to municipal partners annually. GSCA has partnered with NDMNRF and member municipalities to acquire new ortho photos every five years. Staff utilizes 3D mapping technology to accurately map regulated features on a site-by-site basis.

GSCA will be providing the updated data to member municipalities and local counties staff.

b. RFP Award Recommendation: Environmental Planning Service Rates and Fees Review

Staff presented the results of the advertised RFP to review the Environmental Planning service rates and fees. The review is intended to align the service rates and fees with the total costs of providing these services.

The RFP was advertised on MERX, Bids and Tenders, and GSCA's website.

GSCA received two qualified responses, one from Watson and Associates, and one from BMA. After a review of the proposals, GSCA has awarded the contract to Watson and Associates. Work will begin immediately and is anticipated to be finalized by the end of 2021.

Forestry

a. Tree Planting and Sales Update

Staff provided an update to the 2021 Spring Tree Sale and 2021 tree planting season. GSCA provided pre-order tree sales this year with a modified tree pickup procedure, utilizing an online pickup booking system to ensure safe pick up of orders. The system was very successful and will continue to be used in the future.

More than 29,000 seedlings and 1,800 landscape trees were sold through pre-orders, generating over \$84,000 in revenue.

Forestry staff planted over 81,000 trees, between May 7th to June 11th with five tree planters, including four new staff. This is up from 71,000 in 2020. There was a total of 37 projects covering 53 hectares (132 acres). Additionally, staff completed a contract through Enbridge to replant areas that were disturbed by the construction of the Enbridge gas line. Enbridge provided funds to replant two acres for every acre affected.

Grants from Forests Ontario, One Tree Planted, and 2 private individuals allowed GSCA to pass significant savings on to landowners resulting in a reduction of the average per tree cost from \$2.06 to \$0.37.



Administration

a. Q2 Budget Update

Staff provided an update of the Budget to the end of the Second Quarter. It was noted that position vacancies and replacements have resulted in an anticipated surplus in salaries and wages. Due to some projects being delayed in the 2020 budget year, contracts and services appear over budget, however the related 2020 surplus is still intended to these projects.

Stewardship and Forestry received more funding than had been budgeted for, resulting in increased revenues and related expenses for these programs. GSCA was awarded funding through the Healthy Lake Huron program. The additional funding has allowed for additional expenditures on stewardship projects.

As previously reported, GSCA has had a significant Insurance Premium increase for 2021.

b. Q2 Investment Update

Staff reviewed the TD Investment update. The fund sits at \$1.331 million as of June 30, 2021, up 4% for the quarter and 8% for the year. As per the Board's direction, an additional \$200,000 has been moved into the portfolio and the approved funds will be transferred into the ESG fund when it will be most advantageous for GSCA. As of mid-August 2021, GSCA's investment portfolio has a market value of \$1.552 million.

Multi-Municipal Wind Turbine Working Group

Thursday, July 8, 2021 at 7:00 p.m.
via Zoom Meeting

MINUTES

A meeting of the Multi Municipal Wind Turbine Working Group was held on Thursday, July 8, 2021 via Zoom.

Participating Municipalities Present:

Municipality	Name of Members in attendance
Arran-Elderslie	Mark Davis, Bill Palmer
Brockton	Steve Adams, Philip Englishman
Chatsworth	Scott Mackey
Grey Highlands	Paul McQueen, Tom Allwood
Huron-Kinloss	Don Murray
West Lincoln	Dave Bylsma

Participating Municipalities Absent:

Central Huron, Kincardine

The following members of Staff were present:

Laura Fullerton

Arran-Elderslie

Zoom Meeting Host

Others in attendance who addressed the Working Group:

Warren Howard

North Perth

Vern Martin

Others in attendance as observers:

Jane Wilson

Joan

Paula Peel

David Hemingway

Central Huron

1. ADOPTION OF THE AGENDA

Moved by: Mark Davis

Seconded by: Don Murray

That the Agenda for the Multi-Municipal Wind Turbine Working Group meeting of July 8th, 2021 be received and adopted, as distributed by the Recording Secretary, with the addition of 1 item of new business as 6.1, letter from Secretary.

Carried

2. DECLARATION OF PECUNIARY INTERESTS:

No disclosures of pecuniary interests were noted by the Committee.

3. APPROVAL OF MINUTES

Moved by: Don Murray
Seconded by: Scott Mackey

That the Multi-Municipal Wind Turbine Working Group adopt the minutes of the last Committee Meeting held May 13th, 2020, as circulated.

Carried

ACCEPTANCE OF NOTES

Moved by: Philip Englishman
Seconded by: Paul McQueen

That the Multi-Municipal Wind Turbine Working Group accept for information presentations made to members present on June 10, 2021:

Presentation by Bill Palmer on 2021 Wind Turbine Noise Conference (att. 1)

Presentation by Bill Palmer on correspondence with offices of Ministers Jeff Yurek, Bill Walker, and Lisa Thompson. (att. 2)

Presentation by Warren Howard on Municipal Plans and Wind Turbines, concluding clear requirements are needed by Municipalities to address issues of Zoning By-Laws, and Setbacks. (att. 3)

Presentation by Warren Howard on changing ownership patterns of wind turbine projects across Ontario concluding municipalities need to get zoning in place and to clarify municipal role in existing project upgrades. (att. 4)

Carried

4. DELEGATIONS

- 4.1 Warren Howard presented on Capstone Skyway 8 turbine failure of June 30. (att. 5)

In discussion following the presentation Scott Mackey noted that if the Capstone turbine which failed was 195m from Grey County Road 8, what would the recommended setback be?

Bill Palmer replied that while the Ontario Wind Turbine regulations only requires a setback of blade length plus 10 metres from roadways or

neighbouring lot lines (about 60 metres for this turbine) he had recommended a setback of 550 metres from roadways or neighbouring lot lines in presentation to the Minister of the Environment and MECP staff based on the observed debris spread from the Huron Wind blade failure in 2018.

Scott Mackey noted the Mayors could ask why the county felt it was necessary to close Grey County Road 8, and what precautions were taken when the road was closed.

Paul McQueen noted he could enquire from the Grey County Road staff (but then lost internet connection.)

Scott Mackey noted the request could be sent to Pat Hoy (Grey County Director of Transportation), copying the Secretary of the MMWTWG.

Bill Palmer asked if a question to be asked might be when the wind operator had notified the Municipality, and did they notify the Fire Department or Police regarding emergency services. No emergency protocol is available on the Capstone website.

Vern Martin commended the presentation by Warren, and noted the question of what protocols are in place is relevant, as well as should the fire department be contacted in such as failure, given the quantity of oil in the turbine which had failed, noting the event would overload the gearbox. Vern added that he does failure analysis for large rotating equipment, and noted that one must assume there is a link between the addition of the power cone and the failure as it was a difficult design problem. He added that his guess is that something came off the cone and damaged the blades. From an engineering standpoint, who was responsible for the design change evaluation, as the cone was installed on a turbine designed by Vestas. Did they assess the impact on the tower or foundation?

Scott Mackey noted that Vern raises a valid point. What regulatory agency will examine this failure? Who will investigate this industrial mishap?

Vern responded that he does not know who would be responsible for the assessment. It may be done "in house" rather than by an external agency (using the example of Dofasco.)

Bill Palmer noted that the Ontario Regulations gave overall responsibility for wind turbines to the Ministry of the Environment to enable a single point of contact for developers.

Steve Adams questioned where the damaged blade will go? To Municipal landfill? How many more may be vulnerable? The Mayors of Grey County can ask for a post mortem, given the potential issues. Liability Issues, increased risk issues. Grey County Council should identify what they want to get from the post mortem.

Vern Martin added, that it is important to learn what caused the failure so if someone goes to redesign the device, or to decide if it should not be reinstalled, as both need to know what caused the failure.

Tom Allwood added that these points should be sent to the Grey Director of Transportation and added to a Grey County Council Meeting.

4.2 Warren Howard presented on Wind Turbine Setbacks. (att. 6) as a follow up to the previous presentation made on June 10 (previous att. 3).

In discussion following the presentation, Dave Bylsma added a point related to the previous presentation regarding the Skyway 8 turbine failure. Will this turbine be repaired or decommissioned? Where will the damaged parts be disposed of? In municipal landfill? There is a fear that municipal landfills will be overloaded by wind turbine parts.

Scott Mackey asked regarding the presentation on setbacks, noting it lists many different numbers, and what one should be used?

Warren noted that 1300m is defensible from the Health Canada study.

In discussion about a MMWTWG Resolution, Scott Mackey noted that a memo has already been sent to Pat Hoy, Grey County Director of Transportation, and copied to Mayor McQueen.

Moved by: Mark Davis
Seconded by: Philip Englishman

The Multi-Municipal Wind Turbine Working Group accepts the Presentations by Warren Howard on the Capstone 8 Turbine Failure and on Wind Turbine Setbacks, and recommends the subject be identified to Grey County Council.

Carried

In discussion, Paul McQueen noted that the presentation brings up many issues. The Green Energy Act is no longer in play, and it is appropriate to readdress setbacks, and noise before the issues resurface. A paper should be written which is precise on these points, as the question of more wind turbines, and green energy will hit us fast after coming elections.

Warren Howard commented that he sees the key as:

- Revise Municipal Zoning Bylaws
- Pressure the MoECP to fix regulations now

Tom Allwood notes that Grey Highlands is currently doing a bylaw review, and this may be an issue to look at.

- 4.3 Bill Palmer briefed the Working Group on the appointment of MPP David Piccini as Minister of the Environment, Conservation and Parks, replacing MPP Jeff Yurek. He was first elected in June 2018 as MPP for Northumberland – Peterborough South. Before coming to the Ministry of Environment, Conservation and Parks, Minister Piccini served as Parliamentary Assistant to the Minister of Training, Colleges and Universities and was a member of the Standing Committee on Finance and Economic Affairs.

David began his career with the federal public service, first as an international market analyst at Agriculture Canada, then as a policy advisor at Service Canada. He then joined the Office of the Minister of International Trade where he contributed to key trade files, including the Canada-Europe Free Trade Agreement. In 2015, he went to the Royal College of Physicians and Surgeons of Canada, where he advised on policy, business and operational issues for the college's international activities, as well as helping Canadian health care system providers find opportunities abroad.

He holds a Bachelor of Social Science, joint honours in Political Science and History from the University of Ottawa graduating in 2011.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Bill Palmer reviewed the revision he had suggested to the letter drafted by Teresa to solicit new members to the Multi-Municipal Wind Turbine Working Group that had tried to incorporate suggestions made at the last meeting to demonstrate the value of belonging to the Working Group. (Att. 7)

Moved by: Dave Bylsma
Seconded by: Paul McQueen

That the Multi-Municipal Wind Turbine Working Group accept the draft letter to solicit new members.

Carried

Philip Englishman commented he would prefer to see the letter shorter and in bullet point format, but since it had already been adopted by vote, would accept it.

In discussion, as to whom to send the letter to, the suggestion was made to send it to all municipalities in Southern Ontario.

Don Murray noted that it is necessary to be clear that an election is coming, and while the intent is to not alienate anyone, it should be sent to all municipalities.

Scott Mackey queried how large does the Multi-Municipal Wind Turbine Working Group want to grow to? In discussion, the idea of hybrid meetings allowed under the Arran-Elderslie structure will permit distant municipalities to participate.

- 5.2 Paul McQueen raised the point that there is a need for a “dashboard” for the for setbacks, memberships, and to recognize that green energy and climate change will be big issues following upcoming elections

Scott Mackey agreed with Paul, noting “a lot of the heavy lifting has been done”, but there is a need to document good bylaws, and best practices. He suggested using some of the funds held by the MMWTWG to produce that document.

Don commented he liked the idea of list being in bullet form, and reminded members that it is only 2 years until the next municipal elections, and some are very supportive of green energy. While one cannot oppose climate change, there is a need to get setbacks right.

Steve Adams commented that we are in the eye of a storm. While things are very quiet right now they can change quickly with an election. If we are not prepared, then more people will be horribly impacted.

Bill Palmer offered to prepare a “straw man” of 3 or 4 pages, bullet form for comment at a future meeting.

- 5.3 An e mail had been received from Tony Clark regarding the City of Ottawa Green Energy Initiative article by Parker Gallant. ([Att. 8](#))

Moved by: Scott Mackey
Seconded by: Mark Davis

The Multi-Municipal Wind Turbine Working Group accepts the message from Tony Clark regarding the City of Ottawa Green Energy Initiative.

Carried

6. NEW BUSINESS

- 6.1 Mark Davis read an e mail received from the Recording Secretary, Teresa Gowan, noting that due to persona reasons she will forward an e mail to the Clerk of Arran Elderslie, resigning her position of Recording Secretary of the Multi-Municipal Wind Turbine Working Group, held since March 2013, to take effect as soon as a replacement can be found.

Mark noted he had spoken to the Clerk of Arran Elderslie, who advised that Municipal Staff will assume the role as Recording Secretary of the Multi-Municipal Wind Turbine Working Group.

In discussion Tom Allwood recognized the contribution Teresa had made to the Multi-Municipal Wind Turbine Working Group and recognized the personal loss suffered by Teresa's family.

Scott Mackey and Don Murray echoed Tom's comment, noting they would support Arran Elderslie clerical staff taking on the role of Secretary, adding that an appropriate departure gift from the Working Group to Teresa was called for, as well as a bereavement donation. The funds held by the Multi-Municipal Wind Turbine Working Group are an appropriate source for the gifts.

Initial discussion regarding the ongoing fee for Secretarial Services notes there are increased responsibilities during months that a meeting is held, but that there is still work between meetings, circulating information. The rate to be paid to Arran Elderslie Municipal Staff will be added as an agenda item for the next meeting of the Multi-Municipal Wind Turbine Working Group.

Moved by: Scott Mackey
Seconded by: Philip Englishman

That the Multi-Municipal Wind Turbine Working Group allocate \$50 towards a Fruit Basket to be given to the family of Teresa Gowan in recognition of her family bereavement, and \$200 for a gift certificate as a departure gift for the service of Teresa Gowan to the Multi-Municipal Wind Turbine Working Group.

Carried

7. FOR INFORMATION

7.1 Update from municipalities.

There were no updates.

8. DATE AND LOCATION OF NEXT COMMITTEE MEETING

The next meeting date is scheduled for Thursday, Sept. 9, 2021, at 7:00 p.m. on Zoom.

9. RESOLUTION TO MOVE INTO CLOSED SESSION AND GENERAL NATURE THEREOF (includes appointed Councillor(s) and citizen appointee)

Not Required.

10. RESOLUTION TO RECONVENE IN OPEN SESSION

Not Required.

11. ADOPTION OF RECOMMENDATIONS ARISING FROM CLOSED SESSION (if any)

None.

12. ADJOURNMENT

Moved by: Paul McQueen
Seconded by: Don Murray

That the meeting be adjourned to the call of the Chair.
The meeting was adjourned at 9:15 p.m.

Carried

Minutes Recorded by
Bill Palmer
for Teresa Gowan, Recording Secretary

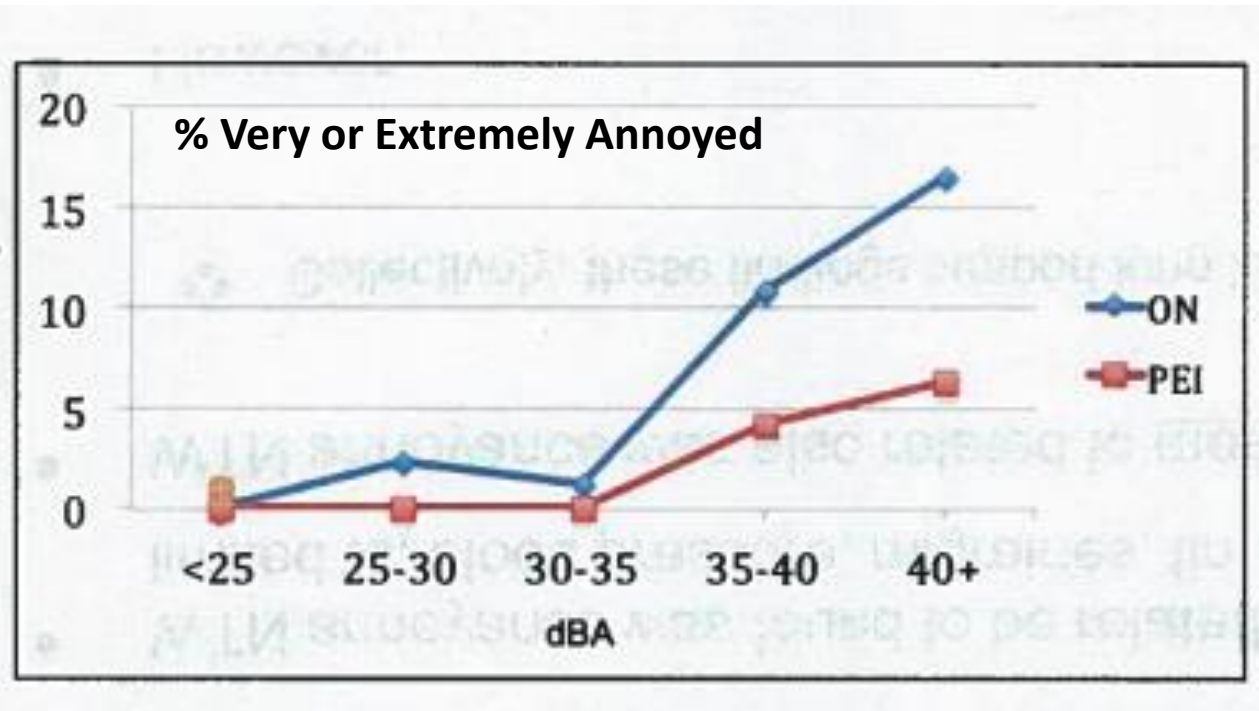
Minutes Approved by
Tom Allwood, Chair

Wind Turbine Setbacks

Multi-Municipal Wind Turbine
Working Group
July 8, 2021

Findings of Health Canada 2014

“In comparison to aircraft, rail or road traffic noise, annoyance with WTN was found to begin at lower sound levels (i.e. about 35 dBA)”¹



Health Canada:
Level of Annoyance
35-40 dBA -10%+
rising to
40 dBA -15%+

¹Health Canada, Results Overview for Stakeholders, Fall 2014, pg.11

Leveraging Health Canada Findings

- “Annoyance” when used by Health Canada is a medical term used to describe stress or distress.
- Supported by physical indicators of stress - elevated blood pressure and blood cortisol levels.
- People experiencing distress:
 - 25% at 550 m.
 - 16.5% within 1 km.
- Health Canada study shows that Ontario standards based on 40 dBA are insufficient.
- Council of Canadian Academies study of Wind Turbine Noise found that dBA measures not appropriate for assessing impact of wind turbines.

Turbine Noise Levels by Distance

Distance Range (in Metres)	Sites in Range	Average Predicted Noise Levels		
		Predicted	+1 St Dev	-1 St Dev
450 to 499	21	41.9	44.0	39.8
500 to 549	30	41.1	43.1	39.0
550 to 599	66	40.1	42.1	38.1
600 to 649	74	39.7	41.6	37.7
650 to 699	86	39.5	41.5	37.5
700 to 749	89	38.9	40.8	36.9
750 to 799	56	38.9	40.8	36.9
800 to 849	65	37.8	39.6	35.9
850 to 899	43	37.1	38.9	35.2
900 to 949	47	36.6	38.4	34.7
950 to 999	58	36.4	38.2	34.6
1000 to 1049	50	36.3	38.1	34.4
1050 to 1099	30	35.5	37.3	33.8
1100 to 1149	29	35.2	36.9	33.4
1150 to 1199	33	34.8	36.5	33.1
1200 to 1249	31	34.3	36.0	32.5
1250 to 1299	20	34.4	36.1	32.7
1300 to 1349	39	33.1	34.7	31.4
1350 to 1399	35	32.5	34.1	30.9

Setbacks Required for 35 dBA

- Noise levels from Health Canada study show that setbacks of at least 1,150 m are needed to protect residents.
- Increases to 1,300 m if allowance made for statistical errors in noise modeling.

Source: Derived from noise estimates for Health Canada study participants. Created by MG Acoustics. Data obtained through an Access to Information request.

European Setback Regulations Based on Noise Limits¹

Country	Noise Level	Setback
Belgium	39 dB	600 m
Croatia	45 dB	350 m
Czech	40 dB night	500 m
Ireland	45 dB or 5 dB above background	500 m
Latvia	40 dB night	500 m

¹ European Commission Joint Research Centre Technical Report, 2018

European Setback Regulations

Country	Set-back
Austria	800 to 1,200 m
Denmark	4 X total height – 829 m
Estonia	1,000 to 2,000 m
France	500 m
Germany	
- Bavaria	10 x total height – 2,073 m
- Baden	700 m
- Branden- burg	1000 m
- Hamburg	500 m
- Sachsen	10 X hub height – 1,380 m
Hungary	1,000 to 2,000 m

Country	Set-back
Italy	200 m from single dwelling 6 X hub height - town 1,244 m
Netherland	4 X hub height – 552 m
Poland	10 x total height – 2,073
Spain	500 m from single dwelling 1,000 m from towns
Sweden	500 m from single dwelling 1,000 m from towns
UK	
- England	Local – 700 m to 10 x height
- N Ireland	10 x rotor diameter – 1,386 m
- Scotland	Local up to 2,000 m

Examples of US Setbacks

State	County	Setback (m)	Comment
Indiana	Miami	600	Property lines
Kansas	Pratt	628	Non-Participating Residences
Kentucky	Mason	1,600	Property Lines
Maine	Caratunk	2,414	Property Lines
	Clifton	1,219	Residences
Nebraska	Lancaster	1,600	Residences
N. Carolina	Newport	1,524	Property Lines
Ohio	Power Siting Board	220	1.1 X Height to Property Lines
Oregon	Umatilla	3,219	Residences
Wisconsin	All Counties	381	Residences
Wyoming	All Counties	1,100	5.5 X Height to Property Lines

Conclusion

- In 2009, the Ontario government stated their 550 m setback offered the best protection of any jurisdiction.
- By 2021, many jurisdictions have larger setbacks.
- Ontario needs to increase minimum setbacks.
- Ontario standards not supported by Canadian research:
 - Health Canada suggested lowering dBA threshold to 35 dBA.
 - Council of Academies advised that dBA measures do not reflect the full impact of the wind turbines.
- Examples provide direction for municipalities in setting setbacks.

Municipal Resolutions?

Request that MECP increase protections in Reg. 359-09

- Bring setbacks in line with other jurisdictions.

Possible Additional Requests

- **Provincial Policy Statement**
 - Remove need for rural municipalities to support the energy needs of large urban centres.
- **Repowering Projects**
 - Include municipalities in decisions on changes to existing wind turbine projects.
- **Resolve Complaints**
 - Take concrete visible steps to address complaints being received about current wind turbine projects
- **2010 Medical Officer of Health's statement**
 - Withdraw provincial support for out of date statement on wind turbines.

Summary Report – 9th International Conference on Wind Turbine Noise
May 18 – 21, 2021 – “Remote from Europe” – Summary by Bill Palmer

The 9th Wind Turbine Noise Conference (WTN21) held under the auspices of the Institute of Noise Control Engineers - Europe, held “virtually” for the first time, saw 190 delegates from 27 countries. 39 pre-recorded presentations, and 1 poster, were presented in 9 sessions, each followed by an open discussion in which delegates could ask questions from the presenters, and venture opinions related to the subjects presented. A new feature for this conference was the inclusion of a text “chat line” which accompanied the sessions which often saw a lively exchange of ideas, sometimes diverging from the topics of the presentations. This was my 7th wind turbine noise conference, and I was surprised to be introduced in the opening session as “the one individual who has presented at the most wind turbine noise conferences”.

The most comments during the conference were offered following a “conversation” with two ladies from Scotland held with Frits van den Berg on the topic of “living with a wind farm.” The stories recounted were familiar, as Aileen Jackson from south of Glasgow, and Rosemary Milne from north of Aberdeen, spoke of complaining for years, with little result, about the disruption from noise, shadow flicker, and loss of community relationships following the installation of wind turbines. They spoke of how the special character of the sound was more important than the actual sound level. David Michaud of Health Canada observed (to paraphrase his comment), “this is the type of experience not shown in the studies, as their numbers are too small to show up in population statics. We are doing the studies wrong. Our study is not as informative as listening to people.” Frits closed the session noting, “the way out is to really look at complaints and to act on them.” I sincerely hope the delegates took the conversation to heart.

While my personal presentation, “Stymied by Standards? Arguments for Wind Turbine Noise Standards that actually measure irritant drivers” generated lively discussion, the comments were less positive. Both Chris Ollson, who appears as a witness in favour of wind turbine developers, and David Michaud from Health Canada raised the point that if standards were modified as I recommended it would not be possible to build wind turbines as we now do. At least on that point we agreed. Others raised the point that regulations in the UK were not strictly based on noise, but on the balance between noise and reducing carbon emissions, so as to benefit the wider population, and not just a few individuals. This means accepting those living near the wind turbines will suffer for the “common good” of the overall population.

Duncan Halstead of Aeroustics Canada (one of 5 papers presented by Aeroustics staff) confirming what I have been showing in my data to the MECP for some time. Sound levels are as predominant upwind or cross wind from wind turbines, as they are downwind, which is the assumption of the MECP compliance protocol, that calls for only monitoring when a resident’s home is downwind from the closest wind turbine.

Frits van den Berg presented a review to conclude there is no evidence found to show that infrasound causes diseases or afflictions different from normal sound, and that the ubiquitous presence of infrasound in the environment at levels close to or above that from wind turbines show from practice that such levels show no harm. Geoff Leventhall presented on a similar theme, that concluded people are being made sick, not by infrasound, but by anxiety and stress caused by an “illusory truth” that wind turbines cause harm.

Beyond that, there were the usual assortment of presentations of revised noise models, to show different calculations of the noise generation by and propagation from wind turbines. Several papers discussed revisions to international standards and those presenters were interested in receiving copies of the data I had presented showing that the international standards were not effective at addressing tonality or cyclical amplitude modulation, those “special qualities” that bother people more than just sound level.

If there was a low point to the conference, it was the number of presenters who raised the name Mariana Alvez-Pereira to criticize her work. It bodes ill for the future of the conference if it becomes a club of like-minded individuals, who gang up to criticize another without the person being present to defend themselves.

Letter sent to the offices of Ministers Yurek / Walker / Thompson in response to their offer for a follow up meeting (below).

Dear Ms. Yumbla, and also Ms. LaPierre in Bill Walker's Office, and Ms. Foxton in Lisa Thompson's Office:

This is a follow up to your request of April 22 for me to meet with Ministers Yurek, Walker, and Thompson on April 28.

As I noted in my reply, while I was unavailable at the time you offered, I had offered to be available if an alternate time could be scheduled. Members of the Multi Municipal Wind Turbine Working Group (MMWTWG) were also interested to learn of the previous meeting held with Minister Yurek on January 13th as a follow up to my presentation to Ministers Walker and Thompson at the MMWTWG.

In addition to discussing the issues raised by Minister Walker in his request of April 1st for the meeting with Minister Yurek, I am now able to provide a copy of my paper and presentation as delivered at the International Wind Turbine Noise Conference for review by either the Ministers or staff in their Ministries. While the paper was under "embargo" until the date of the conference, under the rules of the conference as author I retain copyright for my paper and presentation, and can now provide it, at your request. The paper outlined the need to modify the international standards to take account of the amplitude modulation and tonality which are not currently adequately assessed by the standards to address these main irritation issues. The presentation at the conference provided audible examples of the problematic situations as experienced in Ontario at the Enbridge Underwood and K2 wind power developments. Those at the conference who are involved in revisions to the International Standards were interested to receive copies of the sound files used with my presentation, which have been provided.

I certainly respect that the Ministers are busy with the issues of the pandemic, resulting in day to day decisions impacting many in the province, and the Cabinet members need to focus their attention to be effective. However, I believe a higher example was set for us all to strive to follow in that Jesus would pause at times to focus on the important needs of one, even when many jostled for his attention. Even though those impacted by wind turbines may be few compared to the overall population, it is important that the significant irritation that resulted from government decisions which continue to impact their lives be addressed. As Canada has put in place federal goals to encourage an increase in the number of wind turbines, it is important that we learn from mistakes we have made, to prevent harming many more in the future.

At the wind turbine noise conference, two ladies from Scotland were given an opportunity to participate in a conversation with one of the conference stalwarts, to outline their plight in living with wind farms. It was a familiar story, albeit spoken with a different accent, as they spoke of complaining for years of sleepless nights, with no result from their complaints. It was informative in the open discussion at the end of the conversation, that David Michaud of Health Canada observed, that these are the voices that we do not hear of in the literature studies, as their numbers are too small to appear in the overall population statistics. A common opinion expressed by the conference participants was we must listen to those impacted and address their concerns to make the industry healthy.

I am grateful that Ministers Yurek, Walker and Thompson have recognized the need to have their Ministries address the issues that impact citizens living with wind power developments in Ontario, and any information I may provide to the Ministers to help them as they try to make Ontario a better place, I'd be honoured to try to provide at a time convenient to the Ministers.

Sincerely,

Bill Palmer

Municipal Plans and Wind Turbines

Multi-Municipal Wind Turbine
Working Group
June 10, 2021

Ottawa Energy Plan – The Future?

Key Elements of Ottawa's Climate Change Plan

- Use of electricity to reduce carbon emissions
 - Car/bus transportation, heating
 - Doubling of demand for electricity
- Assuming Ontario grid is not carbon free
- Need local support for new electricity demand
 - Solution – extensive use of wind, solar panels
- Using eastern Ontario sites outside its boundaries
 - Ottawa Renewable Energy Cooperative is buying Quixote One plus Zurich Wind
- Canada Infrastructure Fund supporting \$57B cost

Provincial Policy Statement Guidance

- **Official Plans must align with PPS Guidance**
- **Helpful priorities identified in PPS**
 - Long term protection of farmland
 - Settlement area focus/land use compatibility
 - Provide opportunities for sustainable tourism
 - Buffers to protect aviation safety
 - Minimize impact on parks, nature reserves, etc.
- **Issue – Energy Supply**
 - Provide opportunities for development of renewable energy systems aligned with demand within the municipality

Zoning Aligns with Official Plans

- Official Plans set out general goals for zoning
- Many plans already have objectives reflecting PPS objectives – i.e. protecting farmland
- Need to be reviewed
 - Strengthen if required
 - Eliminate priority support for wind turbines
- Official Plans generally do not include specific details like set-backs.
 - Details provided in Zoning By-laws

Basic Content for Zoning By-laws

- **Define compatible uses for zoning designations**
 - Wind turbines are not a compatible use for prime farmland
 - Protecting scenic vistas in prime tourist areas
- **Define buffers for designated uses**
 - Designated growth areas, airports
 - Recreational trails and other natural areas
- **Define affected land uses**
 - Impacts – noise emissions, ice throw and shadow flicker
 - Residences, schools protected, add work locations, roads, etc.
 - Standard Ontario approach
 - Distance between turbine and point of concern
 - Other Option – boundary of property not controlled by project.

Options to Define Setbacks

- **Ontario's Reg. 359/09 Minimum Requirements**
 - 550 m from turbine base to centre of home
 - Blade length plus 10 m from roads, etc.
 - No restrictions on shadow flicker
- **Local zoning requirements can be greater than minimum**
- **Polish Institute of Public Health**
 - .5 to .7 km for audible noise (no provision for tonality)
 - 1.5 to 3 km for all noise emissions
 - .5 to .8 km for ice fragment throw
 - .5 to 1.4 km for turbine failure
 - 1.2 to 2.1 km for shadow flicker
- **Other jurisdictions use a wide range of set-backs**
 - 1.5 to 2.0 km or equivalent adjusted for turbine height – i.e. tower plus blade length

Approaches Reflect Local Views

- **Dutton-Dunwich**
 - Included 2 kilometre setback in official plan
- **Prince Edward County**
 - OP statement – Municipality does not support wind turbines
 - Wind turbines but only permitted in specified zones & up to 600 KW
- **West Lincoln (Current Proposal)**
 - Turbines under 10 KW allowed, larger turbines require official plan amendment
- **Kincardine**
 - Turbine policy provides good examples of setbacks/other provisions
 - Zoning needs to be amended to reflect these provisions
- **Grey Highlands**
 - Extensive policies were enacted some time ago

Conclusion

- **Clear requirements needed:**
 - Proponents review local zoning by-laws
 - Include a basic assessment in proposal:
 - **Does project meet local zoning requirements?**
 - No contact with local municipality required
 - Unwilling Host resolutions not considered
- **Questions/Comments?**

Changing Ownership of Ontario's Wind Turbine Projects

Development, Maturity and Climate Action Phases

Multi-Municipal Wind Turbine
Working Group
June 10, 2021

Development Phase

Green Energy and Green Economy Objectives

- Eliminate carbon emissions from coal plants
- Create 50,000 jobs:
 - Use high electricity rates to encourage Ontario small businesses to build projects.
 - Create new renewable energy companies to supply the world from Ontario.

Program Failed to Meet Objectives

- High electricity rates created “Energy Poverty”
- Coal plants closed before wind turbines in place.
- Few new permanent jobs created.
- Manufacturing facilities created have all closed.
 - Projects now supplied from off-shore

Who Benefited from Subsidies?

- **2/3 of capacity developed by foreign companies**
 - Mostly existing large players – Samsung, Pattern, NextERA, Capstone, EDPR, RES, wpd,
- **Canadian interest from oil and gas industry**
 - Enbridge, Suncor invested to improve environmental image
- **Some new Canadian companies**
 - Northland Power, Algonquin
- **29% of Canadian FIT contract recipients had Liberal Party connections.**
 - i.e. AIM PowerGen developed multiple projects. Company sold to large international firm.

Mature Phase

- When requirements for electricity met, the 2nd RFP process canceled and growth stopped.
- Foreign firms have taken profits from development phase; now focusing on other growth opportunities
- Organizations looking for high returns on investments acquiring projects.
 - Long term contracts with highly favourable terms
 - Perceived as no risk investments

Who Currently Benefits from Subsidies?

- CPP Investment Board and its partners now dominate the program

Share of Total FIT Revenue

CPPIB Partnerships	CPPIB Share	Partner Share	Minority Share	Total
Samsung	6.8%	6.8%	1.3%	14.9%
Axium	3.5%	3.3%		6.8%
Nigig	2.8%	2.8%		5.6%
Enbridge	2.6%	2.8%		5.4%
Total	15.7%	15.7%	1.3%	32.7%

Other Major Participants

- **Axium Infrastructure**
 - Current total ownership – 17.3% of capacity
 - Increases to 19.1% when Nation Rise operational
- **Other firms with more than 5% of capacity**
 - Brookfield Renewable – 7.4%
 - NextERA – 6.8%
 - Samsung – 6.8%
 - Transalta – 6.5%
 - Boralex – 5.7%
 - Capstone – 4.7%
- **Remainder**
 - 21 companies with 23.8% of capacity

“Climate Action” Phase

- New clients created by drive to eliminate carbon emissions
 - Urban distribution companies i.e. Ottawa Hydro
 - Industrial companies/governments
- Pension and infrastructure funds meeting “green” mandates
- Cooperatives used to demonstrate community support
 - Ottawa Co-op seeking members in Huron, Bruce, Grey, Perth, Middlesex & Lambton as well as Eastern Ontario.
- Installing larger turbines would increase return from existing projects that are no longer limited by contract
 - No municipal input if using same sites

Alternate “Climate Action” Solutions

- Wind turbines as the solution failed before
 - Still unreliable; need back up
 - Costs – First Right to the Grid; Disposal of surplus power
- Ontario Power Generation plans to be 100% carbon neutral by 2040
 - Using small nuclear to replace gas plants
- Alternate carbon-free fuel sources being developed
 - Fuel cells for cars, buses and trains
- Constraints of current grid
 - Regional connection upgrades required
 - Capacity of local distribution to support increased demand
 - electric cars, electric heat, etc.

Conclusions

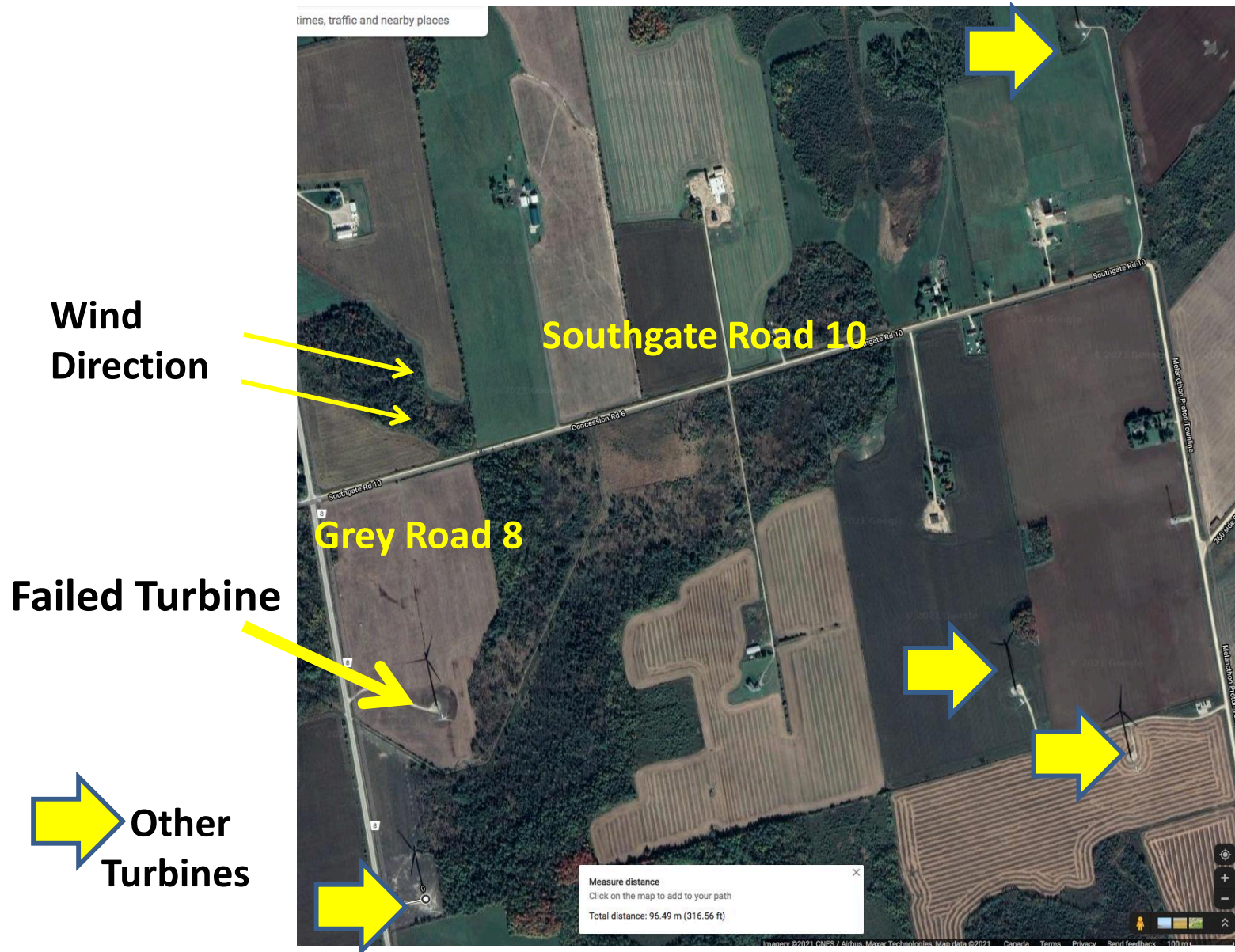
- **Learning**
 - Municipalities need to get zoning in place
 - Need municipal role in existing project upgrades
- **Questions/Discussion**

Turbine Failure: Capstone Skyway 8 Project

Multi-Municipal Wind Turbine
Working Group

July 8, 2021

Capstone Skyway 8 Project



Situation

Capstone Infrastructure's Skyway 8 Project in Southgate

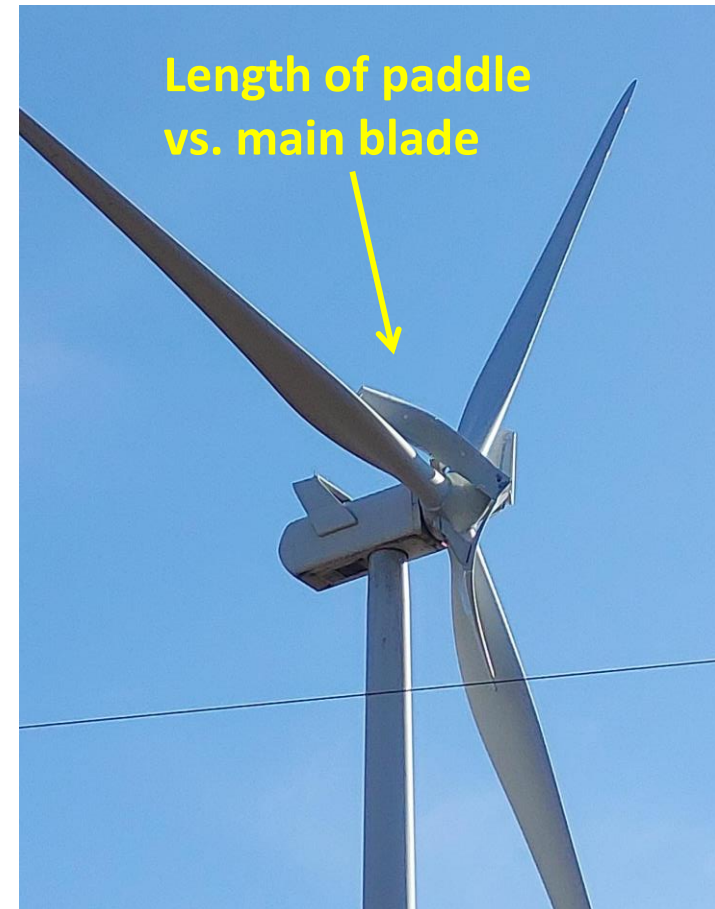
- 5 Vestas V100 turbines – 2@2.0 MW; 3@1.8 MW
- Turbine involved located about 195 m from road
- Operational since 2014

Recent Enhancements

- Secondary blades installed on one turbine.
- Capstone received \$1.9 M from federal Energy Innovation Program for a \$3.8 M project.
- MECP approved changes on September 11, 2018 and again on November 25, 2019.
- Required noise emission audits.
- Temporary upgrade to be removed by Jun 20, 2021.

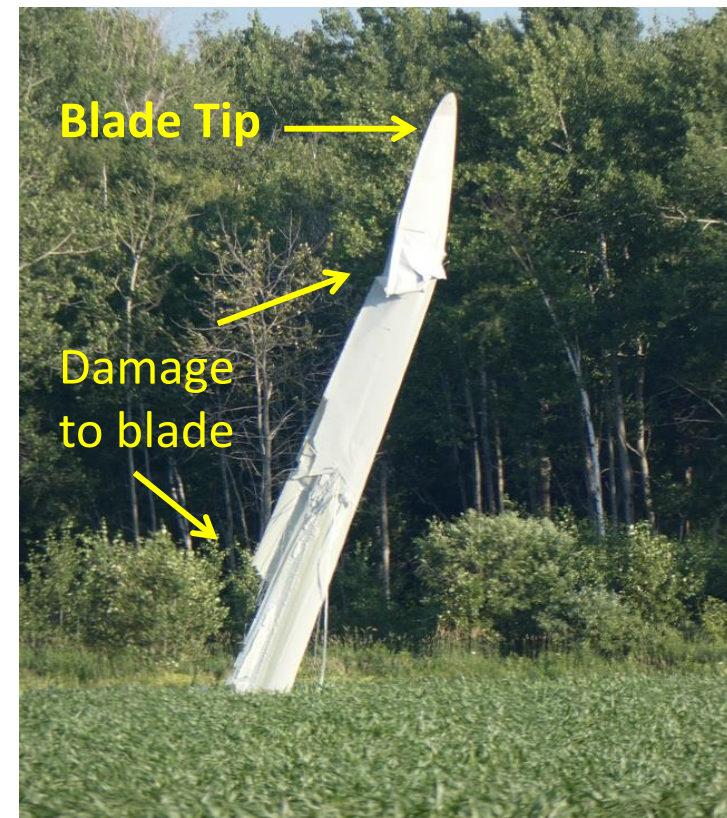
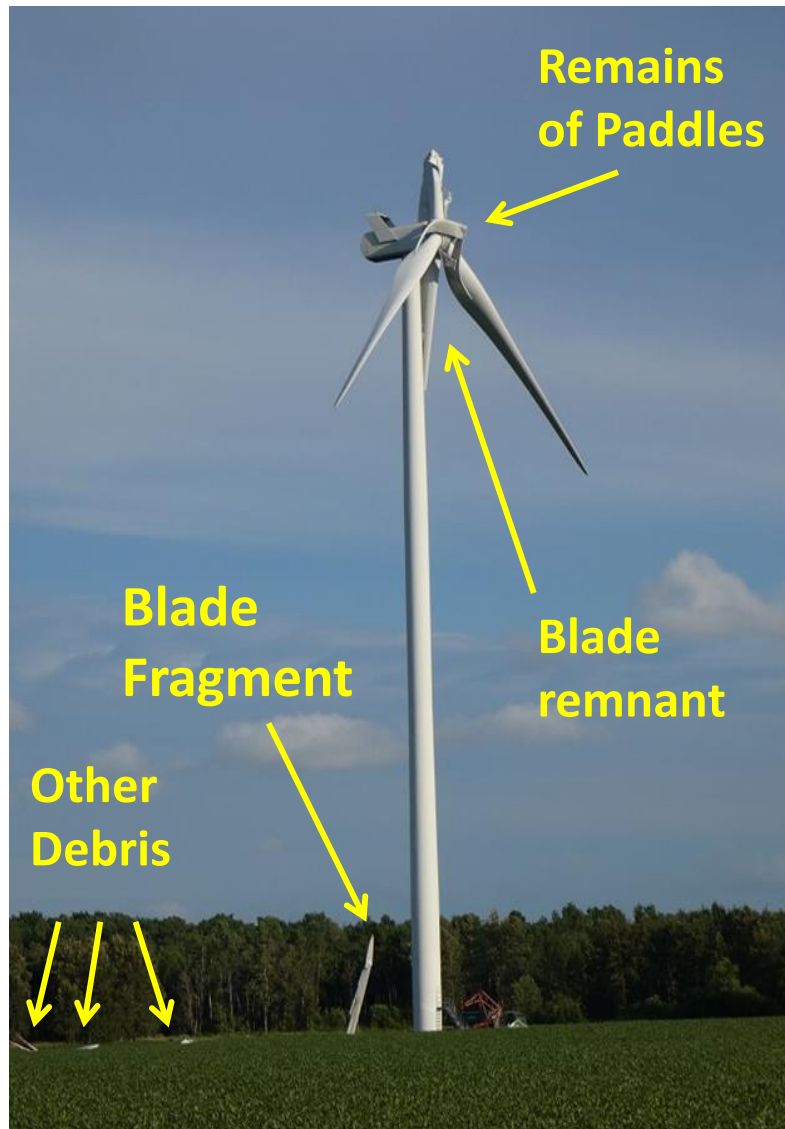
Biome Renewables – PowerCone

- Enhancement channels wind on to the blades
- Benefits claimed:
 - 13% increase in annual energy production
 - Lowers cut-in speeds, increases torque
 - Reduces turbulence, vibrations and loads



Installation as of June 15

Turbine Fails – Jun 30 9:40 a.m.



Debris field suggests that the turbine was rotating when it failed. Debris thrown rather than carried by wind.

Turbine Fails – Jun 30 9:40 a.m.

Close-up of blade stump and paddle



Road closed until Monday even though turbine meets standard setbacks.

Blade remnant hanging from stump poses safety threat



Initial Assessment

Observation

- At time of failure, wind speeds were about 7 m/s which is well below the turbine's maximum design wind speed.
 - Earlier in week, higher winds, tornados and lightning occurred in area.
 - Second turbine located immediately to the south not affected

Potential Causes

- Addition of device change both the static and dynamic loading on the IWT causing a blade failure?
- Device inadequately fastened to the hub. Did it became loose and strike the blade?
- Weather conditions before June 30 contributed to failure?
- Blade failed independent of the additional device?

Questions for Follow up

Federal Energy Innovation Program

- What engineering assessments were made of the proposal prior approval of grant?
- Did the secondary blades improve efficiency as proposed?

Ontario MECP

- What assessments of the impact of the change on turbine loading were completed before approval?
- Did the turbine operating logs indicate problems before the failure? If so, what actions were taken?
- What is the full extent of the debris field? Road closure suggests that the current setback is not sufficient to protect road users. What changes are proposed to these setbacks?

Municipal Zoning Bylaw Setbacks from Roads, Property Lines

MULTI-MUNICIPAL WIND TURBINE WORKING GROUP

TOM ALLWOOD, COUNCILLOR, GREY HIGHLANDS, CHAIR

STEVE ADAMS, COUNCILLOR, BROCKTON, VICE-CHAIR

1925 BRUCE ROAD 10, BOX 70, CHESLEY, ON NOG 1L0

[519-363-3039](tel:519-363-3039) FAX: [519-363-2203](tel:519-363-2203) clerk@arranolderslie.ca

DRAFT LETTER TO SOLICIT NEW MEMBERS

As municipal leaders, we are aware that a wide selection of committees, forums, and working groups beckon for our time and attention. This is an invitation for your Council to participate in a working group, that as members we have found adds real value to our responsibility under the Municipal Act for the “health, safety, and well-being of persons” and the powers under the Act to regulate regarding noise and nuisance. While you might think, “but wind turbine issues do not apply to us” from experience we can attest that upper level government policies do change, and corporate and municipalities are considering wind turbine installation “to provide their needs” so protection of your citizens needs being prepared in advance.

This Committee shares municipal advice on by-laws, road use agreements, fire suppression requirements and other considerations that need to be considered before dealing with wind developers. The number of concrete trucks that travel down municipal roads to erect wind turbines takes a toll. The end of life storage of wind turbine blades can challenge landfill sites. This Committee is here to support municipalities and citizens and to become aware of issues and possible remedies regarding industrial wind turbines before it is too late to take proactive actions.

Concerned citizens have addressed this Committee advising of health problems they have experienced once wind turbines have been erected. These include lack of sleep, vibrations in the home and within the body, reverberation of sound in the home, and shadow flicker. Some individuals have such serious issues within their homes that they can no longer reside in the home. In addition, municipalities who have wind turbine projects have noted that what used to be a good sense of community has been eroded due to wind turbine projects. The issue has divided neighbours and even family members.

Landowners should be made aware of the very real possibility of liens, debentures and mortgages that may be registered upon their lands, making it difficult to obtain bank financing to maintain farming operations. Banks would be a second charge to any liens or mortgages registered on a property by wind turbine companies. Banks require that their mortgage interest be a first charge on lands and if a lien or mortgage is registered on title by a wind company, there is a real possibility that a bank may not proceed with financing.

Our Committee is currently comprised of municipalities from the Counties of Bruce, Grey, Huron and Niagara Region, but the issue of wind turbines is wider. By working together, can we share knowledge for our municipal response to protect our citizens. As a Working Group, it has given us the opportunity to invite participation at our meetings by Provincial MPPs and Ministry of the Environment officials, and to hear technical and municipal planning presentations related to the subject.

Each municipality wishing to participate appoints two elected officials and one citizen, providing the email address for each. A copy of the motion making the appointments is requested for our records.

A copy of the Working Group Terms of Reference is attached for your review. The Committee is governed by the Procedural By-laws of the Municipality of Arran-Elderslie, a copy of which is also attached for your review.

The Committee's annual fee is set at the beginning of each year. The fee has been waived for this year, and would permit your Council to participate on a "trial basis" from now to June 2022 without having to budget for a fee midway through the year. Annual membership rates are determined at the beginning of each year to be paid by June 1st. (Waved until June 2022). This yearly fee covers the cost of the Recording Secretary's salary, a donation to the Chesley Fire Hall for the use of their boardroom for our meetings, and miscellaneous costs for preparation of material for circulation. A small surplus is maintained for donation to a defence fund in case any municipal bylaw might be challenged by a developer. The yearly fee is paid to the "Municipality of Arran-Elderslie"; and sent directly to the Municipal Office c/o Clerk.

The group usually meets once a month on the second Thursday evening. Pre-pandemic we met in person at the Chesley Fire Hall, in the Municipality of Arran-Elderslie. During the pandemic we have met virtually by Zoom, and foresee that in the future, post-pandemic a hybrid meeting format might be possible to allow nearer members to meet in person, while remote members might participate by Zoom to avoid long distance or adverse weather travel.

Agendas are circulated to members and the Clerks of the participating municipalities prior to each meeting and approved minutes are distributed similarly.

We extend this invitation to your Council to participate in the Multi-Municipal Wind Turbine Working Group. Should you have any questions or concerns, please do not hesitate to contact me.

Yours truly,

Teresa Gowan,
Recording Secretary, on behalf of the Chair, Tom Allwood

(With recommendation that letter be sent by the Chair, rather than the Secreatry)



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Report From: Christine Fraser-McDonald, Clerk

Meeting Date: 2021-09-27

Subject: SRCLK.21.15 – Delegation of Powers and Duties Policy

Attachments: Appendix "A" – Delegation of Powers and Duties Policy

Recommendation

Be It Resolved that Council hereby,

1. That Council receives Report SRCLK.21.15 and further directs staff to prepare a by-law for the adoption of this policy at a subsequent Council meeting.

Report Summary

The purpose of this report is to provide clarity and transparency to Council and the Public of the specific delegated authorities of Council to municipal staff. This report will assist Council and the Public in understanding what decisions can be made by Municipal staff supported by the Municipality's Delegation by Council of Powers and Duties Policy.

Background

Section 270 of the Municipal Act, 2001 requires a municipality to adopt a Policy with respect to the delegation and duties. The attached proposed policy would fulfil the requirements of the Municipal Act.

Analysis

In order to ensure the efficient management of the municipality and an ability to respond to issues in a timely manner, Council has the ability to delegate certain powers and duties to municipal officers, employees or agents, while maintaining accountability through this Policy document.

The powers and duties delegated by Council are not considered to be legislative or quasi-judicial and are considered to be administrative or minor in nature and may be subject to such conditions and limits as Council considers appropriate.

The persons to whom Council may delegate certain powers and duties shall be officers, employees or agents of the municipality.

All delegation of powers and duties by Council shall be confirmed by By-law and may be revoked by Council at any time.

This report provides Council and the Public with additional information on how the Delegation of Powers and Duties Policy provides staff with direction and guidance in decision making and the approval process.

The Delegation of Powers and Duties provides tools in order to ensure the efficient management of the Municipality and an ability to respond to issues in a timely manner. These tools, by way of the Delegation of Powers and Duties, allow certain municipal officer(s) or employee(s) to make decisions and may also provide certain approvals based on appropriate Policy, Standards, legislation etc. The Policy also includes for the municipal officer(s), employee(s) to maintain accountability of those decisions and or approvals.

It is important to note that these tools will be implemented in order to ensure efficient management of the municipality. The Delegation of these Powers and Duties are supported by professional and accountable staff at the Municipality, and these decisions and approvals are supported by strong Policies and Procedures and always require the adherence to upper tier policies, engineering standards, legislative requirements, etc. However, staff must identify that some of the provisions of Powers and Duties will result in a process that does not require Council approval or decisions being made in an open session of Council.

Finding a balance while also providing consistency, effectiveness and efficiency in the decision making and approval process is critical and will always be based on a Transparency, Trust and Accountability.

Link to Strategic/Master Plan

n/a

Financial Impacts/Source of Funding

n/a

Approved By: Sylvia Kirkwood, CAO



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Policy Name:	Delegation of Powers and Duties	Policy No:	CLK04-2021
Department:	Municipality Wide		
Effective Date:	October 12, 2021		
Date Revised:			
Authority:	By-Law No. XX-2021	Repealed Authority:	

1. Coverage

This policy provides direction to Council in the delegation of its powers and duties to a person or body as described in Section 23.1 of the Municipal Act, 2001.

2. Purpose

To provide compliance with Section 270 of the Municipal Act, 2001.

This Policy applies to the actions or decisions to be undertaken or made by the municipality, its Council, its Senior Management Team and Local Boards as defined in subsection 269.1 of the Municipal Act, 2001, all collectively called the "municipality", for the purpose of providing accountability and transparency in the municipal decision-making process and its actions.

Council will endeavour in its actions to ensure accountability for its decisions and the manner in which decisions are made will be transparent to the public. The Municipal Act, 2001 requires a municipality to adopt a Policy with respect to the delegation and the carrying out of delegated powers and duties of Council as described in the Municipal Act, 2001, the Planning Act, the Building Code Act and any other Act so as to increase the accountability and transparency of the municipal decision-making process.

In order to ensure the efficient management of the municipality and an ability to respond to issues in a timely manner, Council has the ability to delegate certain powers and duties to municipal officers, employees or agents, while maintaining accountability through this Policy document.

The powers and duties delegated by Council are not considered to be legislative or quasi-judicial and are considered to be administrative or minor in nature and may be subject to such conditions and limits as Council considers appropriate. The persons to whom Council may delegate certain powers and duties shall be officers, employees or agents of the municipality.

All delegation of powers and duties by Council shall be confirmed by By-law and



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

may be revoked by Council at any time.

Municipal Staff shall prepare regular reports for Council providing detail on any delegated approvals granted.

Council, at their sole discretion, retains the right to hear any appeal made by a person or body of a delegated approval decision and to determine the process by which an appeal hearing shall proceed. Council may delegate the right to hear any appeal in a manner to be determined by Council.

3. Definitions

“Act” means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

“Approval” includes authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation and includes any renewal, amendment or termination thereof, and “Approve” has a corresponding meaning;

“CAO” means the Chief Administrative Officer for the Municipality of Arran-Elderslie;

“Chief Building Official” or “CBO” means the Chief Building Official, as duly appointed by by-law;

“Chief Fire Official” means the Fire Chief for the Municipality of Arran-Elderslie, as duly appointed by by-law;

“Clerk” means the Municipal Clerk as duly appointed by by-law;

“Corporation” means The Corporation of the Municipality of Arran-Elderslie;

“Council” means the elected Council of The Corporation of the Municipality of Arran-Elderslie;

“Department” means a Department with a Department Head;

“Delegation of Powers Policy” means a policy that has been approved by Council in accordance with section 270(1)6 of The Act;

“Treasurer” means the Treasurer of the Municipality of Arran-Elderslie, as duly appointed by by-law.

4. Exclusions:

Unless specifically delegated in this or any subsequent Policy, all the powers and



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

duties of Council as described in the Municipal Act, 2001 shall remain with Council.

The following powers and duties cannot be delegated by Council:

- a) The power to appoint or remove from office an officer of the municipality whose appointment is required by the Municipal Act, 2001.
- b) The power to pass By-laws for municipal taxation or tax collection.
- c) The power to incorporate corporations.
- d) The power to adopt an Official Plan or Official Plan Amendment or pass a Zoning By-law under the Planning Act.
- e) The power to pass a By-law for the establishment of a counselling service to small businesses operating in the municipality or for the provision of municipal capital facilities.
- f) The power to adopt a Community Improvement Plan.
- g) The power to adopt or amend the budget of the municipality.
- h) Any other power or duty that may be prescribed.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Delegate Authority	Delegated To	Rationale
Authority for the execution of Municipal minutes, by-laws, agreements, etc.	Mayor and Clerk, or designates	The Mayor and Clerk are the designate signing authorities for the Municipality of Arran-Elderslie with the exclusion of bank financial
Hire/Dismiss all employees, save and except Directors/Officers, Provincial Statutes, and the annual Budget.	Chief Administrative Officer or Clerk	Officers appointed under the Authority of Provincial Statutes.
When the Restricted Acts Section in the <i>Municipal Act</i> applies after Nomination Day ("Lame Duck" Council), authority shall be granted from Nomination Day through to the Inauguration of the new Council to the Chief Administrative Officer to appoint or remove from office any officer/manager of the municipality.	Chief Administrative Officer or Designate	The new longer lame duck period could limit the duration of the Municipality being without legislated officers and/or managers thereby affecting operations.
When the Restricted Acts Section in the <i>Municipal Act</i> applies after Nomination Day ("Lame Duck" Council), authority shall be granted from Nomination Day through to the Inauguration of the new Council to the Chief Administrative Officer to be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.	Chief Administrative Officer or Designate	Section 275(6) of the <i>Municipal Act</i> provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council. It is customary to delegate this authority to the Chief Administrative Officer (CAO).



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Delegate Authority	Delegated To	Rationale
When the Restricted Acts Council of the <i>Municipal Act</i> applies after Nomination Day ("Lame Duck" Council), authority shall be granted, from Nomination Day through to the Inauguration of the new Council, to the Chief Administrative Officer to sign an extension to any existing contract/agreement provided that the extension does not extend beyond January 1st after the inaugural meeting of Council and no additional costs are incurred by the Town.	Chief Administrative Officer or Designate	Considered an administrative matter
Authorize the Chief Administrative Officer to issue grant applications in favour of the Municipality.	Chief Administrative Officer or Designate	Applications for grant deadlines do not always match up with Council meetings this will provide the CAO with the authority to sign grant applications.
Authorize the Chief Administrative Officer approve pay equity adjustment, grid movement approvals and performance evaluations	Chief Administrative Officer or Designate	Considered an administrative matter. CAO grid movement will still be administered by Council.
Execute partial release from the conditions of a Subdivision Agreement	Chief Administrative Officer or Clerk	A partial release shall not be executed until the various services have been completed in accordance with the Subdivision Agreement
Settlement of Small Insurance Claims and Third-Party Claims	Chief Administrative Officer	Authority to handle claims for less than \$5,000 and authority to pursue and settle with third parties for the recovery of Municipal property damage claims.
Site Plan Control	Chief Administrative Officer or Clerk	Authority to approve Site Plan Control applications



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Authority be granted to approve Facility Rental Agreements.	Recreation Manager	Considered an administrative matter
Authority be granted to execute/approve Special Event Applications on Municipal properties.	Clerk or Designate	Considered an administrative matter
Real Estate Related Activities	Clerk or Chief Administrative Officer	Authorized to sign documents associated with real estate transactions as follows: * negotiate, enter into, sign agreements related to the acquisition or disposal of real estate. Each agreement shall contain a condition that the acquisition or disposal is subject to Council approval * authority to execute encroachment or private road agreements that do not result in financial obligations on the municipality
Authority to temporarily approve road closures and establish parking bans for the purpose of conducting municipal operations and construction, reconstruction, festivals and events.	Manager of Public Works or Designate	Authority granted to ensure all future highway construction projects, festivals, emergencies, and events in the Town are appropriately designated and managed.
Authority may be designated to set a lower rate of speed for motor vehicles driven in a designated "construction zone" than is otherwise prescribed; and the rate of speed shall be marked by signs in accordance with regulations.	Manager of Public Works or Designate	Authority granted to ensure all future highway construction projects, festivals, emergencies, and events in the Town are appropriately designated and managed.
Authority to approve Community Improvement applications for the Downtown Area for the Community Improvement Plan.	Treasurer, Community Development Coordinator or Designates	To expedite the administrative functions of the Community Improvement Plan By-law as amended.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Authority to Mayor and Clerk to execute extensions on approved agreements concerning grants that the Municipality has received from other agencies (Province etc.).	Mayor and Clerk, or Designates	Extension on funding agreements are to the Municipality's advantage. Generally initiated by other agencies when grant or loan program timelines are being extended.
Authority to the Mayor and Clerk to execute tax sale extension agreements upon the recommendation of the Treasurer.	Mayor and Clerk, or Designates	Tax sale extension agreements are to the Municipality's advantage.
Authority to grant to the Treasurer vesting after a failed tax sale.	Treasurer	Expedite the administrative functions and to protect owner confidentiality.



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRDPCLK.21.11 Paisley Blues Festival Coverall Proposal Update

Report from: Julie Reid, Deputy Clerk

Appendices: Appendix A - Proposed Location

Recommendation

Be It Resolved that Council hereby,

1. Approve in Principle, the proposed installation of the coverall structure made by the Paisley Blue Festival subject to additional information being provided in a final Staff Report later this fall; and
 2. That Council supports the proposed location beside the Paisley Rotary Palace at 243 James Street in Paisley; and
 3. That Maxwell Johnston on behalf of the Paisley Blues Festival and Rob Fullerton on behalf of the Paisley Agricultural Society be appointed to liaison with Calhoun Super Structure's and staff to investigate the building design aspects/location of the project.
-

Report Summary

The intent of this report is to provide Council with an update regarding the coverall structure proposal brought forward by the Paisley Blues Festival in August.

Background

The August 9, 2021 Council meeting agenda included a request from Maxwell Johnston on behalf of the Paisley Blues Festival proposing to install a 42x40 dome shaped coverall building on the Rotary Park property at 243 James Street in Paisley.

This summer, the festival had their music stage set up in the location that the proposed structure would be located.

At that meeting, Council requested that Staff provide a report back to Council in September regarding the proposal and that a Working Team be formed to include members of Staff, Council, the Paisley Agricultural Society, the Paisley Rotary Club and the Paisley Blues Festival.

Analysis

Since the initial proposal, some modifications have occurred. The structure will now be locally sourced and Calhoun Superstructures has provided a quote and spec drawings for this project. The structure will be 40'x42' and approx. 16' in height. There are still some other particulars that need to be determined such as the appropriate base, colour, SVCA and Building Permit Approvals, costing, terms of use agreements etc.

Staff have made an initial connection with Saugeen Valley Conservation Authority, and they find the project generally acceptable with some conditions that will need to be met. To further elaborate on their decision, they will need to know the exact location that the structure will be located on the property.

Members of the Arran-Elderslie Staff Team, Council, the Agricultural Society, Rotary Club and Paisley Blues Festival staff attended the property on September 21, 2021 for an initial discussion regarding the proposal and the potential location. Maxwell Johnston provided the group with the background as to why the proposed location was best suited for the structure's installation. After exploring all the options, the group agreed that the proposed location was best suited for the structure.

The Paisley Blues Festival has indicated that they have grant funding to cover the cost of this proposal which does not need to be totally completed this year. They would like to receive Council's support of the project and location so that further planning can take place.

Staff propose bringing a report back to Council with the final recommendations for the project later this fall.

Link to Strategic/Master Plan

Not Applicable

Financial Impacts/Source of Funding

There are no financial implications to the Municipality at this time.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



Legend

- Rural Community point, labelled
- Ferry
- Provincial Highway
- County Road
- Municipal or Other Road
- Propane Facility Buffer
- Severance**
 - Severed portion
 - Retained portion
- Subdivision**
 - Draft Approved
 - Final Approved
- Wetland
- Body of Water
- Built-up area
- Adjacent Counties
- Lake Huron and Georgian Bay

1:2,000



0.1 0 0.05 0.1 Kilometers

NAD_1983_UTM_Zone_17N
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

This map was automatically generated using Geocortex Essentials.



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: 2021-09-27

Subject: SRFIN.21.34 Payables Voucher

Report from: Tracey Neifer, Treasurer

Appendices: None

Recommendation

Be It Resolved that Council hereby,

1. Supports continuing with the Quarterly Financial Reporting, and
2. That the Payables Voucher be made available monthly at the Municipal Office for information purposes.

Report Summary

A notice of motion was presented on August 9th, 2021, to consider bringing back the Payables Voucher as part of the Council Agenda. After Council discussion, the motion was tabled, and staff were asked to prepare a report for September 27th to address the concerns noted.

Background

On August 9th, 2021 the following was presented as a notice of motion, 20-313-2021:

Moved by: Deputy Mayor Davis

Seconded by: Councillor Dudgeon

WHEREAS earlier in this term, Council was asked by staff to receive Agendas for Council meetings excluding the Payables Voucher;
 AND WHEREAS Council agreed to give this a try and see how it worked out;
 AND WHEREAS the elimination of this important information from the Agenda has, in the opinion of some Councillors, made it more difficult to keep current with the costs of goods and services which fosters better decision-making, to monitor that our tax dollars are spent locally if appropriate and feasible, and to track machinery breakage and damage costs;
 AND WHEREAS the Agenda is a public document and this information should be available to foster transparency to our taxpayers;
 THEREFORE, Be It Resolved, that beginning at the first meeting of Council in September 2021, the Payables Voucher be returned to the Agenda package for regular Council meetings

The motion was tabled to allow staff the opportunity to prepare a report to be presented on September 27th.

Analysis

The Payables Voucher is a detailed listing of the invoices being paid in the batch, including the following information:

- GL Account/Description
- Vendor Name
- Invoice Number
- Date
- Description of the invoice
- Tax Code
- Type
- Amount

As the listing is comprehensive, it provides information about the current cost of goods and services, what vendors are being used, whether the vendors are local, and invoice descriptions to explain the purpose of the expense. The listing would include any vendor that is currently set up within our accounting software, including Councilors, Staff, Consultants, Government Remittances and Suppliers. Consideration would need to be given to the invoice descriptions being entered, to ensure no information is being shared that would be in violation of MFIPPA standards as the material would be available in a public document.

In preparation of the report, staff reviewed what other municipalities in Grey and Bruce County were doing regarding their payables voucher and Council review and/or approval. Responses ranged from:

- It's not included on the agenda
- It was removed for legal reasons

- A redacted version of the list is provided, requiring staff to review to ensure in compliance with MFIPPA and AODA compliance
- A list is provided for information, but accounts are paid in advance of the meeting
- Monthly financial report is provided to Council (moving to Quarterly), a payables list is excluded

In addition, staff consulted with the municipal insurance provider to determine if there were any identified risks associated with the publication of the payables voucher. A concern over cyber security was raised. There are several different cyber-attacks noted in the news, one example being Phishing Scams.

Phishing is a type of online scam that targets consumers by sending them an email that appears to be from a well-known source, asking the consumer to provide personal identifying information. Then the information is used to open new accounts or invade the consumer's existing accounts. The City of Burlington was noted in the news in 2019 with the loss of \$503,000 from a complex phishing email. In this case, an e-transfer was made to a fake bank account that was believed to belong to a vendor.

From an insurance perspective, cyber insurance is getting much more difficult to place and renew, and pricing is increasing due to the claims experience industry wide. It is a possibility, that the payables vouchers will expose the municipality, as all of the vendor names would be presented. The added exposure could impact cybercrime insurance renewals in January.

Staff understand the need to provide Council with information that enables informed decision making. The following options are being presented for Council consideration:

- 1) Remain status quo with the quarterly financial reports.
- 2) Remain status quo with the quarterly financial reports and a Payables Voucher
- 3) Reformat the quarterly financial report to provide a more segmented approach, including salaries and benefits, interest, materials and supplies, contracted services, other transfers, rents and financial expenses. A section could be included to address significant repairs and machinery breakage, for example.
- 4) On a monthly basis print and file the Payables Voucher in a binder for Council's review/information.
- 5) Complete a review of Committees of Council with the adoption of a Committee, whereby detailed financial reports are presented to each respective Committee. If this is of interest to Council, a more thorough discussion and review is required.

The procurement policy is currently under review and is planned for presentation to Council late October, early November. To address Council's concerns about shopping locally, as an example, the policy could include the requirement to shop locally where the price differential is within 10%. A more fulsome review of this would be addressed in the procurement policy update.

Link to Strategic/Master Plan

Not applicable.

Financial Impacts/Source of Funding

The inclusion of the Payables Voucher on the Council Agenda each month will require additional staff time to review/edit the document to ensure AODA and MFIPPA compliance. The process would be a collaborative effort between the Finance and Administration Department.

Approved By: Sylvia Kirkwood, CAO



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Tracey Neifer, Treasurer

Meeting Date: September 27, 2021

Subject: SRFIN.21.33 Update on Bruce County Initiatives

Attachments: Attachment A - Draft Development Charge's in Bruce County

Report Summary

The purpose of this report is to provide Council with an update on two (2) initiatives that have been discussed at Bruce County Council. Both of these areas, Small Business Property Tax Subclass and Development Charges will have an impact on the residents of Arran-Elderslie if and when adopted.

Background

The Director of Corporate Services at the County of Bruce engaged with all the Municipal Treasurer's on two (2) initiatives being discussed:

- ☐ Implementing the Optional Small Business Property Tax Subclass
- ☐ Development Charges Collection at the County

Analysis

Optional Small Business Property Tax Subclass

This concept was first introduced in the Ontario Government's 2020 budget "Enabling Property Tax Relief for Small Businesses", wherein it was discussed that legislation would be introduced that would permit municipalities to create an optional Small Business Property Tax Subclass for certain commercial and industrial properties and provide a discounted tax rate. The following regulations were passed:

- O.Reg. 282/98 under the Assessment Act is amended by O.Reg. 331/21 establishing the optional small business property subclass
- O.Reg. 73/03 under the Municipal Act, 2001 is amended by O.Reg. 332/21 setting the municipal reduction factor for the optional small business property subclass
- Reg. 121/07 under the City of Toronto Act, 2006 is amended by O.Reg. 333/21 setting the municipal reduction factor for the optional small business property subclass

The regulations provide for a tax reduction to qualifying properties through an annual by-law, the by-law is adopted by the County for the subclass and the lower-tier municipalities, such as Arran-Elderslie would be responsible for administering the program. The tax relief applies to qualifying commercial and industrial properties, with relief up to 35%. Municipalities have the option of passing a by-law that requires landlords to pass the tax reduction to tenants as a condition of eligibility in the subclass.

A number of challenges were identified with this regulation. The first being the eligibility of a business, and what is the definition of a "small business". Is it based on geography, business features, type of property, property features or current value assessment? To answer these questions, the County of Bruce engaged its stakeholders (Treasurers and Business Community) through meetings and surveys. Arran-Elderslie shared the information when received with the Business Community as well, through the assistance of our Community Development Coordinator, to ensure Businesses had an opportunity to provide comment. The definition also had to provide a means of tracking and reporting to MPAC for assessment updating.

Secondly, the tax relief causes a tax shift onto other properties, including residential, multi-residential, and other commercial/industrial properties. Other options for funding are, a reduction in levy requirements or an allocation within the other commercial/industrial properties.

Thirdly, the implementation costs for the Program Administrator, which is deemed to be the lower tier municipality, such as Arran-Elderslie. This includes identifying and approving the properties for inclusion in the subclass, notifying property owners of decisions and reviewing requests for consideration related to a property's eligibility for inclusion in the subclass, and notification to MPAC. It would require ongoing review and monitoring for changes/new eligibilities. The municipality also requires an Appellate Authority for any appeals. Thus, creating increased staffing requirements.

At the Bruce County Corporate Services Committee Meeting on August 12, 2021, the Director of Corporate Services presented the report, Small Business Property Subclass Options. The report recommended "that the Small Business Property Tax Class not be implemented for the 2022 taxation year." The Committee accepted the recommendation, and no further action will be taken on this issue unless directed by the Committee.

Link to Report:

<https://pub-brucecounty.escribemeetings.com/Meeting.aspx?Id=893b9d8b-c215-4689-a506-abed80a0b528&Agenda=Agenda&lang=English&Item=12&Tab=attachments>

No action is required by Arran-Elderslie. Staff will continue to monitor correspondence from the County of Bruce, and will bring back additional information when it becomes available.

Development Charges Collection at the County of Bruce

The County of Bruce began its discussion on February 25th, 2021 with a Council Workshop, DCs 101 and its 1st Stakeholder Meeting. This was followed up with a 2nd Stakeholder Meeting on June 10th and a Council Workshop on July 15th.

**** A DC Public Meeting is scheduled for October 28th, 2021 at 10:00 am under the Corporate Services Committee****

Additional information will be available after this meeting.

The purpose of development charges is to provide a means of recovering certain incremental capital costs associated with residential and non-residential growth within a municipality. The Development Charges Act provides for the ability to charge these fees, however, there is a specific process required before fees can be charged.

The Municipality of Arran-Elderslie does not charge Development Charges at this time.

There are 20 categories that are considered eligible services that can be considered for imposing development fees. The County is considering:

- ☐ Services related to a Highway
- ☐ Parks & Recreation (Trails)
- ☐ Library
- ☐ Ambulance
- ☐ Long-term Care
- ☐ Child Care
- ☐ Social Housing
- ☐ Growth Studies related to the above services

A Study is currently being completed by Watson & Associates. Preliminary information was presented during the discussions noted, including information about the "service standards". The D.C.A, 1997 provided that there is a ceiling on the level of the development charges that can be imposed, which is based on the "average of the past 10 years". A detailed review is required for the service levels, both qualitative and quantitative measures.

Appendix A includes an excerpt of the presentation from July 15th, which highlights the capital infrastructure needs in the eligible service areas, the calculated development charges, and comparative analysis across the Counties and across the local municipalities in Bruce County. The draft results, as seen on page 3, shows that a single/semi-detached home would incur a development charge of \$5,676, which is in the middle of the range from \$3,579 in Dufferin to \$9,984 in Simcoe.

A non-residential property would incur a charge of \$1.17 per sq.ft, which is in the lower range of fees, just above Dufferin at \$0.79, compared to Simcoe at \$3.51.

The potential impact to Arran-Elderslie is seen on page 4, with an additional charge of \$5,676 for a single and semi-detached dwelling. The chart indicates that 4 of the 8 lower tier municipalities do not have development charges. Additional information has been provided on pages 6 to 9 to show the impact on commercial and industrial development.

Additional information can be found on the Bruce County website.

Link to Meetings and Information:

<https://brucecounty.on.ca/development-charges>

No action is required by Arran-Elderslie at this time. Arran-Elderslie Staff will review the options and next steps and provide a subsequent report for Council's consideration.

Next steps by Bruce County include:

- ☐ Release of the DC Background Study
- ☐ Passing of DC By-Law
- ☐ Annual Development Charge Report
- ☐ Annual Development Charge By-Law Pamphlet/Bulletin

Link to Strategic/Master Plan

Not Applicable

Financial Impacts/Source of Funding

There are no financial impacts to address at this time. If Development Charges are implemented by the County of Bruce, there will be a responsibility, under Section 29 of the Development Charges Act that:

If a development charge is imposed by an upper-tier municipality on a development in an area municipality, the following apply:

1. The treasurer of the upper-tier municipality shall certify to the treasurer of the area municipality that the charge has been imposed, the amount of the charge, the manner in which it is to be paid and when the charge is payable.
2. The treasurer of the area municipality shall collect the charge when it is payable and shall, unless otherwise agreed by the upper-tier municipality, pay the charge to the treasurer of the upper-tier municipality on or before the 25th day of the month following the month in which the charge is received by the area municipality.
3. If the charge is collected by the upper-tier municipality, the treasurer of the upper-

tier municipality shall certify to the treasurer of the area municipality that the charge has been collected.

Staff will continue to monitor correspondence from the County of Bruce, and will bring back additional information when it becomes available. At this time it is unclear as to the administrative commitment that this will bring. It is understood that there are no administrative fees or reimbursements to Arran-Elderslie, as the collection is considered similar to the collection and submission of the tax levy.

Approved By: Sylvia Kirkwood, CAO

Capital Infrastructure Needs (DRAFT)



Services	Forecast Period	Gross Capital Cost Estimate (2021\$)	Deductions	Total D.C. Recoverable	Residential D.C. Recoverable Costs	Non-residential D.C. Recoverable Costs
Services Related to a Highway - Roads	16-Year	31,670,000	20,595,000	11,075,000	8,749,250	2,325,750
Services Related to a Highway - Public Works	16-Year	2,500,000	-	2,500,000	1,975,000	525,000
Parks & Recreation Services (trails)	10-Year	180,000	-	180,000	171,000	9,000
Library Services	10-Year	100,000	-	100,000	95,000	5,000
Ambulance Services	10-Year	5,305,000	4,725,600	579,400	521,460	57,940
Long-Term Care Services	10-Year	3,450,000	-	3,450,000	3,105,000	345,000
Child Care Services	10-Year	-	-	-	-	-
Social Housing	10-Year	26,505,000	20,568,000	5,937,000	5,937,000	-
Growth Studies	10-Year	1,243,700	443,010	800,690	632,150	168,040
Total		70,953,700	46,331,610	24,622,090	21,185,860	3,435,730

*Deductions relate to post period benefit, benefit to existing development, grants, subsidies, and other contributions, and other deductions.

Note: Capital needs for services related to a highway are based on the draft Master Transportation Plan and are still under review.

Calculated Development Charges (DRAFT)



Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	2,370	1,467	1,505	1,109	990	0.90
Parks and Recreation Services	54	33	34	25	23	0.01
Library Services	30	19	19	14	13	0.01
Growth Studies	181	112	115	85	76	0.07
Long-term Care Services	987	611	627	462	412	0.15
Child Care and Early Years Programs	-	-	-	-	-	0.00
Ambulance	166	103	105	78	69	0.03
Housing Services	1,888	1,169	1,199	883	789	0.00
Total Municipal Wide Services/ Class of Services	5,676	3,514	3,604	2,656	2,372	1.17

County DC Comparison



County	Single/Semi-Detached
Simcoe	\$9,984
Peterborough	\$8,581
Grey	\$7,524
Bruce	\$5,676
Wellington	\$5,529
Oxford	\$3,741
Dufferin	\$3,579

County	Non-residential (per sq. ft.)
Simcoe	\$3.51
Wellington	\$1.60
Peterborough	\$1.23
Oxford	\$1.22
Bruce	\$1.17
Dufferin	\$0.79
Grey	\$0.00

Rate Survey – Single and Semi-detached Dwellings

Bruce County Municipalities Only As of June 29, 2021



Municipality	Lower Tier Charges	Upper Tier Charges	Total Development Charges
Saugeen Shores	\$17,162	\$5,676	\$22,838
Kincardine	\$13,921	\$5,676	\$19,597
South Bruce Peninsula (Outside South Wiarton)	\$10,708	\$5,676	\$16,384
Huron-Kinloss (Ripley Settlement Area) ¹	\$4,590	\$5,676	\$10,266
Brockton	-	\$5,676	\$5,676
Arran-Elderslie	-	\$5,676	\$5,676
Northern Bruce Peninsula	-	\$5,676	\$5,676
South Bruce	-	\$5,676	\$5,676

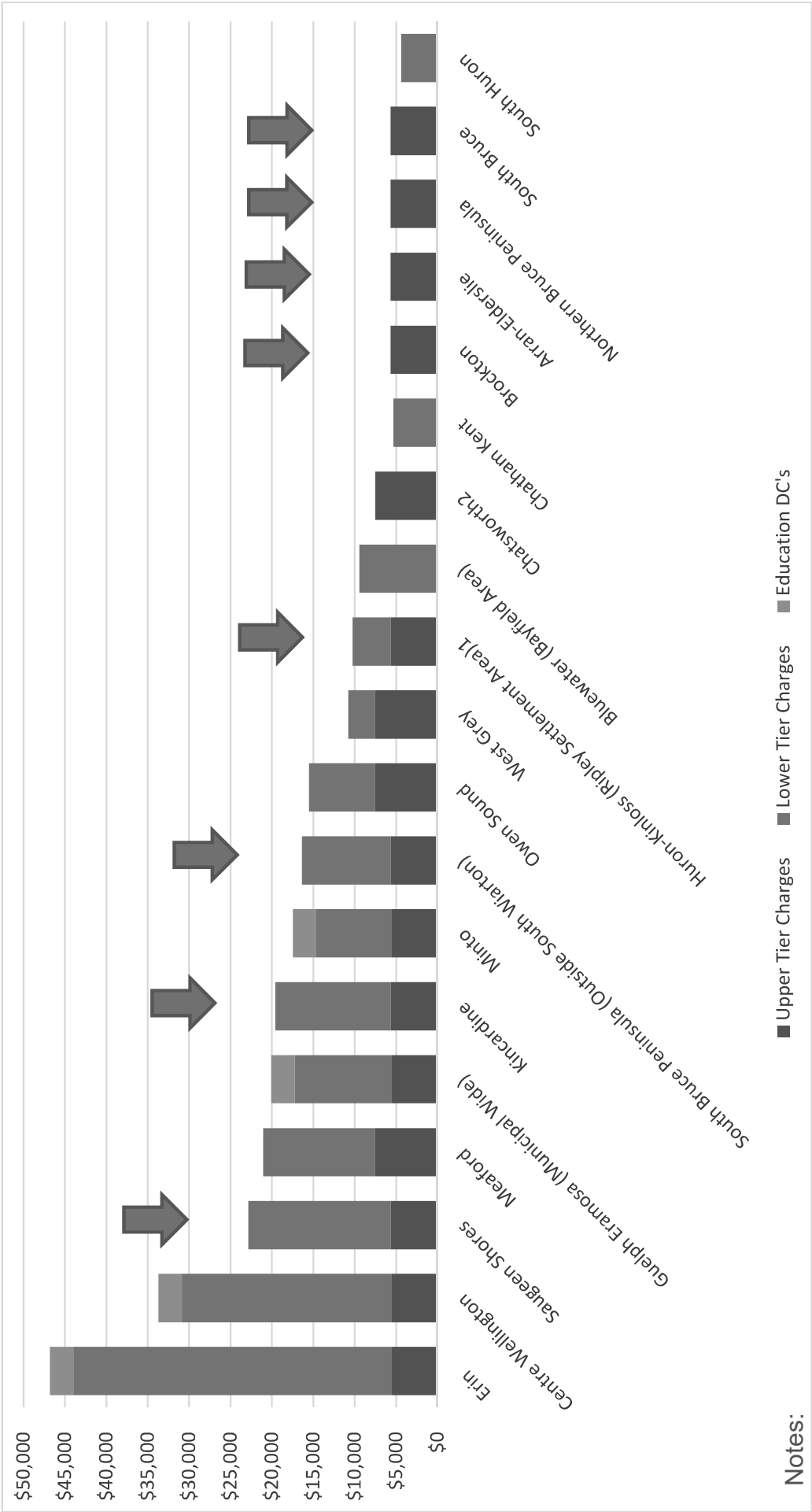
¹Inflated by 2%



Rate Survey – Single and Semi-detached Dwellings

Bruce County and Surrounding Municipalities

As of June 29, 2021



Notes:

- 1: Inflated by 2%
- 2: D.C. Study currently underway

Rate Survey – Commercial

Bruce County Municipalities Only

As of June 29, 2021

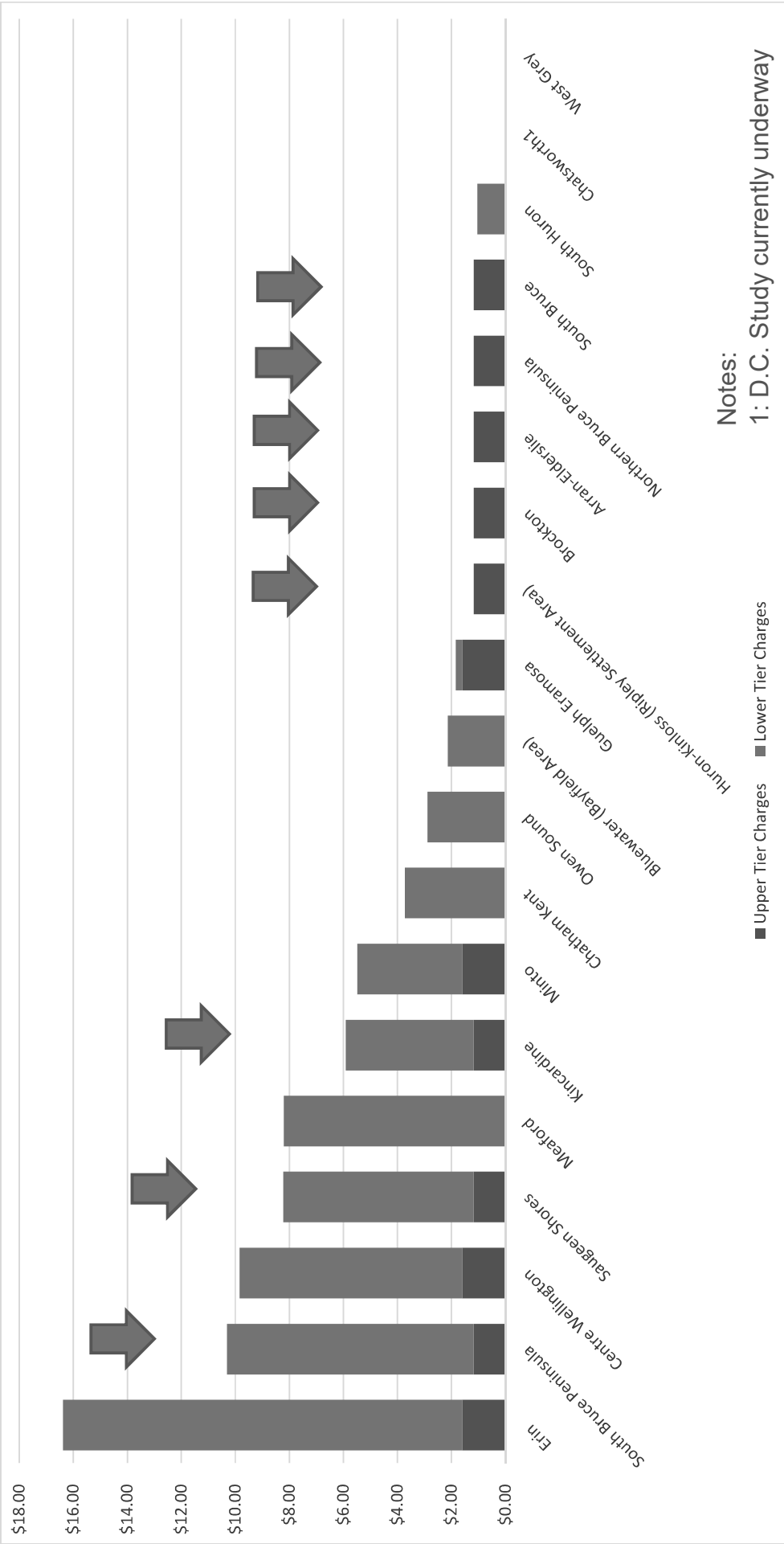


Municipality	Lower Tier Charges	Upper Tier Charges	Total Development Charges
South Bruce Peninsula (Outside South Wiarton)	\$9.14	\$1.17	\$10.31
Saugeen Shores	\$7.06	\$1.17	\$8.23
Kincardine	\$4.75	\$1.17	\$5.92
Huron-Kinloss (Ripley Settlement Area)	-	\$1.17	\$1.17
Brockton	-	\$1.17	\$1.17
Arran-Elderslie	-	\$1.17	\$1.17
Northern Bruce Peninsula	-	\$1.17	\$1.17
South Bruce	-	\$1.17	\$1.17



Rate Survey – Commercial Bruce County and Surrounding Municipalities

As of June 29, 2021



Notes:
1: D.C. Study currently underway

■ Upper Tier Charges ■ Lower Tier Charges

Rate Survey – Industrial

Bruce County Municipalities Only

As of June 29, 2021



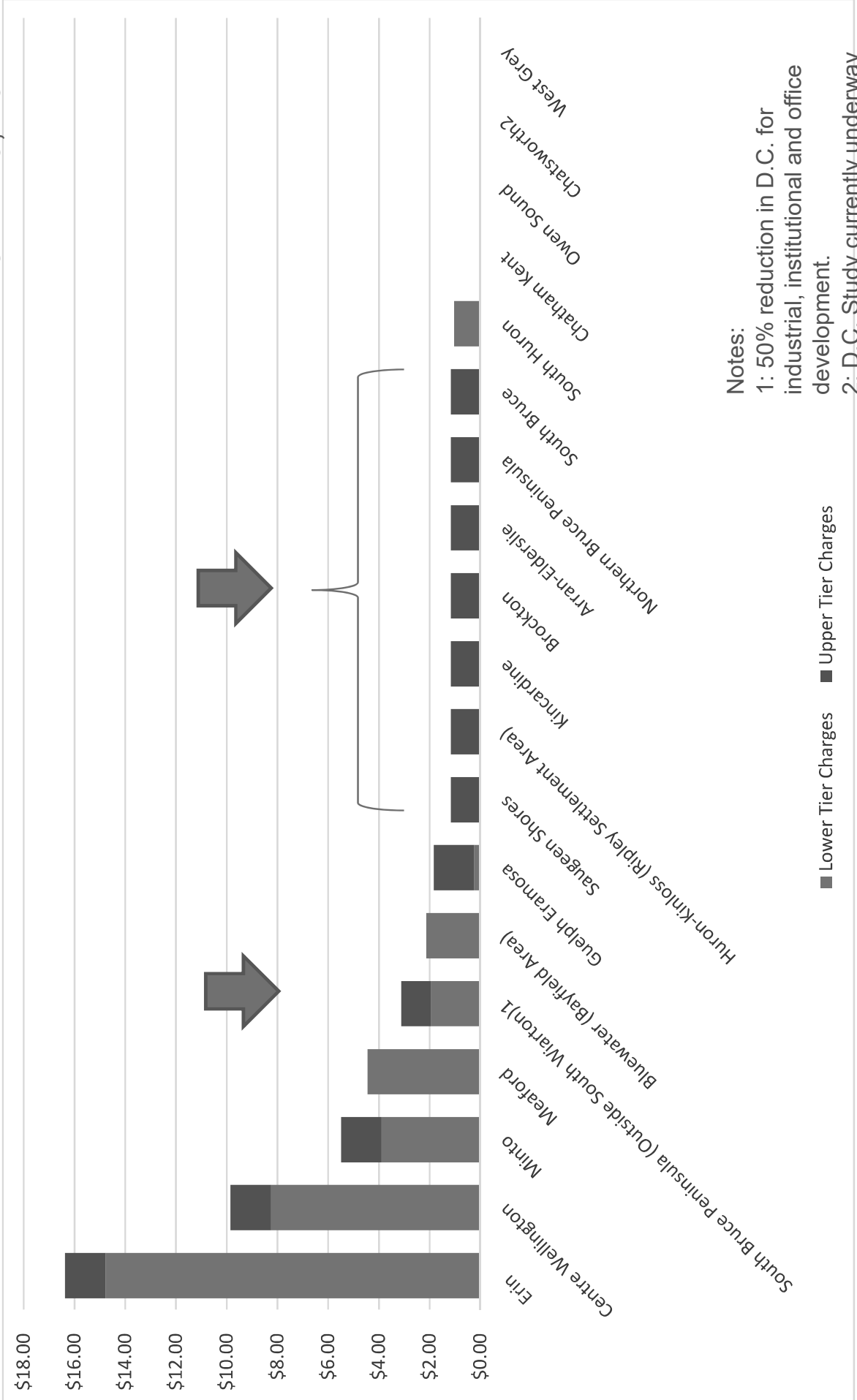
Municipality	Lower Tier Charges	Upper Tier Charges	Total Development Charges
South Bruce Peninsula (Outside South Wiarton) ¹	\$2.37	\$1.17	\$3.54
Saugeen Shores	-	\$1.17	\$1.17
Huron-Kinloss (Ripley Settlement Area)	-	\$1.17	\$1.17
Kincardine	-	\$1.17	\$1.17
Brockton	-	\$1.17	\$1.17
Arran-Elderslie	-	\$1.17	\$1.17
Northern Bruce Peninsula	-	\$1.17	\$1.17
South Bruce	-	\$1.17	\$1.17

¹ 50% reduction in D.C. for industrial, institutional and office development.

Rate Survey – Industrial

Bruce County and Surrounding Municipalities

As of June 29, 2021





The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRFIN.21.35 BDO Canada, External Auditors

Report from: Tracey Neifer, Treasurer

Appendices: None

Recommendation

Be It Resolved that Council hereby,

1. Appoint BDO Canada LLP as external auditors for the 2020-2024 fiscal year-ends; and
2. That the necessary By-Law be prepared to re-appoint BDO Canada LLP as Municipal Auditor.

Report Summary

Section 296 of the Municipal Act requires the appointment of an auditor, and that the appointment shall not exceed a five-year term. The purpose of the audit is to perform a review of the accounts and transactions of the municipality and its local boards and express an opinion on the financial statements of these bodies based on the audit. The auditor can also perform other duties required by the municipality or local board. The auditor reports to Council.

Background

On October 9, 2015, By-Law 50-2015 was adopted, being a by-law to appoint BDO Canada LLP as the external auditors for the 2015-2019 fiscal year-ends. Staff recently identified that the appointment by-law required updating, and as such, this report has been prepared.

BDO has had an extensive history with the municipality, as noted in SRCLK.15.36 Appoint BDO Canada LLP as External Auditors (October 26th, 2015) that since amalgamation in 1999, BDO has been the auditor of choice.

Municipal staff continue to have a good working relationship with BDO, and BDO through their extensive years of service, can provide both their expertise and corporate knowledge during the audit, and for assistance throughout the year, as needed.

Analysis

There are two options to consider:

1. Appoint BDO Canada LLP as external auditors
2. Proceed to market with an RFP (Request for Proposal)

The timing of the 2020 audit was complicated due to the pandemic and the staffing/resource issues endured by BDO. A change from a face-to-face audit to a virtual platform was required at the end of the 2019 audit with the first phase of the lockdown, to a fully virtually audit for 2020. It is staff's recommendation to continue to work with BDO, and that BDO Canada LLP be appointed as external auditors.

Link to Strategic/Master Plan

Not applicable

Financial Impacts/Source of Funding

The audit fees have reduced significantly in 2019 and 2020, as prior years required additional involvement by BDO due to staff turnover. Fees in 2017 and 2018 averaged \$62,000, with 2019 and 2020 being \$37,250 plus \$3,500 for the Chesley Fire Board. The fees include:

- An annual audit report on the financial statements of the Municipality
- Audited financial information for the Trust Funds
- Audited financial statements for the Chesley and District Fire Board
- Preparation of management letter (if applicable)
- Preparation of letter to Council
- Meetings with staff in the planning stage of the audit, execution stage of the audit and at the conclusion of the audit to discuss financial statements, management letter (if applicable) or any other matters as required
- Meeting with Council to discuss the audit, financial statements, letter to Council and any other matters as required; and
- Ongoing communication and questions from staff during the Year

In consultation with BDO, they anticipate the fee structure for 2021 to be comparable to 2020. A change may be required if there are new accounting standards that require additional work during the term of the agreement. A formal fee structure is expected from BDO.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Mark O'Leary, Water & Sewer Foreman

Meeting Date: September 27, 2021

Subject: SRW 21-34 Riverside Overflow Event

Attachments: None

Report Summary

To provide Council with information regarding a recent extreme weather event that caused an overflow at the Chesley Riverside Lift Station.

Background

An extreme weather event late on September 7th and into the early morning hours of September 8th caused an overflow event at the Chesley Riverside Lift Station.

Analysis

Late on September 7th, and into the early morning hours of September 8th, an extreme rainfall weather event caused an overflow at the Chesley Riverside Lift Station. The downpour resulted in the lift station being overwhelmed with flow and a subsequent overflow occurred allowing thirty-four cubic meters (34m³) to be released to the Saugeen River. Staff made every attempt to prevent the overflow including jockeying lift station run times, and call-in vac trucks to help with the surge of flow. Despite those efforts the lift station still went to overflow.

Municipal Staff collected samples at the start and end of the overflow event, notified the Spills Action Centre, local Health Unit, Ministry of Environment Conservation and Parks, and the Saugeen Valley Conservation Authority. Those results will be analyzed through our lab, and final notification will have to be provided back to these authorities.

Council supported the department in early 2020 with the implementation of a new bylaw fee for illegal connections. This gave ratepayers a one-year period to disconnect illegal connections to the sanitary system, or increased wastewater rates. With the on-set of Covid it was agreed that enforcing these types of financial burdens was not appropriate.

Staff is tentatively budgeting for smoke testing in early 2022, and using some of the already existing resources to begin removing these connections.

Link to Strategic/Master Plan

Not Applicable

Financial Impacts/Source of Funding

Staff dealt with the Overflow event. They were called in after-hours which will resulted in additional overtime costs. The event started around 22:30 on the 7th and didn't resolve till about 04:30 on the 8th.

Additional funding was paid out to the contractor, Ron Nickason Plumbing and Heating, for the vac trucks that arrived on-site after hours. Those costs were close to seven hundred dollars (\$700) for the night.

There will also be costs associated with courier and processing of the additional samples for the overflow event. Those costs will be close to one hundred fifty dollars (\$150) for the event.

Notification to the authorities will be done during regular business hours and will have no financial impact on the department.

Approved By: Sylvia Kirkwood, CAO



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: 2021-09-27

Subject: SRW.21.36 Contract Snow Removal

Report from: Scott McLeod, Public Works Manager

Appendices: None

Recommendation

Be It Resolved that Council hereby,

1. Accept the pricing of \$130.00 per hour from Multiple Enterprises, Ed Karcher, Ron Gibbons and Horner Construction to supply one truck for snow removal in Chesley, Paisley and Tara.
2. Accept the pricing of \$130.00 per hour for a minimum of four (4) hours when supplying a second truck for snow removal in Chesley, Paisley, and/or Tara.
3. Accept the pricing of \$180.00 per hour from Jim McCullough to supply one tractor and snow blower to load trucks in the Village of Paisley.

Report Summary

Staff is seeking approval to award the pricing for five (5) local contractors for the supply of trucks and equipment.

Background

Since 2017 the Municipality have contracted five (5) local contractors to supply trucks and equipment to complete snow removal in all three (3) urban areas in Arran-Elderslie. The last agreement in 2019 was for two year term. Municipal staff have spoken to the local and past contractors to confirm this continued service based on a small increase.

Analysis

Pricing in 2019 was \$127 per hour for a tandem dump truck and \$177.00 per hour for a tractor and snowblower to load dump trucks. The proposed financial increase and agreement would be for a 3 year term.

Link to Strategic/Master Plan

Not Applicable

Financial Impacts/Source of Funding

The above expenditure would be taken from the Winter Maintenance Budget Account #01-2521-7106 and costs identified in the future operating budgets in 2022 and 2023.

Approved By: Sylvia Kirkwood, CAO



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRW.21.37 Award Calhoun Municipal Drain Cleanout

Report from: Scott McLeod, Public Works Manager

Appendices: Cobide Engineering E-mail

Recommendation

Be It Resolved that Council hereby,

1. Accept that a change order for the Calhoun Municipal Drain to be added to the existing September 2020 contract awarded to Faust Construction Inc. for the ditch bottom cleanout from the following Municipal Drains: Coleman, McCannel and Simpson.

Report Summary

Staff are seeking Council approval to accept the change order to allow Faust Construction to add to the existing contract for the cleanout to the Calhoun Drain.

Background

As per Staff Report SRW.21.19 the Municipal Drainage Engineer reviewed a request for the clean out of the Calhoun Drain. Len Perdue from Cobide Engineering Inc. has recommended that approximately 1400 metres of the drain be cleanout on Con 12, Lot 25, Elderslie and 750 metres of the drain be cleaned out Con 1, Lot 27 & 28, Arran.

Analysis

As a result of farmers increasing cash crop acreages and tile draining farms, Municipal drainage clean outs have become common in Arran-Elderslie. In September 2020, Faust Construction was awarded three (3) Municipal ditch bottom clean-outs for the Coleman, McCannel and Simpson Municipal Drains. Due to Conservation Authorities and Department of Fisheries & Oceans restrictions and approvals, Mr. Cobean recommends a change order so that this drain may be attended to this year.

Link to Strategic/Master Plan

Not applicable

Financial Impacts/Source of Funding

Clean out work on Municipal Drains is completed under Section 74 of the Drainage Act. Landowners with farm status receive 1/3 provincial funding on a clean out. The Municipality receives 50% funding on the fees of the Drainage Superintendent. Remaining costs are prorated to all the landowners based on the percentages of the Drainage Report Assessment.

The Municipality will fund these expenses from account #7610-7104 until the grant funding and the landowner's portions are received.

Approved By: Sylvia Kirkwood, CAO



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRW.21.38 ORO Contract

Report From: Scott McLeod, Public Works Manager

Appendices: Appendix A – Quotation for full ORO Services

Recommendation

Be It Resolved that Council hereby,

1. Appoint Rakesh Sharma from GSS Engineering Consultants Limited as the Overall Responsible Operator (ORO) for the Municipality and enter into a one-year contract for these services.

Report Summary

Staff are seeking approval to enter into a one-year contract with GSS Engineering Consultants Limited for ORO services in the Arran-Elderslie Water/Sewer Department.

Background

In May 2021, the Water/Sewer Foreman proposed to bring the ORO services in-house. Council supported this recommendation and the GSS contract was terminated at the end of August 2021. Ward and Uptigrove were retained by the Municipality to review the overall additional ORO responsibilities and to provide an appropriate wage compensation rate to address this additional work.

The Arran-Elderslie Personnel Committee met on August 17th and confirmed the recommendations from Ward and Uptigrove. Management, Union Representatives and staff met but were unable to come to an agreement regarding in-house ORO

Services. Therefore, without staff to secure these services, an external provider will be required.

Analysis

The Municipality confirmed that Rakesh Sharma at GSS Engineering would enter into a new contract. He has agreed to accept the ORO duties based on his original quotation provided in August 2020.

Link to Strategic/Master Plan

Not applicable.

Financial Impacts/Source of Funding

Funds for the ORO services will come from the Water/Sewer Department Account #3005-7114.

The past contract with GSS Engineering started in March 2017 was a monthly rate of \$1,746.00 excluding HST.

The new contract monthly rate is \$2,079.00 excluding HST, which is an increase of approximately \$333 per month.

Approved By: Sylvia Kirkwood, CAO

DRAFT

Quotation for Full ORO Services
For Existing Contract Continuation

Arran-Elderslie Water & Wastewater Systems

August 4, 2020

13-028

Item	Proposed Contract One (1) Year
Provision for providing advice, answering questions and analyzing data each month by telephone.	\$3,600
Preparation of Annual Report or Operation of Water and Sewage Works which would include analysis of data, recommendation on operations and evaluation of information, maintenance of work and reporting on system - compliance with the Certificate of Approval.	\$11,000
Pollution and Operations Insurance and responsibility for supervision of operation and maintenance of water and sewage systems.	\$3,000
Additional Costs for responsibility for supervision of water and sewage system in accordance with requirements under new Regulation 170/03 and standards aspects for review from the Ontario Government.	\$4,250
Disbursements-kilometrage, photocopies, fax, telephone, utility reports, etc.	\$3,100
ESTIMATED TOTAL LUMP SUM COST: for Supervisory Services for Operation and Maintenance of Arran-Elderslie Water and Sewer Systems (HST excluded)	\$24,950



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRW.21.35 Drinking Water Quality Management Standard Review - 2020

Report from: Scott McLeod, Public Works Manager

Appendices:

1. Quality Management Policy
2. Quality Management System Representative
3. SLD 12- 2021 Owner Communications

Recommendation

Be It Resolved that Council hereby,

1. Accepts report SRW.21.35 which includes the Drinking Water Quality Management Standard (DWQMS) updates, and the Annual Reports for the Water & Wastewater system, and agrees to sign-offs in SLD 12 Communications as well as the Quality Management Policy, and Quality Management System Representative.

Report Summary

The report is provided to Council on a yearly basis in conjunction with DWQMS to provide an annual review of the Water & Sewer Operations Division of the Public Works Department. Sign-off sheets are included in the report, and the annual reports can be found on the Arran-Elderslie website for review.

Background

The Municipality of Arran-Elderslie has an Operation Plan which is part of the Drinking Water Quality Management Standard.

Every year, as part of the DWQMS requirement a management review is conducted. This report will highlight the Management Review and Annual Water & Wastewater Reports. Typically, in the past Annual Ministry of the Environment Conservation and Parks (MOECP) water inspections are also included, but those results have not been received yet, and will be forthcoming at a future council meeting.

Analysis

1. Incidents of Regulatory Non-Compliance:

The MOECP has conducted the Tara Drinking Water System Inspection on May 13, 2021 and the Arran-Elderslie Inspection was conducted June 17, 2021. Both inspections were done on-site with proper Covid protocols followed. The MOECP has also switched to a new online system that has been slow in sending out the final reports for these inspections. At this point the Municipality has received very little information in regard to the inspection findings, and a Council report will be forthcoming in the future once these inspections are received.

2. Incidents of Adverse Drinking Water Tests:

The Arran-Elderslie Drinking Water System has one (1) adverse microbiological sample taken in the 2020 calendar year. The sample occurred on June 1, 2020, at the Albert Street Lift Station in Paisley. The results found two (2) total coliform in a distribution sample. Subsequent re-samples were completed indicating no adverse conditions, authorities were notified and the event resolved. AWQI number #150127 was issued for the event.

The Tara Water System also had one (1) adverse microbiological sample taken in the 2020 calendar year. The sample occurred June 8, 2020, at the Tara Well #2 & 3 Point of Entry (POE) sample. The sample showed one (1) total coliform on the POE sample. Subsequent re-samples were completed indicating no adverse conditions, authorities were notified and the event resolved. AWQI number #150195 was issued for the event.

3. Deviations from Critical Control Point Limits & Response Actions:

The following are considered critical control points from the Risk Assessment completed on the water system: Low Chlorine Residual, Chlorine Pump Failure, Ultra-Violet Failure, Power Outage, Chlorine Contact Time Issues, Watermain Breaks, and Low Distribution Pressure.

In 2020, the Arran-Elderslie Water System had an operator respond to five (5) alarms, three (3) of which were related to critical control points. These alarms included one (1) low chlorine residual, and two (2) power outage related. There were also two (2) wastewater alarms.

Paisley had an additional one (1) alarm for a critical control point for a chemical

pump failure.

Staff had additional two (2) wastewater alarms in Paisley and a call-out for an emergency locate.

An operator responded to an additional twenty-six (26) alarms for the Tara Water System, twenty (20) of which were critical control point alarms. Those included seven (7) power related, six (6) for UV related problems, three (3) turbidity alarms, two (2) pressure and chlorine related each. Additional alarms included two (2) calls for leaks, two (2) related to temperature equipment failures, and one each for an emergency locate, and residential complaint related to discolouration caused by the Fire Department.

Overall, Staff responded to thirty-five (35) alarms in the 2020 calendar year, from the thirty-two (32) alarms responded to in 2019. Though most systems remained fairly consistent, the Tara water system saw a large spike in call outs. This can be attributed to the rehab work that was completed on both well #2 and well #3. Staff saw pressure, turbidity, and UV alarms increase drastically after this work was completed. The cleaning of the aquifer likely contributed to the sharp increase. Additionally, extreme weather events continue to contribute to both power and wastewater related alarms.

4. Risk Assessment Process of DWQMS:

The risk assessment process for both the Arran-Elderslie and Tara Drinking Water System was completed internally by Staff in April of 2020. This process was completed in relation to internal training for the DWQMS and was thought to be a good process to complete as part of the training for new Staff members. This is triggered every three (3) years for review purposes.

5. Internal and Third-Party Audit Results:

An Internal Audit was conducted by Staff in October 2020. The review for these audits has become extremely difficult with the current Covid pandemic. It was difficult to meet with Staff in person to conduct interviews. It was also difficult to get new signatures completed into the current manuals with remote meetings etc. Nevertheless, the inspections went very well with a lot of these types of minor non-conformance and opportunity for improvement issues being addressed. Staff work to a resolution of these improvements and implemented necessary changes.

An External Audit was conducted for the DWQMS on November 13, 2020. This was a surveillance audit conducted off-site with just a document review due to the Covid pandemic. The external audit found no minor or major non-conformances, and six (6) opportunities for improvement that Staff reviewed and took into consideration for implementation.

6. Results of Emergency Testing:

In conjunction with the review of the DWQMS manual in April 2020, Staff also reviewed all emergency policies.

Again, with new Staff hired it was believed that reviewing all policies would be best to get Staff familiar with Emergency Response Plans. These ERPs relate directly to the risk assessment review we completed allowing Staff to look at each ERP.

7. Operational Performance:

The last two years have seen both the BMTS fibre project and now the EPCOR gas project will be keeping locates within the department extremely busy. Staff are marking all water and wastewater mains and services as well as hydrants, valves etc.

The Arran-Elderslie Water & Sewer Operations Division of the Public Works Department is currently employs three (3) certified operators and one (1) operator in training. The Division has seen extensive increase in locate volume. As a group, the Division was asked to obtain information from various infrastructure to comply with the Asset Management Plan. The GIS program has largely run through the Water & Sewer Operations Division of the Public Works Department over the last two years. We are also part of the Emergency Planning through the County. With the purchase of our camera, we seem to be at an increasingly large amount of storm water issues within the Municipality.

8. Roles, Responsibilities and Authorities of the Owner and Top Management:

SLD-9 is the section of the Operational Plan that lists the roles and responsibilities of everyone's position and is included in this report. This has been included for the second consecutive year to highlight the importance of each of the roles and responsibilities. There are training opportunities that exist for Council and Management to take a course through the Walkerton Clean Water Centre pertaining to these roles.

9. Summary of Key Performances Element 15:

DWQMS Element 15 is the infrastructure, maintenance, rehabilitation, and renewal portion of the operational plan. The following key performance indices will be highlighted in this review, water per capita, numbers of water main and service leaks, new services connected in each town, and meters of water main replaced. The 2020 water numbers are the recorded numbers processed through the treated water at each water plant or site. The following numbers indicate approximate usage by Arran-Elderslie water users:

Chesley:	2020 Usage of 215,079m ³ or 226m ³ per connection
	2019 Usage of 205,358m ³ or 217m ³ per connection
Paisley:	2020 Usage of 110,147m ³ or 203 m ³ per connection
	2019 Usage of 101,813m ³ or 190m ³ per connection
Tara:	2020 Usage of 109,911m ³ or 215m ³ per connection
	2019 Usage of 110,492m ³ or 218m ³ per connection

** The Arran-Elderslie Water Plant sold nearly 3300m³ of bulk water last year, those numbers have been excluded from the above figures.

10. Water Main Breaks and Service Leaks 2020

The Chesley distribution system had two service leaks, two services replaced and two additional services added to the system. In addition, in late 2019, services were added to the system from the Jeasnic Estate property.

The Paisley distribution system had one water main break and one service leak in 2020. In addition, one new service was installed in Paisley.

The Tara distribution system had three (3) water main breaks and one service leak in 2020. An additional seven (7) services were connected to the system all in the Chestnut Hill Development.

11. Water Main Replacement in 2020

In conjunction with the replacement of the bridge in Chesley, Moorefield Excavating replaced an old eight inch cast main from Elliott Park to the intersection at 4th Street in Chesley with a new twelve inch main. The project was about two hundred and ten meters (210m) in length at a cost of approximately eight hundred twelve dollars a meter (\$812.00/m).

In September of 2020, Arran-Elderslie Staff completed a project on Nelson Street in Paisley. This removed an undersized two-inch water main which had several breaks and provided no fire protection. Municipal staff installed a six-inch water main with two new hydrants for adequate fire protection on the street. In addition, five vacant lots were also serviced for possible future development. The project was two hundred and twenty meters (210m) in length at a cost of about four hundred ninety-three dollars a meter (\$493.00/m)

12. Raw Water Supply and Drinking Water Quality Trends:

The Arran-Elderslie and Tara Drinking Water System has undergone extensive work in the past few years to ensure reliability and production of the raw water supply in each town.

The Arran-Elderslie system has had motors replaced in both CP#2 and CP#3 well in the past three years. Included in these jobs is rehabilitation work within the well, and a review of overall condition like piping and check valves.

As mentioned in many of the past management reviews, CP#1 well has continued to have on-going issues. The capital budget for 2021 has money set aside to begin the process of exploring for another water source within the Community Park area. This should be forthcoming at the next council meeting. In June of 2021, the Community Park Well #1 was taken offline. The well, drilled in 1948, continued to have on-going issues with static levels within the well. Then a second failure on the well occurred when large amounts of air were being pushed into the water plant on each start-up of CP#1. This could be caused by a failed check valve or hole within the well house piping. It was determined by Staff that CP#1 be taken offline and that efforts be put forward to

finding an alternative water source rather than expensive rehabilitation work. CP#2 and CP#3 ran very well through the hot days of summer with no issues for demand.

The Tara Drinking Water System has also seen extensive work completed to the wells. In October 2019 a new wet-end pump was installed at Well #2 in Tara, and the well piping was shortened by twenty (20) feet. In June of 2020 Well #3 in Tara had the pump, motor and three lengths of pipe replaced within the well. This work completed could also explain the large volume of call-outs for the Tara Drinking Water System. Problems such as turbidity on start-up, filter related plugging and issues lead to an increase in alarms once the wells were put back into service. After some initial problems, the systems ran relatively well and alarms are down significantly in 2021.

In the 2020 Management Review, Staff informed Council of the possibility of doing further investigative work to Tara Well #3. This would have given Arran-Elderslie the opportunity to have it deemed a Non-GUDI well if sampling criteria and results deemed to be successful. Staff have since decided against this option. Throughout the course of the 2021 calendar year, Tara Well #3 has seen three (3) separate instances of E-Coli on the raw water sample. The current treatment process at Well #3 would be best left alone for efficient and safe treatment of the water.

13. Status and Follow-Up from previous reviews:

As mentioned earlier, Staff are moving forward to seek an alternative drinking water source in the community park for the Arran-Elderslie supply.

The Water & Sewer Operations Division of the Public Works Department continues to lead the GIS program in Arran-Elderslie. Again, this summer we hired a student to move the program forward and get data collected. This process has greatly benefitted Staff with the Ontario One Call locate process. The data collected has allowed Staff to use some of the basic maps for things like the EPCOR gas project. Staff are hoping in the future to streamline this project to make all mapping applications for locates more efficient.

The Municipality has once again signed a three-year contract with SAI Global. This covers three external audits, and in late 2021 will also cover the re-accreditation of the DWQMS. In 2019, Staff looked at the possibility of going with a different firm, but in conversation with local municipalities it was deemed best to stick with SAI Global.

The new workshop being built beside the Arran-Elderslie water plant is about 80% complete and should hopefully be done by the end of October.

14. Changes that could Affect the DWQMS:

The Arran-Elderslie and Tara Drinking Water System both had the license for each system updated in early 2021.

This work was completed in-house which included an updated water financial plan completed by the Water and Sewer Operations Division and the Treasury department. The DWQMS is due to be audited on November 5th of this year, and then two weeks

later the re-accreditation process will begin on the document. This process is required every three years and will be completed by SAI Global.

15. Consumer Feedback:

There were no written complaints from Arran-Elderslie ratepayers in 2020. An after hours call to the pager system resulted in one complaint of dirty water on Brook Street West in Tara. Upon investigation it turned out the Fire Department had been out on practice and was operating hydrants in the area. Often, Staff receive calls from the municipal office or ratepayers and quick response times often diffuse or resolve problems quickly.

16. Resources needed to Maintain the DWQMS:

As mentioned previously resources have been spent this year to update the licenses for both the Arran-Elderslie and Tara Water systems. However, this was handled internally through the Water and Sewer Division and Treasury.

Re-accreditation of the DWQMS is forthcoming in the next six weeks. This again involves Staff time to prepare documents and send them off, and possibly have on-site interviews with the auditing team. In addition, the re-accreditation itself is a six thousand five hundred (\$6,500) dollar expense this year.

17. Results of Infrastructure:

Included in the report is SLD-14 for the 2021 season. Because the report is being delivered later in the year than usual, we can provide a more comprehensive update to the projects completed this year. This table is completed based on MOECP compliance, grants, upgrades, and financial plans. In 2020, the completion of water main projects on Nelson Street in Paisley, and water and sewer replacement to coincide with the bridge replacement in Chesley. Re-hab work on several aquifers as previously mentioned, electrical upgrades included a new VFD on CP#3 well in Chesley. Standby power was installed at the 25 Sideroad meter chamber, and replacement of main electrical switch and louvers at the North End lift station. The legwork for the installation of the UV system to be installed at the Paisley Sewage Plant began and substantial completion of that project ended in July 2021. Further projects this year included the installation of a new six-inch water main at Alma St. in Paisley to coincide with the work completed on Nelson St. last year, removing an old, undersized water main. The Municipality teamed up with CC Underground again this year to directionally drill under the river in Tara from Maria to River Street and through the Brook Street East intersection. Upon completion of this work, Staff completed a new eight-inch water main on Maria St. This replaced a line believed to be installed in 1948 that was the original feed to the Tara water tower. This line has had several breaks over the years and was a much needed replacement. Moorefield excavating also replaced water main on 6th St. SE in Chesley, and water and sewer replacement on 4th Ave SW in Chesley.

The Tara water tower was brought offline in the spring and new cathodic protection was added to the now 12-year-old vessel. Camera work was performed on the Paisley water tower reviewed for integrity. Smaller valve and electrical projects remain on the

agenda for the remainder of the 2021 season.

18. Operation Plan Currency, Content and Updates:

The DWQMS was reviewed by Staff in early April. With new hires, the team was able to review the entire manual. New Risk Assessment guidelines were also reviewed to ensure compliance. Additional time was spent on SOP 20 as guidelines had changed again for the water main break procedure. New traffic policies implemented by the Arran-Elderslie Health and Safety committee were also reviewed. The group went out and did a hands-on Emergency Response Plan to test a new policy implemented for water tower rescue procedure. Many members of the Staff have updated their First Aid and CPR this year. Obtaining training to maintain drinking water certificates has been very difficult for Staff during Covid. Many of the courses have been cancelled in person, and Staff will continue to be diligent to obtain the proper training via online courses.

19. Additional Suggestions:

The Geotube sludge removal process should be completed at the Paisley Sewage Plant annually. The contents of the bags are being removed about every three (3) years now and trucked to the Arran landfill. It may be worthwhile for the Municipality to look at possibly setting up a bio-solids compost license. The recently purchased property adjacent to the Chesley landfill could be a viable spot. This would also cut down on Staff time for trucking our current compost to other sites.

With natural gas now entering the area, transferring heat over in some facilities as well as looking at installing natural gas generators will be reviewed in conjunction with financial plans.

Link to Strategic/Master Plan

This report aligns with the DWQMS SLD-12 Owner Communications, and SLD-20 Management review. It also ties-in to both the Water and Sewer Financial plans.

Financial Impacts/Source of Funding

The DWQMS document requires Staff resources on a yearly basis. The Ministry of Environment Conservation and Parks requires external audits for accreditation. Internal audits are conducted both by Arran-Elderslie personnel, and by sharing resources with neighboring municipalities. These all require changes, and staff time to review and implement recommendations.

Municipal staff have completed the financial plans internally, for the water system and are finalizing a sewer financial plan as well. This process aligns with both the Arran-Elderslie and Tara Drinking Water System license approvals that again were completed internally in early 2021.

Approved By: Sylvia Kirkwood, CAO

QMS REP: _____
DATE: _____

Municipality of Arran-Elderslie
Operational Plans
Revision #: 2021-01

OP 6

THE MUNICIPALITY OF ARRAN-ELDERSLIE

Quality Management Policy

The Municipality of Arran-Elderslie owns, maintains and operates two water systems. The Arran-Elderslie Water Treatment Plant and Distribution System serving Chesley and Paisley is one system. The Tara Water Distribution and Supply is the other system. The Municipality of Arran-Elderslie is committed on both systems to:

1. Providing a consistent and safe supply of drinking water to the consumer.
2. Maintain and continually improve the Quality Management System.
3. Comply with applicable legislation and regulations.

It is in the best interest and betterment of The Municipality of Arran-Elderslie for all parties to protect, conserve and take pride in our safe drinking water. Commitment to this valuable resource must come from Top Management and the Owner.

Scott McLeod
Public Works Manager

Steve Hammell
Mayor

Sylvia Kirkwood
CAO

Date: _____

QMS REP: _____
 DATE: _____

Municipality of Arran-Elderslie
 Operational Plans

OP 8

4 QUALITY MANAGEMENT SYSTEM REPRESENTATIVE

This applies to both the Arran-Elderslie (Chesley and Paisley) and Tara Water Systems.

The Water and Sewer Foreman shall be the QMS representative, or his designate. If the Water and Sewer Foreman is absent or unavailable and a QMS representative is not designated, the Council shall designate an alternate.

The QMS representative will be responsible for coordinating the development, implementation and maintenance of processes and procedures needed for the QMS. In addition, the QMS representative will report the effectiveness of the QMS including the need for improvement to Top Management (the CAO and the Public Works Manager) and ensure that the current versions of the documents required by the QMS are in use at all times. The QMS representative will promote the QMS through the Water Department, and make personnel aware of all current regulatory and legislative requirements that are relevant to the operation of the system as per the Operational Plan. Refer to SLD 9.

Appointed QMS Rep: _____

Mark O'Leary

 Scott McLeod

Public Works Manager

 Steve Hammell

Mayor

 Sylvia Kirkwood

CAO

Municipality of Arran-Elderslie

QMS Rep: _____

SLD 12 Pg 3

May 2021

Date: _____

SLD12 – OWNER COMMUNICATIONS REV: 2021-01

Once a year the QMS Representative will present the Annual Water System Report along with a copy of the Drinking Water Quality Management System Operational Plan. These will be distributed to the Mayor and Councillors for review with this sign-off transmittal attached.

Please sign the form below acknowledging that, as an elected official of the Municipality of Arran-Elderslie, you have reviewed the Annual Report and the Drinking Water Quality Management System, Operational Plan for all Drinking Water Systems in the Municipality of Arran-Elderslie.

NAME (print)	SIGNATURE	DATE
Steve Hammell Mayor		
Mark Davis Deputy Mayor (Works/Water Chair)		
Brian Dudgeon Elderslie Ward Councillor		
Ryan Greig Tara Ward Councillor		
Melissa Kanmacher Paisley Ward Councillor		
Ryan Nickason Arran Ward Councillor		
Doug Bell Chesley Ward Councillor		
Sylvia Kirkwood CAO		
Scott McLeod Works Manager		

Concluded



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 27, 2021

Subject: SRECDEV.21.09 Paisley Teeswater Bridge Project Working Group

Report from: Laura Fullerton, Community Development Coordinator

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Approve the proposed composition of the Paisley Teeswater Bridge Project Working Group; and
 2. Appoint the Paisley Ward Councilor to the Paisley Teeswater Bridge Project Working Group.
-

Report Summary

The Municipality is organizing a working group to collaboratively share information with a number of stakeholders and organizations through the duration of the Paisley Teeswater Bridge Construction project.

The mandate of this group will be 'To share information with the community and business owners before, during and after the Paisley Teeswater Bridge construction to ensure the safety and economic prosperity of the community.'

Bi-monthly meetings at the Paisley Community Centre or appropriate location in Paisley (or over virtual platform) commencing October 2021 until the completion of the project is being proposed. The frequency of these meetings may change depending on the stage of the project.

Background

Suggested members of the Teeswater Bridge Project Working Group could include:

- Arran-Elderslie Staff – CAO, Public Works Manager, Community Development Coordinator, Parks, Facilities and Recreation Manager, Deputy Clerk/Clerk
- Paisley Fire Department Representative (to liaison with OPP and Bruce County Paramedic Services)
- Saugeen Valley Conservation Authority Representative
- Bruce County Staff- Transportation and Environmental Service and Planning and Economic Development Representatives
- Paisley Ward Councilor
- Paisley and District Chamber of Commerce President/ board representative (representing business community)

Additional representatives may be consulted or added to the group throughout the project.

Analysis

This group would take on a number of projects including but not limited to:

- Emergency Services logistics
- Business Support
- Logistics - Works Department, Recreation Department
- Advertising and Marketing
- Community Outreach and Communication

The working group would assist in sharing information, solving issues, and ensuring stakeholder organizations are collaboratively responding to issues that will maintain the prosperity of the Village of Paisley throughout the project.

Link to Strategic/Master Plan

None.

Financial Impacts/Source of Funding

Councillor attendance will be compensated based on the Council Remuneration and Expense policy. These costs are expected to be within budget. Participating staff members time and attendance is deemed to be part of normal wages/benefits, so no additional costs will be incurred.

Approved by: Sylvia Kirkwood, Chief Administrative Officer

Agenda Number: 13.1

Resolution No.

Date: Monday, September 27, 2021



Moved by: _____

Seconded by: _____

WHEREAS earlier in this term, Council was asked by staff to receive Agendas for Council meetings excluding the Payables Voucher;

AND WHEREAS Council agreed to give this a try and see how it worked out;

AND WHEREAS the elimination of this important information from the Agenda has, in the opinion of some Councillors, made it more difficult to keep current with the costs of goods and services which fosters better decision-making, to monitor that our tax dollars are spent locally if appropriate and feasible, and to track machinery breakage and damage costs;

AND WHEREAS the Agenda is a public document and this information should be available to foster transparency to our taxpayers;

THEREFORE, Be It Resolved, that beginning at the first meeting of Council in September 2021, the Payables Voucher be returned to the Agenda package for regular Council meetings

Carried

Tabled

Defeated

Mayor Initials

Clerk Initials

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 62-2021

BEING A BY-LAW TO ADOPT A COMMUNITY FLAG RAISING POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish policies;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Municipality of Arran-Elderslie hereby adopts the Revised Flag Raising Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Community Flag Raising Policy, forms part of this by-law.
3. THAT this By-law may be cited as the "Community Flag Raising Policy".
4. THAT By-law 35-2019 is hereby rescinded.
5. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 27th day of September, 2021.

READ a THIRD time and finally passed this 27th day of September, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203 info@arran-elderslie.ca

Policy Name:	Community Flag Raising	Policy No:	CLK04-2021
Department:	Municipality Wide		
Effective Date:	July 9 th , 2018		
Date Revised:	September 27, 2021		
Authority:	By-law 62-2021	Repealed Authority:	By-Law No: 35-2019

1. Purpose:

The Municipality of Arran-Elderslie recognizes that flags are important symbols that can increase awareness of public events, activities, and organizations and that flags can also raise public awareness about significant events and historical commemorations.

2. Community Flag Poles:

Administration Office Flag Pole (1925 Bruce Road 10, Chesley)

Under this policy, the flag pole located in front of the Administration Building is solely for the flying of the Canadian Flag and is not considered a Community Flag Pole. The flag pole located in front of the Works Department Shop is considered a Community Flag Pole.

The following flag pole locations are designated as Community Flag Poles under this policy:

- Elderslie Works Department Shop – 1925 Bruce Road 10, Chesley
- Paisley Community Centre – 391 Queen St N, Paisley
- Tara Rotary Park – 292 Yonge St S, Tara

3. Flag Raising Criteria:

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of fund-raising drives
- Celebration achievement



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203 info@arran-elderslie.ca

-
- Celebration of multi-cultural and civic events
 - Increase public awareness of programs and activities
 - Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community
 - Acknowledge an organization that has helped to enhance the Municipality of Arran-Elderslie in a positive manner

The Community Flagpole will be not used to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations
- Religious organizations or religious events or celebrations
- Celebrations, campaigns or events intended for profit-making purposes
- Supporting discrimination, hatred, violence or prejudice
- In support of groups, organizations, or events that promote belief's contrary to other Municipal policies

4. General Rules:

- 4.3 Approvals and use of the Community Flagpole will be granted on a first come-first served basis.
- 4.4 Flag raisings shall be in connection with a particular event by an organization.
- 4.5 An organization's flag shall be flown no more than once per calendar year.
- 4.6 The period a flag may be flown will be determined on a case by case basis given the nature of the request.
- 4.7 Flags shall only be raised and lowered on those business days that the Municipal Office is open.



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1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
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5. Applications for use of the Community Flagpole:

- 5.1 All requests will be made in writing to the Clerk's Department.
- 5.2 Authority for Approval is delegated to the Chief Administrative Officer or, in their absence, the Clerk or their delegate.
- 5.3 Staff will communicate the approved details of each request to Council by email communication prior to the raising of the flag for information purposes.

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 63 - 2021

BEING A BY-LAW TO AMEND A COUNCIL REMUNERATION AND EXPENSE POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish policies;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Municipality of Arran-Elderslie hereby adopts the Amended Council Remuneration and Expense Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Council Remuneration and Expense Policy, forms part of this by-law.
3. THAT this by-law may be cited as the "Council Remuneration and Expense Policy."
4. THAT By-law 37-2021 is hereby rescinded.
5. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 27th day of September, 2021.

READ a THIRD time and finally passed this 27th day of September, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald
Clerk

Municipality of Arran-Elderslie
Schedule "A" to By-law 63-2021

Policy Name:	Council Remuneration and Expenses	Policy No:	FIN03-2021
Department:	Finance		
Effective Date:	May 10, 2021		
Date Revised:	September 27, 2021		
Authority:	By-law 63-2021	Repealed Authority:	By-Law No: 37-2021

POLICY STATEMENT:

The Municipality of Arran-Elderslie shall provide all Members of Council, Committee Members, and other Appointments reasonable compensation and permitted expense reimbursement for carrying out their respective roles and responsibilities. The Municipality encourages Councillor involvement in order to network with other professionals and further develop their skills and knowledge, and in doing so will incur costs incidental to the performance of municipal business.

PURPOSE:

Section 283 of the Municipal Act, 2001 authorizes Councils to pay remuneration and expenses, and as such, this policy addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments.

SCOPE:

This policy applies to all Members of Council, Committee Members, and other Appointments.

DEFINITIONS:

"Community Volunteer Group" shall mean a group organized by community members at large for a specific purpose for the benefit of the community of Arran-Elderslie.

"Conferences/Conventions" shall mean events, held within or outside of the Municipality, greater than one day in length, providing education and activities related to municipal governance. (See also Seminars)



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

"Council" shall mean the Council of the Municipality of Arran-Elderslie.

"Honorariums" shall mean the remuneration being paid to members of Council to reimburse the members for their daily Council related homework/research, meetings with Municipal staff, impromptu consultation with ratepayers (phone calls, emails, chance meetings etc.) and driving time to meetings.

"Meeting" shall mean any regular, special, or other meetings of Council, of a local board, or of a Committee of Council or said local board, that members have been appointed to by Council, and scheduled public meetings with ratepayers and ratepayer groups, or interdepartmental meetings for the purpose of a municipal initiative.

"Mileage expenses" shall mean costs incurred to travel to regularly scheduled meetings of Council, boards, committees, conferences, seminars, community events, meetings with individual residents and representatives of community organizations.

"Municipality" shall mean The Corporation of the Municipality of Arran-Elderslie.

"Per Diem" shall mean a fixed payment to members of Council for their meetings, participation with ratepayer's groups and committees as appointed by Council, interdepartmental meetings, special events, conferences, and seminars. Travel time is not included where mileage is paid.

"Seminars" shall mean events, held within or outside of the Municipality, of one day or less, providing education and activities related to municipal governance. (See also Conferences)

"Special Events" shall mean events at which members represented the Municipality, such as fundraisers, social events, charity events, grand openings, or other economic development related events.

"Travel/M Meal Allowance" shall mean a fixed amount for meals and incidental expenses incurred while attending conferences or seminars.

POLICY:

1.0 Compensation

Compensation shall be paid at the following rates effective January 1, 2021 and shall be adjusted annually by the cost-of-living increase applied to non-union staff as approved through the budget process.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

1.1 Annual Honorarium

Mayor	\$12,381.00
Deputy Mayor	\$ 7,594.68
Councillors	\$ 6,996.36

1.2 Per Diem

Full Day	\$183.15
Half Day	\$ 91.58
Per Hour	\$ 22.90

- A per hour per diem rate applies to a meeting less than two (2) hours.
- A half day per diem rate applies to a meeting of two to four (2-4) hours or less.
- A full day per diem rate applies to a meeting exceeding four (4) hours.
- When two or more meetings occur in the same day and they are not separated in time by more than two (2) hours then the full day per diem rate shall be paid.

1.3 To minimize administrative tasks for Council, an attendance form (an example as noted in Schedule "D") will be circulated to the Mayor and Council members at each Council meeting (may be acknowledged through virtual attendance). All members of Council will record their attendance at Council as well as any mileage, attendance at Committee or other approved meetings. The record of attendance will be compiled by the Clerks department and submitted to Finance Department at the end of the month for processing on the next payroll.

1.4 When an expense is not recorded, a separate expense report must be filed as noted in Section 11.

2.0 Travel/M meal Allowance

2.1 A daily maximum meal allowance of \$60.00 is established. Amounts more than the daily limit are subject to Council approval and must be supported by receipts.

3.0 Mileage Expenses

3.1 Members of Council will be reimbursed for mileage expenses at the current Municipal mileage rate per kilometer.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 3.2** Travel by Other Means, air, rail, bus or leased automobile may be arranged if more economical than mileage.

4.0 Expenses

- 4.1** Expenses incurred in conjunction with this policy shall be paid upon submission of a duly, authorized invoice for the following:
- Hotel/motel accommodation
 - Parking
 - Registration
 - Mileage
 - Meals, not included with registration, subject to the approved maximum allowance
 - Incidental costs, actual costs other than the above as approved by Council
 - Banquet tickets or event-based activities at a conference, seminar, or special event
- 4.2** The Municipality shall not pay any expenses for the spouse/companion of a Member of Council.
- 4.3** Ineligible expenses include but are not limited to the following:
- Personal entertainment
 - Personal side trips while travelling
 - Flight insurance premiums
 - Charges for excessive personal luggage
 - Personal long distance telephone charges
 - Meals already included in registration/event costs.

5.0 Committees/Boards Appointed by Council

- 5.1** Members of Committees, Boards and other entities appointed by the Council of the Municipality are not financially compensated by the Municipality for their services, unless otherwise approved by Council.
- 5.2** The Members of Council and the public shall be appointed to the Committees, Boards and Agencies/Associations, as per Schedule "B" for the term of Council or until a successor is appointed. The Schedule can be adjusted at the discretion of Council to add/remove Committees.
- 5.3** Appointments will be renewed at the start of the term of Council.
- 5.4** Council shall review the committee appointments every two (2) years.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 5.5** If a Councillor wishes to remove his/herself from a Committee, Council can consider appointing another member of Council to the vacated Committee seat.
- 5.6** If Council is satisfied with the Committee appointments, no adjustment is needed.
- 5.7** A per diem payment to a member of Council for attending meeting will be paid by the Municipality.
- Meetings as defined in Schedule B shall be deemed to be a Half Day, unless exceeds 4 hours, then is a Full Day.

6.0 Council Meetings

- 6.1** Council members participate in regular and special meetings of Council.
- Regularly scheduled Council meetings are deemed to be a Full Day.
 - Special Council meetings are deemed to be a Half Day, unless exceeds 4 hours, then shall be a Full Day.
- 6.2** A per diem payment to a member of Council for attending meetings, as defined within this policy, shall be paid.

7.0 Community Volunteer Group Policy

- 7.1** Community members may work collaboratively on an initiative to provide enhancements to the communities of the Municipality of Arran-Elderslie and seek the involvement of a Member of Council.
- 7.2** A per diem payment to a member of Council for attending meetings of a Community Volunteer Group will be paid by the Municipality where a majority of Council approves the member of Council to attend.
- Meetings shall be compensated based on the hourly per diem for the number of hours in attendance at the meeting.
- 7.3** Where not approved by Council, a Member of Council may choose to attend any such Group but will not be paid a per diem.

8.0 Conference/Conventions Policy

- 8.1** Each Council Member may attend four (4) municipally related conferences/conventions per term of Council. It is at the discretion of each Councillor to determine when and which conferences they wish to attend, to a maximum of 4, as per this policy.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 8.2** No more than three (3) Members of Council shall attend a single conference/convention unless the conference/convention is one which is so diversified in nature that it requires greater attendance or receives prior special Council approval.
- 8.3** If a Councillor desires to attend more than one (1) conference per year, they shall make their intentions of doing so prior to budget deliberations.
- 8.4** Council shall authorize, in advance, attendance that is outside the municipality or outside the province.
- 8.5** A per diem payment to a member of Council for attending a conference/convention will be paid by the Municipality.

9.0 Seminar Policy

- 9.1** Members of Council may attend two seminars per year.
- 9.2** Additional seminars require the prior approval of Council.
- 9.3** A per diem payment to a member of Council for attending a seminar will be paid by the Municipality.

10.0 Special Events Policy

- 10.1** A per diem payment to a member of Council for attending a special event will be paid by the Municipality where a majority of Council approves the member of Council to attend.
- 10.2** For any other special events not covered by Resolution of Council, the Mayor and Deputy Mayor may attend and receive a per diem payment. The Mayor may designate up to two (2) members of Council who may attend such special events and receive a per diem payment.
- 10.3** Other than noted above, Members of Council may choose to attend any such special event but will not be paid a per diem.
- 10.4** The following are excluded from Special Events and are intended to be covered under the Council Honorarium:
- Remembrance Day Celebrations
 - Santa Clause Parade

11.0 Council Approval



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 11.1** The policy refers to the requirement to have the approval of Council, which shall take the form of:
- A Council member may make a verbal request at a Council or Special Council meeting whereby the support of a majority of Council will be considered approval.
- 11.2** In circumstances where there is not sufficient time to address at a Council meeting, the CAO or designate has the authority to grant approval in circumstances consistent with the intention of the policy.
- 11.3** Where a staff member of the Municipality of Arran-Elderslie requests the attendance of a Council member to a meeting or event, this shall be considered eligible for per diem, as per this policy.

12.0 Expense Approval

- 12.1** An Expense Report (Template form provided by Finance, as per Schedule "C") and a receipt of the actual vendor/business providing the goods/services must be submitted for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs, including taxes. A credit card slip for any expense will not be accepted in place of a vendor's receipt.
- 12.2** For this policy, the signing authority shall be:
- For a Member of Council – Treasurer, CAO or Clerk
 - For Committee Member – Clerk or Designate
 - For Other Appointee – Clerk or Designate
- 12.3** An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the CAO or Treasurer if expenses submitted after this date will be approved.

13.0 Accountability

- 13.1** The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- Where a matter cannot be resolved, Treasurer or designate shall prepare a report to Council for its consideration.

13.2 The Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense Report is posted on the Municipality's website.

13.3 Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Municipal business and are eligible in accordance with this policy.

14.0 Effective Date

This policy shall come into force and take effect under Bylaw 63-2021 on the 27th day of September, 2021.

15.0 Review

The Policy shall be reviewed in accordance with the Municipality's policy review schedule.

16.0 Appendices

16.1 Schedule B – Appointment of Members

16.2 Schedule C – Expense Form

16.3 Schedule D – Attendance Form



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

Schedule "B" to By-law 63-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Appointment of Members

Committee	Member Appointed
County of Bruce	
County Council	Mayor
Committees	
Committee of Adjustment	All members of Council
Arran-Tara Fire	1. 2. 3.
Economic Development/Tourism/Promotion	1.
Finance/Personnel	1.
Inter-Municipal Wind Turbine Working Group	1. 2. Public Member: 3.
Paisley Fire	1. 2. 3.
Paisley Fire Sub-Committee	Members as appointed to Paisley Fire, plus Public Member: 1. 2.
Paisley Medical Clinic Advisory	1. 2. Public Members: 3. 4.



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

	5. 6. 7.
Parks and Recreation	1.
Physician Recruitment and Retention	1.
Planning	1.
Protection Services: Police/Fire/Emergency Planning	1.
Roads/Water/Sewer	1. 2.
Waste Management/ Recycling/Cemeteries/Libraries	1.
Boards	
Chesley and Area Joint Fire Board	1. 2. 3.
Agencies/Associations	
Bruce Area Solid Waste Recycling (BASWR)	1.
Grey Sauble Conservation Authority (GSCA)	1.
Municipal Innovative Council Nuclear Innovation Institute (MIC)	
Saugeen Valley Conservation Authority (SVCA)	1.
Saugeen Mobility and Regional Transit (SMART)	1.



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

Schedule "C" to By-law 63-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Expense Form

COUNCILLOR REMUNERATION / EXPENSE FORM

244

NAME: **COUNCILLOR**

MONTH: **JANUARY 2021**

Day of Meeting (enter Date ie Jan 5)	EVENT (provide description of what was attended)	Number of Daytime Evening or All Day Meetings @ \$183.15	Number of Half Day or Special Meetings@ \$91.58	Number of Hourly Meetings@ \$22.90	Total Meetings for Office Use Only	Expenses Including Applicable Taxes	# Of km @ \$0.50 per km	Total Mileage for Office Use Only	TOTAL TO BE PAID	HST included in Expenses /Mileage for Office Use Only
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
					\$0.00			\$0.00	\$0.00	
TOTAL		0	0	0	\$0.00	\$0.00	0	\$0.00	\$0.00	

\$0.00

Meal Allowance - Maximum of \$60 per day, supported by paid receipts, where not included in the registration fee

Shaded fields to be completed by individual completing the claim form.

PLEASE DO NOT ENTER IN THE OFFICE USE FIELDS. THESE WILL UPDATE AUTOMATICALLY.

Signature _____



The Corporation of the Municipality of Arran-Elderslie
Council Remuneration and Expenses

Schedule "D" to By-law 63-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Attendance Form

2021		Municipal CALENDAR				Other	Description	
JANUARY		11	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
FEBRUARY		8	19		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
MARCH		8	22		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
APRIL		12	26		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
MAY		10	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
JUNE		14	28		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							

2021		Municipal CALENDAR				Other	Description	
JULY		12			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
AUGUST		9			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
SEPTEMBER		13	27		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
OCTOBER		12	25		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
NOVEMBER		8	22		Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							
DECEMBER		13			Mileage			
	Mayor Hammell							
	Deputy Mayor Davis							
	Councillor Dudgeon							
	Councillor Greig							
	Councillor Kanmacher							
	Councillor Nickason							
	Councillor Bell							

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 64 - 2021

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
GRANTMATCH

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants to municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enter into an Agreement with Grant Match to assist with government funding applications from time to time;

NOW THEREFORE, COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Corporation of the Municipality of Arran-Elderslie enter into an agreement with Grant Match to assist with government funding opportunities;
2. THAT this Council does hereby authorize and direct the Mayor and Clerk to fully execute the Agreement, attached hereto as Schedule "A" (the Agreement), with Grant Match.
3. THAT Schedule "A", (the Agreement), forms part of this by-law.
4. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 27th day of September, 2021.

READ a THIRD time and finally passed this 27th day of September, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Grant Management Services Agreement

Between

GrantMatch Corp.

(hereinafter called "GrantMatch")

And

Municipality of Arron-Elderslie

(hereinafter called "the Client")

The Parties Hereto Covenant and Agree as Follows:

1. **Services:** GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. GrantMatch is permitted to review the Client's relevant records and discuss with relevant staff (as directed by Client) in order to determine what, if any, possibility exists of securing Government Funding. The Client agrees to provide access to all the relevant supporting documentation necessary to complete the work in a timely manner. For example, the following types of information will be requested in order to make application submissions: Business Numbers, Articles of Incorporation, Financial Statements, Equipment Quotes Etc.
2. **GrantMatch Involvement:** The Client and GrantMatch agree to proceed with a review of the Client's existing and future projects with respect to potential filings. The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation by Client, via email, that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement.
3. **Service Fees:** In consideration of GrantMatch providing the above services, the Client will pay, per funding application approved by the government, or government agency, a tiered percentage, plus applicable sales taxes, as follows:
 - i) **10%** on the first \$1,000,000 of Government Funding approved; and
 - ii) **5%** on the remaining Government Funding approved, greater than \$1 million

Fees are payable upon written approval. Client will retain a 25% holdback, which will be payable upon the first receipt of government funding.

The first round of compliance reporting is included in the above contingency fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr.

Invoices are due within 30 days of invoice date. Invoices outstanding beyond 30 days will incur interest at the rate of 2% per month.

4. **No Recovery:** In the event no Government Funding approval is obtained through the above services of GrantMatch, no fee shall be due or payable by the Client to GrantMatch.
5. **Confidentiality:** GrantMatch shall keep confidential all information disclosed by the Client and use information solely for the services provided hereunder. The Client agrees to keep confidential the terms of this Agreement as they relate specifically to fee structures, amounts and rates, as applicable.

Client Initial _____



2265 Upper Middle Rd E, Suite 101
Oakville, ON L6H 0G5

-
6. **Disclosure:** GrantMatch is permitted to use the Client's logo on GrantMatch marketing materials and communicate that the Client has utilized GrantMatch services. Should there be an opportunity for additional marketing material development that specifically involves the Client, GrantMatch will involve and seek approval prior to marketing distribution (i.e. Letters of Reference/Support, Success Stories, or Feature Articles).
7. **Errors & Omissions:** GrantMatch agrees to partner with the Client by providing ongoing grant management services for the term of the Agreement. GrantMatch will not be responsible for errors or omissions and expressly disclaims any and all liability in connection with the use of these services. GrantMatch will complete best efforts to maximize the Client's total Government Funding.
8. **Agreement Term:** The Client and GrantMatch agree that the initial term of this Agreement is two (2) years from the date of this agreement, which shall automatically renew on an annual basis unless terminated in writing by either GrantMatch or the Client with 30 days prior written notice to the other party. If GrantMatch is actively developing a funding application, GrantMatch shall be permitted to complete the application until it is filed and earn the associated service fees specified in clause 3.

AUTHORIZED SIGNATURE FOR THE CLIENT

AUTHORIZED SIGNATURE OF GRANTMATCH

NAME, TITLE

NAME, TITLE

DATE

DATE

Appendix: A

Government Funding:

Government Funding is defined as, but is not limited to: government grants, non-repayable contributions, tax incentives, tax credits, interest free loans and/or low-interest loans.

Interest Free/Low Interest Loans Benefit Calculation:

GrantMatch fees are only applicable to the savings due to the reduction from Client's current rate of borrowing.

The monthly benefit is calculated using the Client's current annual rate of borrowing for the proposed project, less the annual interest rate on the government loan, multiplied by the outstanding principal, divided by twelve. A discount factor of four percent is then applied to each monthly benefit amount, as calculated above, in order to determine Net Present Value for that monthly period. The sum of the Net Present Value of all periods is then subject to the declining tiered fees outlined in Section three above.

Funding Approval:

Funding Approval is defined as written approval from a government authority that specifies the approved amount.

Currency:

The currency for the GrantMatch fee will be the currency of the country in which the funding is approved.

Government Failed Projects:

Should the funding not be received as a result of the Government not fulfilling its obligations as specified in the contribution agreement, the associated service fees will be based on the Client's received amounts and a balance of payments will occur if necessary.

Contingency Free Funds:

Notwithstanding any other clause in this Agreement, in the event that GrantMatch identifies Government Funding for the Client where the funding program disallows contingency fee arrangements, and the Client agrees to pursue the Government Funding application in any event, the Client agrees to pay the current GrantMatch hourly rate for its services to obtain the government funding. In this case, the fee will be capped and cannot exceed the fees that would have otherwise been payable under Section 3. Payment is due within fifteen (15) days of invoice date. Invoices unpaid thirty (30) days after the respective invoice date will accrue interest at a rate of two (2) % per month.

Lobbying

GrantMatch employees and/or its authorized agents will not communicate directly with Public Office Holder(s) on behalf of Clients. GrantMatch will not communicate with, arrange meetings with, or attempt to influence, Public Office Holders. GrantMatch will not be considered a Consultant Lobbyist, will not be required to register its activities with the Lobbyist Registration System, and will, therefore, remain in compliance with the Lobbying Act. https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h_00008.html

Client Initial _____

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 65-2021

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
REGULAR COUNCIL MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
HELD SEPTEMBER 27, 2021**

WHEREAS by Section 5(1) of the *Municipal Act 2001, S.O. 2001, c. 25, as amended*, grants powers of a Municipal Corporation to be exercised by its Council; and

WHEREAS by Section 5(3) of the *Municipal Act, S.O. 2001, c.25, as amended*, provides that powers of every Council are to be exercised by By-law unless specifically authorized to do otherwise; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Arran-Elderslie for the period ending September 27th, 2021, inclusive be confirmed and adopted by By-law.

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. The action of the Council of the Municipality of Arran-Elderslie at its regular meeting held September 27th, 2021 in respect to each motion and resolution passed, reports received, and direction given by the Council at the said meetings are hereby adopted and confirmed.
2. The Mayor and the proper Officials of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
3. The Mayor and Clerk, or in the absence of either one of them, the Acting Head of the Municipality, are authorized and directed to execute all documents necessary in that behalf, and the Clerk is authorized and directed to affix the Seal of the Corporation to all such documents.

READ a FIRST and SECOND time this 27th day of September, 2021.

READ a THIRD time and finally passed this 27th day of September, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk