



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Meeting No. 15-2021
Tuesday, May 25, 2021, 9:00 a.m.
Council Chambers
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)	1
5. Business Arising from the Minutes	
6. Public Meeting(s)	
7. Delegation(s)	
7.1. Paisley Artscape Society - Paisley Street Sculpture Project	15
8. Correspondence	
8.1. Requiring Action	
8.1.1. Alex Ruff request for 988 Motion from Municipalities	19
8.2. For Information	
8.2.1. MPP Walker announces expansion of access to Dental Care and Affordable Prescription Drugs for vulnerable seniors	20
8.2.2. Advocacy for Reform MFIPPA	21

8.2.3.	AMO 2021 Training Human Rights and Equity The Role and Obligations of Municipal Leaders	23
8.2.4.	South Bruce Peninsula Council 988 Support Motion	24
8.2.5.	Gravel Watch Ontario	26
9.	Staff Reports	
9.1.	CAO/Clerks Department	
9.1.1.	SRCLK21 21.09 Updated Code of Conduct Policy	36
9.2.	Treasurer	
9.3.	Works Manager	
9.3.1.	SRW.21.20 Disposal of Surplus Goods	74
9.3.2.	SRW.21.19 Calhoun Municipal Drain	79
9.4.	Building Department	
9.5.	Recreation Department	
9.5.1.	SRREC 21.10 Chesley and Tara Community Centre Painting Project	80
9.5.2.	SRREC 21.11 Paisley Tennis Court Project	87
9.5.3.	SRREC 21.12 Paisley Dog Park	90
9.6.	Fire Departments	
9.7.	Community Development Co-ordinator	
9.8.	Planning Department	
10.	Reports of Members	
11.	Health and Safety	
12.	Other Business	
13.	Notice of Motion	

14.	By-laws	
14.1.	By-Law No. 30-2021 - Assume Stormwater Management Pond - Chestnut Hill Crescent	94
14.2.	By-Law No. 35-2021 Amend Fees and Services By-Law	95
14.3.	By-Law No. 37-2021 Adopt Council Remuneration and Expense Policy	98
	Treasurer, Tracey Neifer has made the recommended changes to the policy presented at the May 10, 2021 policy. Tracey will provide a brief overview of these changes to Council prior to the passing of By-Law No. 37-2021.	
14.4.	By-Law 38-2021 Conferences and Conventions Policy Amendment	114
15.	Closed Session (if required)	
	i. Personal matters about an identifiable individual, including municipal or local board employees	
	ii Advice that is subject to solicitor-client privilege, including communications necessary for that purpose	
	Item 1 - Building/Bylaw Department	
	Item 2 - Acting CAO	
	Item 3 - Works Manager	
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	117
20.	Adjournment	



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

Meeting No. 14-2021
Monday, May 10, 2021, 9:00 a.m.
Council Chambers
1925 Bruce Road 10, Chesley, ON

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

Council Absent: Councillor Doug Bell

Staff Present: Christine Fraser-McDonald - Acting CAO
 Julie Reid - Deputy Clerk
 Scott McLeod - Public Works Manager - Present Electronically
 Tracey Neifer - Treasurer
 Carly Steinhoff - Recreation Manager - Present Electronically
 Pat Johnston - Chief Building Official - Present Electronically

1. Call to Order

Mayor Hammell called the meeting to order at 9:00 am. A quorum was present.

2. Adoption of Agenda

Council passed the following resolution:

14-194-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of Monday, May 10, 2021 be received and adopted, a distributed by the Clerk.

Carried

4. Adoption of Minutes of Previous Meeting(s)

4.1 April 26, 2021 Regular Council Meeting Minutes

Council passed the following resolution:

14-195-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held on April 26, 2021.

Carried

7. Delegation(s)

7.1 John Bradley, Abraflex - Water & Sewer Services - Paisley

John Bradley from Abraflex provided an update to Council regarding his previous delegation to extend water and sewer services up North Street in Paisley. They have now decided to run the waterline from Ross Street but they still need to run the sewer line and would like to explore ways of possible cost savings.

John wanted to let Council know that Abraflex is committed to helping with future development in the Municipality where possible.

Council thanked John for his support.

7.2 Support for Community Website Updates -Jennifer Christie, Peter Knipfel, Krista Gill

Jennifer Christie was joined by Peter Knipfel, and gave a presentation to Council regarding updates to the Paisley and Chesley tourism websites and the creation of a tourism website for Tara. Jennifer stressed the effects the pandemic has had on local businesses in the area and the benefits the websites would bring to assist small businesses in rebuilding our local economy.

The websites will be linked to Bruce County's tourist website as well which will attract further attention and reach a larger population.

Scott and Mary Lynn Cumming also provided their support to the project which Jennifer presented verbally during the presentation.

The services to update and create the websites would be provided by Tourist Town, who is currently the host of the current Paisley and Chesley tourism websites. The Paisley and District Chamber of Commerce, Chesley District Chambers of Commerce and Tara Downtown Improvement Association are looking for financial support from Council to proceed with the updates.

Economic Development Coordinator, Laura Fullerton has provided Council with a report today regarding this project in further detail.

Council thanked them for their presentation.

8. Correspondence

8.1 Requiring Action

Council passed the following resolution:

8.1.1 Proposed location for drive-in concerts this summer - Paisley Blues Festival

Subsequent to further discussion, Council passed the following resolution:

14-196-2021

Moved by: Deputy Mayor Davis
Seconded by: Councillor Nickason
 Be it Resolved,

That Council has previously approved the location of the parking lot behind the Paisley Community Centre for live music performances from June 26 to August 28, 2021 this summer; and

That Council approve the proposed location of the skateboard park property located at 294 James Street for drive-in concerts this summer in the event that COVID-19 restrictions will not allow for in-person concerts at the original location behind the Paisley Community Centre.

Carried

8.2 For Information

Council passed the following resolution:

14-197-2021

Moved by: Deputy Mayor Davis
Seconded by: Councillor Nickason

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 Department

9.1.1 SRCLK.21.06 OPP Detachment Board

Clerk, Christine Fraser-McDonald responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-198-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved

1) THAT the Council of the Municipality of Arran-Elderslie hereby approves Report No. SRCLK-2021-06;

2) AND agrees in principle to the composition of the OPP Detachment Board;

3) AND FURTHER directs staff to continue to work with the participating municipalities in submitting the OPP Detachment Board proposal.

Carried

9.2 Treasurer

9.2.1 SRFIN.21.10 - Policy - Council Remuneration and Expenses

Treasurer, Tracey Neifer, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-199-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

1) That SRFIN.21.20 be received for information – Policy - Council Remuneration and Expenses, and

2) That the By-Law to adopt the Council Remuneration and Expenses Policy be read, and approved by Council, and

3) That the By-law to amend the Conference/Convention Policy be read and approved by Council.

Carried

9.2.2 SRFIN.21.21 - Financial Reporting and Budgeting Software

Treasurer, Tracey Neifer, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-200-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

- 1) That SRFIN.21.21 be received for information – Financial Reporting and Budgeting Software, and
- 2) That staff work with Public Sector Digest to finalize the purchase of Citywide Budgeting software, and
- 3) Further that the purchase be exempt from Article 4 of the Procurement Policy.

Carried

9.2.3 SRFIN.21.22 March 31 Financial Report

14-201-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

- 1) That SRFIN.21.22 be received for information – Financial Report March 31, 2021.

Carried

9.3 Works Manager

9.3.1 SRW.21.18 Hot Mix Pavement Tender

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

Subsequent to further discussion, Council passed the following resolution:

14-202-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

- 1) That SRW.21.18 be received – Award Tender– Hot Mix Pavement; and
- 2) That Council awards the quote to supply and apply HL3 Asphalt cement to Harold Sutherland Construction (Walker Industries) in the amount of \$337,955.00 (excluding applicable taxes), for Tender A and Tender B, consisting of Concession 2 Arran, Nelson St. Paisley, 4th St NW. Chesley and Brook St West, Tara.
- 3) That Council award the quote to supply and apply HL3 Asphalt cement to Multiple Enterprises Inc. in the amount of \$10,728.00 (excluding applicable taxes), for Tender C consisting of Hwy #21 Blvd and Yonge St. South Blvd.
- 4) Being financed from the following Account Numbers 02-2549-7134, 02-2533-7134, 02-2527-7134, 02-2551-7134 (2021 Capital – Expenditures)

Carried

9.3.2 SRW.21.17 GSS Contract for Overall Responsible Operator

Water/Sewer Foreman, Mark O'Leary, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-203-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

- 1) That Council receives Report SRW.21.17 – GSS Contract for Overall Responsible Operator; and
- 2) That Council approves Option #1 provided in this report and directs Staff to draft a letter as per the current agreement and terminate its contract with GSS Engineering for ORO services.

Carried

9.4 Building Department

9.4.1 SRCBO.21.04 April Building Permit Information

Chief Building Official, Pat Johnston, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-204-2021

Moved by: Deputy Mayor Davis
Seconded by: Councillor Nickason
 Be It Resolved,

That SRCBO.21.04 – Building Permit Information –April 2021– be received for information purposes.

Carried

9.5 Recreation Department

9.5.1 SRREC.21.09 Award RFP - Paisley Community Centre LED Lighting Project

Recreation Manager, Carly Steinhoff, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-205-2021

Moved by: Deputy Mayor Davis
Seconded by: Councillor Nickason
 Be It Resolved that Council hereby:

- 1) Receive the Report SRREC 21.09 regarding the Award Request for Proposal – Paisley Community Centre LED Lighting Project; and
- 2) That Council hereby award the quotation to Stinson Electric in the amount of \$ 23, 450.49 plus applicable taxes.

Carried

9.6 Fire Departments

9.6.1 SRF.21.02 Request for Disposal of the 1991 GMC Fire Truck as surplus

Council passed the following resolution:

14-206-2021

Moved by: Deputy Mayor Davis
Seconded by: Councillor Nickason

Be It Resolved,

- 1) That SRF.21.02 be received for information – Request for disposal of 1991 GMC Fire Truck, and
- 2) That Council approves staff recommendation to declare the 1991 GMC Topkick Fire Truck as surplus, and
- 3) That Council approves staff recommendation to dispose of the surplus 1991 GMC Fire Truck by posting for sale on the website and other classified sites, and
- 4) That Council approves the donation to First Nations in Northern Ontario if reserve bid not met

Carried

9.6.2 SRF.21.03 Request for Authorization to Install Dry Hydrant System

Council passed the following resolution:

14-207-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved,

- 1) That SRF.21.03 be received for information – Request Authorization to Install Dry Hydrant System; and
- 2) That Council approves staff entering into agreement with and to install a dry hydrant system for rural water supply on private land,

Carried

9.7 Community Development Co-ordinator

9.7.1 SRECDEV.21.04 May Economic Development Update

Economic Development Coordinator, Laura Fullerton, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-208-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved, THAT Council hereby:

1) Accept report SRECDEV.21.04 May 2021 Economic Development Update for information.

Carried

9.7.2 SRECDEV.21.05 - Community Website Project

Economic Development Coordinator, Laura Fullerton, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

14-209-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved, THAT Council hereby:

- 1) Accept report SRECDEV.21.05 Community Website Project;
- 2) THAT Council approve the ongoing costs for the Chesley, Paisley and Tara websites from OPG Community Grant Account 01-0000-2107
- 3) THAT Council approve the \$1,500 initial 2021 website setup cost for Tara from Tara Downtown Revitalization Account 01-7410-9132

Carried

10. Reports of Members

During Reports of Council, there was a short recess as there was no quorum present.

Davis:

Deputy Mayor Davis requested an update from our bylaw department. He has Councillor Bell's number in Toronto and will provide it to our Acting CAO/Clerk to pass along to other Council Members and Staff who may wish to contact him.

Greig:

Councillor Greig attended the Grey Sauble Meeting on April 28th and noted that there may be service interruptions due to staffing shortages at the Grey Sauble Conservation Authority. He has received a few complaints which have been addressed by bylaw enforcement.

Kanmacher:

Councillor Kanmacher has received numerous calls regarding bylaw issues. She also had a follow-up call after a previous delegation on food shortages in Grey

Bruce. She had a Zoom meeting with the owners of Starks Mill regarding Attainable Housing and attended the Tom Boi re-opening as well.

Nickason:

Councillor Nickason has had one complaint regarding a drainage issue.

Hammell:

Mayor Hammell announced the Physician Recruitment Committee has successfully recruited Dr. Samantha Chittick who will take on many of Dr. Thomson's previous patients.

Mayor Hammell also attended the Day of Mourning Flag raising at the Elderslie Shop.

14. By-laws

14.1 By-Law 28-2021 - Authorize Execution of a Development Agreement 14-210-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 28-2021 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 28-2021 being a By-law to Authorize the Execution of a Development Agreement between Don McAllister and the Municipality of Arran-Elderslie.

Carried

14.2 By-Law No. 31-2021 - Appoint a CAO

14-211-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 31-2021 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 31-2021 being a By-law to Appoint a Chief Administrative Officer for the Corporation of the Municipality of Arran-Elderslie.

Carried

14.3 By-Law No. 32-2021 - Sale of Surplus Lands Policy

14-212-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 32-2021 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 32-2021 being a By-law to Adopt a Sale of Surplus Lands Policy

Carried

14.4 By-Law No. 33-2021 Original Road Allowance and Original Shore Road Allowance Policy

14-213-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 33-2021 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 33-2021 being a By-law to Adopt an Original Road Allowance and Original Shore Road Allowance Closure and Sale Policy.

Carried

14.5 By-Law No. 34-2021 Tara Lagoon Rental Agreement

14-214-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 34-2021 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 34-2021 being a By-law to Authorize the Execution of an Agreement for the Rental of the Tara Lagoon Property between Sharedon Farms Ltd and the Municipality of Arran-Elderslie.

Carried

15. Closed Session (if required)

The Mayor advised that Council go into Closed Session at 11:58 a.m. for the purpose of matters identified in the motion below.

14-215-2021

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

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
- (X) personal matters about an identifiable individual, including municipal or local board employees
- () proposed or pending acquisition or disposition of real property
- () labour relations or employee negotiations
- () litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- () 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:

Acting CAO/Clerk - Christine Fraser-McDonald

Deputy Clerk - Julie Reid

Cheryl Roberts - Animal Control Officer

Carried

16. Resolution to Reconvene in Open Session

Council passed the following resolution:

14-216-2021**Moved by:** Deputy Mayor Davis**Seconded by:** Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 12:15pm

17. Adoption of Closed Session Minutes

Council passed the following resolution:

14-217-2021**Moved by:** Deputy Mayor Davis**Seconded by:** Councillor Nickason

Be It Resolved; that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated April 26, 2021.

Carried**19. Confirming By-law**

Council passed the following resolution:

14-218-2021**Moved by:** Deputy Mayor Davis**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 36-2021 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 36-2021 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, May 10, 2021.

Carried**20. Adjournment**

Council passed the following resolution:

14-219-2021**Moved by:** Deputy Mayor Davis**Seconded by:** Councillor Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 12:18pm.

Carried

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



Supporting Public Art
In Paisley And Area

Paisley Artscape Society

Arran-Elderslie Municipal Council

Dear Council,

17th May 2021

The Paisley Artscape Society (PAS) has secured funding for one public sculpture to kick-start the Paisley Street Sculpture Project (PSSP). In the fall of 2020, Mary Gail Johnston attended a Council meeting on behalf of PAS to request Council's support for the PSSP and seek approval for locating a public sculpture on municipal property. Following a public call for artists, PAS has selected the work of Darrell Markewitz and Kelly Probyn-Smith of Proton Station, ON as the successful submission.

With Council's approval, the inaugural sculpture for the PSSP would be located in front of the Paisley Community Centre where one of the trees has been removed. The sculpture will sit on a base of limestone and will be anchored in place by stainless steel bolts.

The sculpture is an interactive model highlighting river activities such as canoeing and fishing. Please refer to the attached drawing "Wave Action" for some details of the sculpture. Note that the gearing for the piece will incorporate recycled parts from bicycles and will be enclosed for safety purposes.

Thank you very much for your interest and support for public art in our community.

Sincerely,

Ken Cormack,

President, Paisley Artscape Society
Paisley Artscape Society

519-353-8739

paisleyartscapesociety@gmail.com

‘Wave Action’
PSSP 2021
Kelly Probyn-Smith & Darrell Markewitz

Framed by bright waves, fish jump and ducks dive, while paddlers cruise on by. Who wouldn't enjoy a day on the river, here in Paisley!

As our submission for the Paisley Street Sculpture Project we propose making a mobile piece powered directly by community interaction with it. The longstanding relationship that Paisley has with their unique position on the confluence of the Saugeen and Teeswater rivers, and the aspects of the community's long standing environmental interplay with the waters, would be showcased by this work. The sculpture is framed by a box which represents the river. Contained within the box are a number of formed metal pieces – both forged and cut sheet of varying materials, some brightly painted. These are variously attached to a protectively hidden internal gear track, with motion driven by the cranking of a central handle. Proposed potential moving elements include : waves, canoe and kayak, various fish, a turtle, ducks and geese, cattails or reeds, possibly even a swimmer. Driven by the handle, The main ‘boat’ elements travel across the top, some pieces back and forth, and some to rotate in and out of the ‘water’.

This is a collaborative effort by emerging artist Kelly Probyn-Smith, and long experienced artisan Darrell Markewitz (who has participated in the Elora Sculpture Project since 2013). An additional ‘ecological’ element will be that the gearing will be built from various discarded bicycle parts.

It is hoped that the jury can assess the general concept of the sculpture, as the exact details of the gearing will largely determine the final number and position of the final moving elements.

Technical :

- The basic framing will be of welded structural angle. The ideal placement for the crank handle should be about 30 inches above ground level. This would also place the top (moving) parts at at least 40 inches high, which should keep these out of the range of vary small children. Additionally, the tip of the handle would be best placed to the same line as the mounting stone block (to keep it from projecting out towards passers by) As the exact size of the anchor block and the position of the mounting bolts is unknown at this point, the exact details of the framing will need to be adjusted.
- The enclosing ‘box’ will be made of 20 gage stainless steel sheet. This is basically weather proof, and will additionally have decorative enamel paint applied to it.
- The individual figures will be created from stainless steel sheet, forged mild steel and forged copper. Some of these will again have protective / decorative paint, while

some will be left to naturally oxidize.

- All of the gearing and bicycle chain drive will be enclosed inside the framing box.

The top line of the chain will run over the top of the box (but protected at front and rear by the scalloped line of the box as illustrated). The gearing will be constructed so that multiple rotations of the driving handle are required to create motion of the various elements. This will both reduce wear in the components, but also reduce any 'inertia effect' should anyone attempt to over rotate the system.

- Individual small figures will be attached to thin rods, to lift up and out of the box as they rotate.

Images :

M-PS-dancing-boy

A (much) older piece, showing moving joints cut from thin sheet

M-PS-wave-action-R

The initial concept drawing, giving some indication of the internal chain drive system

M-PS-wave-action-S

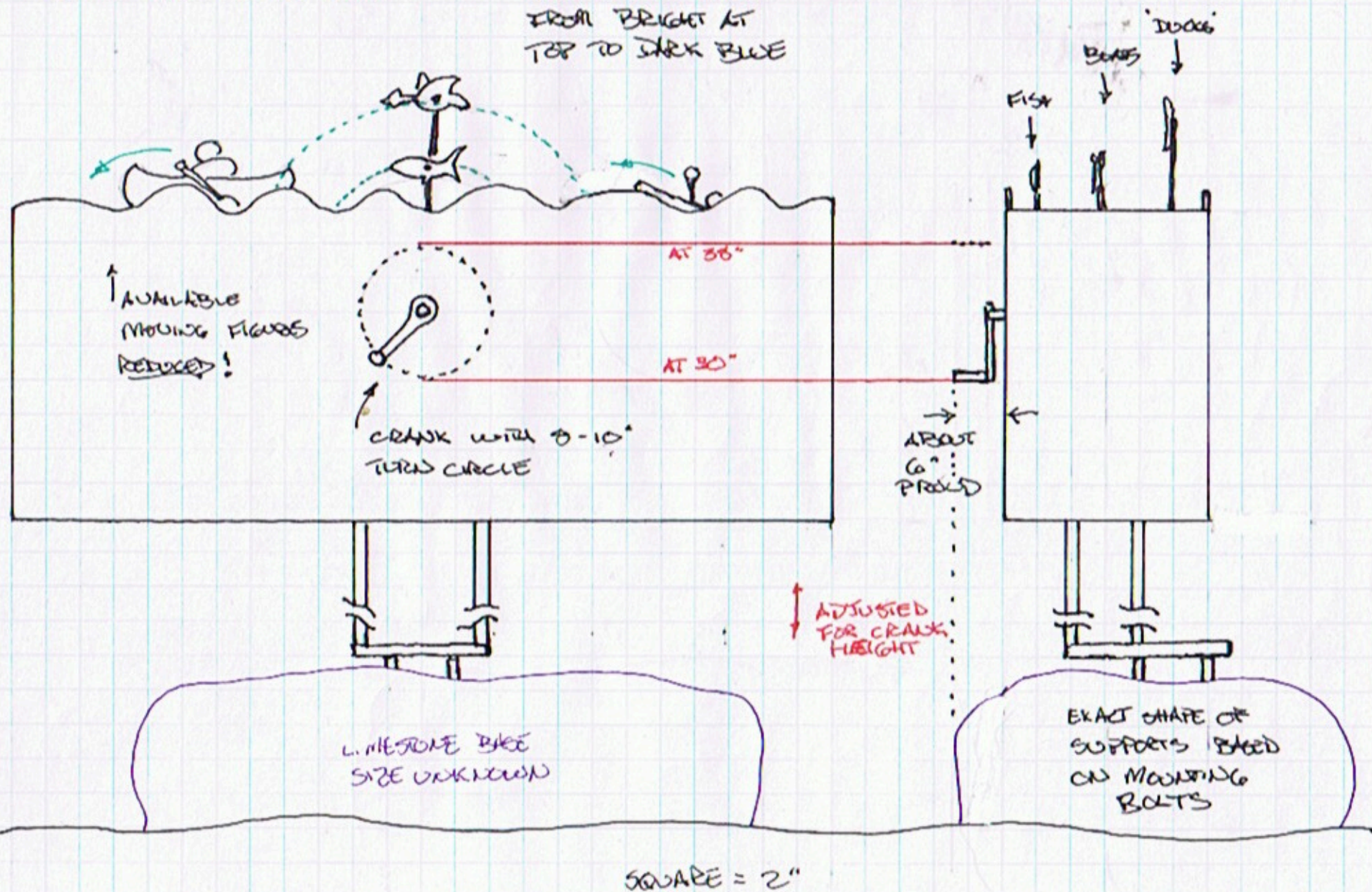
A more polished scaled drawing of the overall installation

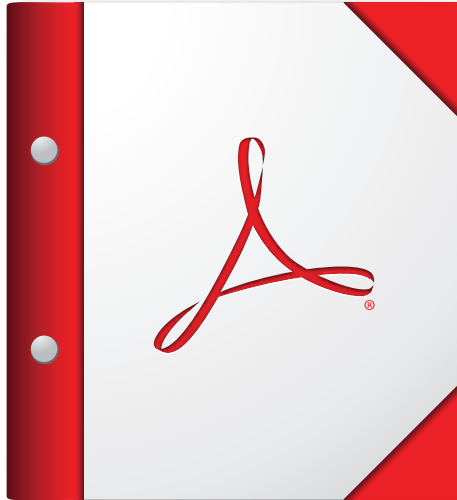
MAIN "BOX" IS 48" LONG
BY 18" TALL BY 12" DEEP

STAINLESS STEEL
PAINTED TO FADE
FROM BRIGHT LT
TOP TO DARK BLUE

"WAVE ACTION"
PROBYN-SMITH + MARKOWITZ
2021 FOR PSP

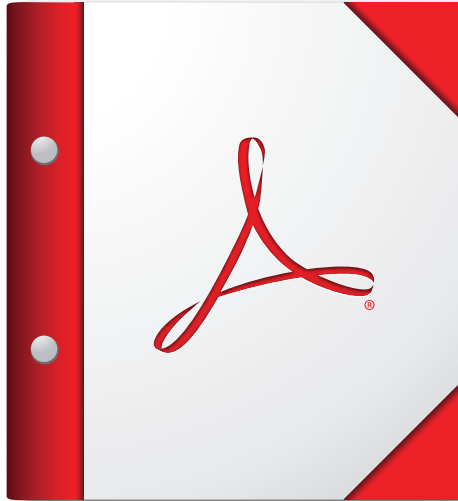
18





**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

May 18, 2021

Ministry of Government and Consumer Services
777 Bay St., 5th Floor
Toronto, ON
M5B 2H7

To Whom it May Concern:

At the Township of Terrace Bay Regular Council Meeting held on Monday May 17, 2021, the following resolution of support was passed.

RE: Advocacy for Reform MFIPPA

Resolution: 122-2021

Moved by: Councillor St.Louis

Seconded by: Councillor Moore

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Township of Terrace Bay, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual; shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

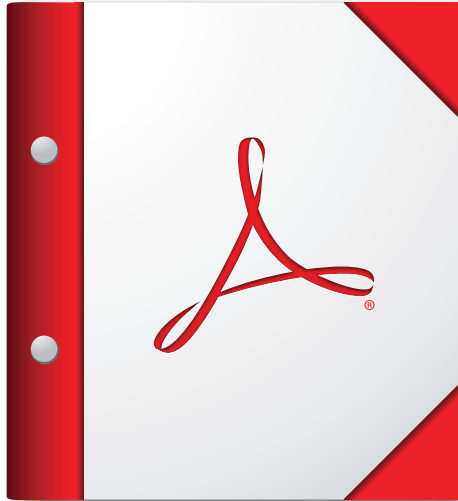
1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

Sincerely,



Jon Hall
CAO/Clerk

CC: Ontario Municipalities



**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



Town of
SOUTH BRUCE PENINSULA

Box 310, 315 George Street, Wiarton, Ontario N0H 2T0

Tel: (519) 534-1400 Fax: (519) 534-4862
1-877-534-1400

May 18, 2021

Alex Ruff, MSC, CD
Member of Parliament (MP)
Bruce-Grey-Owen Sound
1101 2nd Avenue East, Suite 208
Owen Sound ON N4K 2J1
Alex.ruff@parl.gc.ca

Dear MP Ruff:

Re: Support for a 988 Helpline

At their meeting held on May 18, 2021, Council considered your request for support for a Canada wide 988 Suicide and Crisis Hotline.

Council feels that this initiative is extremely important and wish to encourage the government to continue to work toward the implementation of this much needed service.

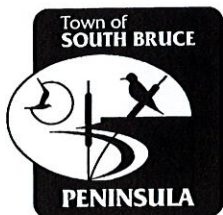
Attached, please find a copy of the excerpt from the Council minutes which includes Council's resolution of support. We ask that you circulate our correspondence and attachment as you see fit and as would assist in making this important service a reality.

Yours very truly,

Angie Cathrae
Director of Legislative Services/Clerk
Town of South Bruce Peninsula
519-534-1400 ext 122
angie.cathrae@southbrucepeninsula.com

Enclosure

cc: MPP Bill Walker; Federal Minister of Health, Canadian Radio-television and Telecommunications Commission (CRTC), municipalities in Grey and Bruce



Excerpt from Council Meeting Minutes – May 18, 2021

12. LS72-2021 MP Alex Ruff, Request for Support for 988 Helpline

Discussion included the increase in the suicide rate and the importance of supporting this initiative.

R-288-2021

It was **Moved** by T. Bell, **Seconded** by P. McKenzie and **Carried**

Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

And whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

And whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

And whereas in 2022 the United States will have in place a national 988 crisis hotline;

And whereas the Town of South Bruce Peninsula recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

Now therefore be it resolved that the Town of South Bruce Peninsula endorses this 988 crisis line initiative;

And that staff are directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the Canadian Radio-television and Telecommunications Commission (CRTC) and local area municipalities to indicate our support.



Dear Mayor and Council,

Gravel Watch Ontario acts in the interests of residents and communities to protect the health, safety, quality of life of Ontarians and of the natural environment in matters that relate to aggregate resources. Today, we share our comments (attached) which we have submitted to the Ontario government. It addresses several issues that concern you and communities across the province. They include the following:

- Cumulative impacts on communities of extraction industries, specifically of aggregate i.e., rock, gravel, sand, and clay;
- Preservation of prime farmland and of water resources necessary for food sustainability and renewable industries;
- Local planning to preserve natural capital through good policy, and practices;
- Resilience in the face of the twin threats of COVID-19 and climate change.

Gravel Watch Ontario recognizes the obligation of communities to protect our agricultural lands, water resources and natural environment, all of which are essential for building a climate-resilient Ontario for future generations. Gravel Watch Ontario has commented on government planning and aggregate policies for over 15 years and works with our members to ensure that policies regulating gravel

extraction do not result in permanent loss of farmland or rural landscape amenities and do not damage the integrity of the water resources supplied by the rural landscape.

We thank you for your significant work on these, offer the attached to assist you, ask you to link us to local community groups facing aggregate issues, and invite you to continue this dialogue.

Sincere wishes for good health.

Bryan Smith, President

Gravel Watch Ontario

info@gravelwatch.org

www.gravelwatch.org

ph: 289 270 7535



Date: April 19, 2021

To: greenbeltconsultation@ontario.ca

From: Gravel Watch Ontario, info@gravelwatch.org

Re: Consultation on Growing the Size of the Greenbelt, ERO number 019-3136

OVERVIEW

The following is a submission by Gravel Watch Ontario (GWO; www.gravelwatch.org) in response to the request for feedback on the Consultation on Growing the Size of the Greenbelt ERO 019-3136. Gravel Watch Ontario is a province-wide coalition of citizen groups and individuals that acts in the interests of residents and communities to protect the health, safety, quality of life of Ontarians and the natural environment in matters that relate to aggregate resources.

Gravel Watch Ontario recognizes the obligation to protect our agricultural lands, water resources and natural environment, all of which are essential for building a climate resilient Ontario for future generations. Gravel Watch Ontario has commented on government planning and aggregate policies for over 15 years and works with our members to ensure that policies regulating gravel extraction do not result in permanent loss of farmland or rural landscape amenities and do not damage the integrity of the water resources supplied by the rural landscape.

The consultation on ways to grow the size of Ontario's Greenbelt is especially timely as the COVID 19 pandemic has highlighted the critical need for food security from local sources during crisis periods and as one of the key factors in the subsequent economic recovery. Ontario has some of the best agricultural land in Canada, much of which is not protected by current land-use planning policies. These lands are a finite, non-renewable resource, and the foundation of one of the province's largest economic sectors, agri-food. Expansion of the Greenbelt will provide permanent protection of the farmland, water sources and natural ecosystems within the proposed Plan area as well as an opportunity for Ontario to become a world leader in farmland conservation. To mitigate the impact of the leapfrogging of development and aggregate extraction beyond the four Provincial Plans, Gravel Watch Ontario believes that more restrictive development policies are required throughout the province.

Overall, Gravel Watch Ontario supports the proposed expansion of the Greenbelt as outlined in the Initial Study Area of the Paris Galt Moraine and Urban River Valleys.

Gravel Watch Ontario agrees with the province that the Paris Galt Moraine is a valuable groundwater system that must be protected. The moraines continue to be under pressure for aggregate development, water takings (including below-water-table extraction), growth as well as the impacts of a changing and variable climate.

Recently an interim licence approval was granted for aggregate extraction of 750,000 tonnes of dolostone per year (for +25 years) in an ecologically rich area of the Paris Galt Moraine in Rockwood, Ontario (Hidden Quarry). Studies have shown that the quarry will impact both municipal and private wells and a provincially significant wetland. Gravel Watch Ontario is concerned that the quarry will serve as a precedent for unlimited extension to adjacent properties and an expansion into a mega quarry site.

In determination of the boundary for the expanded Greenbelt, GWO believes that the following points must be addressed:

- That the Greenbelt boundaries be significantly expanded to include more of Ontario's agricultural land
- That below-water table aggregate extraction be prohibited in the Greenbelt (refer to Bill 71, Paris Galt Moraine Conservation Act, 2019)
- That there be broader moraine protection across the province (i.e. The Oak Ridges Moraine Conservation Act) in addition to the Greenbelt Plan
- That the Moffat Moraine (part of the Paris, Galt and Moffat Moraines ANSI) be included in the Initial Study Area and mapping
- That the Greenbelt Plan policy 4.3.2 (2) (Non-Renewable Resource Policies) which restricts municipal official plans and zoning bylaws from containing provisions that are more restrictive than the policies of the Greenbelt Plan be removed and replaced with 1.4.1 (How to Read This Plan) which states that if the plans, regulations or standards are more restrictive than this Plan, the more restrictive provision shall prevail
- That provincial policy leadership is required to analyze the extent to which the cumulative effect of aggregate extraction negatively impacts groundwater recharge in the moraine areas
- That the province assess the cumulative impacts of water taking and/or permitting in the Greenbelt Plan Study Areas and across the province
- That the outwash gravel deposits adjacent to the moraine that store and transmit groundwater recharged in the moraine to river valleys, and the river valleys that contain the high-baseflow streams fed by discharge from the moraine be included in the mapped area
- Clarification is needed as to how the identification and future protection of the designated areas relate to either the Natural Heritage System or the Agricultural System for the Greater Golden Horseshoe Growth Plan
- Clarification is needed as to how the identification and future protection of the water features relates to existing source water protection policies. For example, how does Greenbelt designation of river valleys compliment and reinforce the source water protection area for the Eramosa River Valley

- In keeping with the directives of the consultation proposal that stipulates the provincial government will not remove lands from the Greenbelt, we request that the government cancel plans to build Highway 413 (GTA West) and the Bradford Bypass (Holland Marsh Highway)

The above relates to the overall protection of the agricultural land base and the connectivity of the natural heritage and water resource systems that sustain ecological and human health and form the environmental framework in south-central Ontario. As requested in the consultation document, we have outlined in detail our answers to your specific questions below.

QUESTION 1

What are your thoughts on the initial focus area of the Study Area of the Paris Galt Moraine?

The Initial Focus Area of the Paris Galt Moraine indicates that the government has a clear understanding of the need to expand the Greenbelt and to protect water resource systems for future generations. Recent investigative studies show that the contributions of the moraine to groundwater recharge and discharge extend well beyond the physical land form and that they influence water flow, temperatures, quality and associated terrestrial and aquatic habitats in the water system. It has been pointed out in submissions by the City of Guelph and the Grand River Conservation Authority (GRCA) that the current mapping fails to consistently include all the glacial outwash areas next to the moraine that provide the groundwater flow linkages between the moraine features and the rivers which are sustained by moraine recharge (i.e. the Eramosa River and other streams identified by the GRCA in their submission).

Both urban development and rural land-use practices such as below-water-table aggregate extraction continue to be at risk to the integrity of the hydrologic and ecological functions of the moraine. The cumulative impacts of both aggregate extraction and water taking must be considered in relation to growth and development.

GWO recommends that a Moraine Protection Act for all moraines in the Province of Ontario be established in addition to the policies of the Greenbelt Plan. We also recommend that the mapping of the Initial Study Area include outwash areas and spillways.

GWO is concerned that the Greenbelt Plan may provide less protection from aggregate extraction than current municipal plans due to the wording of Section 4.3.2 (2) of the Plan. The Grand River Conservation Authority, the Township of North Dumfries, the City of Cambridge and the Region of Waterloo oppose any extension of the Greenbelt Legislation at this time. The Region of Waterloo requests enhanced municipal consultation prior to establishment of final mapping associated with the proposed Greenbelt expansion. They advise that unless policies (language and framework) are

revised, they oppose any extension. Their response to the Province's Consultation on Growing the Size of the Greenbelt is as follows:

"The Greenbelt Plan does not limit municipalities from adopting policies that are more stringent than the requirements of the Greenbelt Plan, except in relation to agricultural uses and mineral aggregate resources. On those topics, the policies of the Greenbelt Plan prevail and municipalities cannot adopt policies that are more stringent."

"The Regional Official Plan also prohibits aggregate extraction in Core Environmental Features. The Greenbelt Plan does not include this prohibition."

"Given that a large share of the region's groundwater recharge areas also overlap with some of the region's largest aggregate deposits, Regional staff have consistently recommended a precautionary approach when considering the extraction of mineral aggregate resources. As noted above, some of these policies are more stringent than the requirements in the Greenbelt Plan."

QUESTION 2

What are the considerations in moving from a Study Area to a more defined boundary of the Paris Galt Moraine?

We agree with the Ontario Federation of Agriculture that the province clarify how defining a boundary to bring the Paris Galt Moraine into the Greenbelt will have regard for other provincial policy directives such as emphasizing a watershed-based approach to water-resource planning and giving recognition to the moraine's role in hydrological functions.

Development of a Paris Galt Moraine Conservation Plan in addition to the Greenbelt Plan would address and protect the features and functions of a more defined Moraine Study Area. GWO recommends that these Moraine Plans be applied province-wide and that:

- they must prohibit below-water-table extraction in clear, straightforward language
- aggregate extraction is not permitted in natural core areas (as in the Oak Ridges Moraine Conservation Plan)

The province must adhere to Section 1.4.1 of the Greenbelt Plan and not have exception for mineral aggregate resources.

QUESTION 3

What are your thoughts on the initial focus area of adding, expanding and further protecting Urban River Valleys?

Both public and private lands must be included to provide protection, avoid fragmentation and act as corridors for wildlife. We do agree with the Ontario Federation of Agriculture that including the Urban River Valleys in the total Greenbelt land area should not be used in order to balance the loss of protected agricultural lands to development and aggregate extraction.

QUESTION 4

Do you have suggestions for other potential areas to grow the Greenbelt?

We believe that Ontario's Greenbelt should be expanded to include more agricultural land. In addition to the Greenbelt Plan, the moraines require a broader province wide Conservation Plan with more restrictive aggregate policies that include no below water table extraction.

Identifying 'food belts' in various regions of the province and by branding the goods produced there encourages Ontarians to grow and buy locally which will contribute to Ontario's economy and promote tourism comparable to the evolution of the Niagara Region's vineyards.

GWO supports Ontario Nature in that the following water resource areas should be protected:

- All moraines within the GGS, given their vital role in providing clean drinking water and mitigating floods;
- Private lands within urban river valleys, since it is primarily private lands, not public lands, that are threatened with urbanization and development;
- Coldwater streams, wetlands and headwaters of river systems since they improve water quality, provide critical habitat for fish and other wildlife and afford many further benefits such as flood control, carbon storage, groundwater recharge and recreational opportunities;
- Former glacial Lake Algonquin and Iroquois Shorelines and Plain since they feature significant groundwater discharge zones and are the headwaters of many cold water streams; and
- The Lake Simcoe Basin and Northern Simcoe County where many important ecological and hydrological features are vulnerable to land speculation and intensive development.

QUESTION 5

How should we balance or prioritize any potential Greenbelt expansion with the other provincial priorities?

As noted by the Ontario Federation of Agriculture, it is important to acknowledge that less than 5% of Ontario's land base can support any agricultural production. From 2011 to 2016, the Census of Agriculture indicated that Ontario lost 319,700 acres of Ontario farmland. That's 175 acres of farmland per day. The current system is resulting in incremental loss of agricultural lands due to the prioritization of aggregate extraction, development and growth, over farmland preservation.

Several studies have suggested that enough aggregate supply is available currently to fuel economic growth for at least 50 years. Rather than continue to prioritize the extraction of new sources of aggregate, it would be in the province's best interest to create incentives to maximize reuse and reprocessing of aggregate materials under

safe and appropriate industrial conditions. A recent study completed by The National Farmers' Union, McMaster University and Gravel Watch Ontario revealed that 77% of aggregate extraction occurs on prime agricultural lands. Given that agricultural lands are a key economic driver in Ontario, they must be protected and prioritized from invasive industrial development such as mining, pits and quarries. The Ontario Federation of Agriculture stated that the 'interim use' of aggregate extraction as considered by the aggregate industry, undermines Ontario's food sustainability and arguably permanently alters agricultural land. This finite, non-renewable resource must be permanently protected.

Aggregate extraction below the water-table results in a permanent water surface when extraction is finished. This situation results in direct exposure of the groundwater system to contamination from airborne sources and spills, as well as removes the possibility of rehabilitation of the site to resumed agricultural use. Prior to the late 1980's, Section 3.16 of the Ministry of Agriculture and Food Guidelines Policy did not permit mineral extraction on Class 1 to 3 agricultural lands unless agricultural rehabilitation of the site was carried out. Gravel Watch Ontario believes that in conjunction with growing the Greenbelt consultation, below water table aggregate extraction should be prohibited on and full rehabilitation of all extraction sites to agricultural use is necessary. More effective and extensive monitoring and transparent reporting of existing pits and quarries is required.

QUESTION 6

Are there other priorities that should be considered?

We must consider that while the Greenbelt Plan protects the countryside, it also offers green space for urban dwellers. A key consideration is the positive contribution of urban residents to rural economies through recreational uses, purchases of goods and services, visits to restaurants, farmers' markets, fairs, festivals and bed and breakfast establishments. From field to fork, the agri-food sector contributes \$47.3B to Ontario's economy and supports over 860,000 jobs.

With its general hummocky nature, sand and gravel deposits and permeable soils, the Paris Galt Moraine provides and purifies water at no cost to citizens. Establishing a Moraine Conservation Act is an opportunity to address water management concerns in a fiscally responsible manner now before the situation becomes dire. Failing to properly protect the moraine and in turn preserve the region's source of fresh water will lead to massive investments for infrastructure to provide water for the region. Furthermore, local business, farmers and industry depend upon this water source for local jobs and prosperity.

CONCLUSION

Gravel Watch Ontario is optimistic that the outcome of this consultation process will lead to the permanent protection of the Paris-Galt Moraine. It is essential at this time that the province moves forward with the permanent protection of Ontario's agricultural lands, natural heritage and water resources through both the Greenbelt Plan and a Moraine Conservation Act with more restrictive aggregate policies. Thank you for the opportunity to comment on the proposed Greenbelt expansion in the Initial Study Area. Gravel Watch Ontario looks forward to continuing to work with the province during the next stages of this consultation and we welcome any questions you may have.

REFERENCES AND FURTHER LINKS

Review of the State of Knowledge for the Waterloo and Paris Galt Moraines. February 2009. Prepared for: Land and Water Policy Branch Ministry of the Environment. Prepared by Blackport Hydrogeology Inc. Blackport and Associates Ltd., AquaResource Inc.

Ontario Ministry of Agriculture and Food: Revision to Food Land Guidelines Policy Regarding Mineral Aggregate Extraction (416/965).

Mike Schreiner, MPP, Guelph Leader of the Green Party of Ontario.

<https://globalnews.ca/news/7646488/greenbelt-expansion-plan-agricultural-land-concerns/>

<https://www.sierraclub.ca/en/node/2844>

<https://www.tvos.org/article/it-appears-the-gtha-is-running-out-of-land-for-new-homes-after-all>

[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiozoyf1cbvAhU2FFkFH0gCqsQFjAEegQICBAD&url=https%3A%2F%2Fdigital.library.ryerson.ca%2Fislandora%2Fobject%2FRULA%253A7741%2Fdatastream%2FOBJ%2Fdownload%2FBeyond the Built Boundary Could Developing Parts of the Whitebelt Actually Be Beneficial .pdf&usg=AOvVaw0hZ7aMMAGc0GRcLDtnkQJ](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiozoyf1cbvAhU2FFkFH0gCqsQFjAEegQICBAD&url=https%3A%2F%2Fdigital.library.ryerson.ca%2Fislandora%2Fobject%2FRULA%253A7741%2Fdatastream%2FOBJ%2Fdownload%2FBeyond%20the%20Built%20Boundary%20Could%20Developing%20Parts%20of%20the%20Whitebelt%20Actually%20Be%20Beneficial.pdf&usg=AOvVaw0hZ7aMMAGc0GRcLDtnkQJ)

<https://www.cbc.ca/news/canada/kitchener-waterloo/doug-ford-pc-greenbelt-open-developers-mike-schreiner-1.4641575>

<https://www.ohba.ca/wp-content/uploads/pdfs/priority/Implementing the Growth Plan - April FINAL.pdf>

<https://ofa.on.ca/wp-content/uploads/2018/01/Farmland-at-risk-How-better-land-use-planning-could-help-ensure-a-healthy-future-for-agriculture-in-the-Greater-Golden-Horseshoe.pdf>

www.gravelwatch.org

<https://www.tarba.org/leaders-and-laggards/>

<https://fcm.ca/sites/default/files/documents/resources/guide/infraguide-reuse-recycling-road-construction-maintenance-materials-mamp.pdf>

<https://www.thestar.com/news/investigations/2021/04/03/ford-friends-with-benefits-an-inside-look-at-the-money-power-and-influence-behind-the-push-to-build-highway-413.html>

<https://ofa.on.ca/wp-content/uploads/2019/11/OFA-submission-regarding-proposed-Aggregate-Resources-Act-amendments.pdf>

<https://ofa.on.ca/resources/ofa-consolidated-land-use-policy/>

<https://johnsonela20f.files.wordpress.com/2019/01/stephen-harper-speech.pdf>

<https://drive.google.com/file/d/12hNeggxbn66-TToSMuaXz7aFuryF-jLf/view>



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

May 25, 2021

SRCLK.21.09

SUBJECT: Updated Code of Conduct Policy

RECOMMENDATION:

Be It Resolved,

- 1) That SRCLK.21.09 be received – Updated Code of Conduct Policy; and
- 2) That Council directs staff to prepare the necessary by-law to adopt the policy.

Submitted by:

Christine Fraser-McDonald

Christine Fraser-McDonald
Clerk

Submitted by

Julie Reid

Julie Reid
Deputy Clerk

BACKGROUND:

A Code of Conduct outlines the rules, roles, and responsibilities of the members to promote accountability and transparency in municipal governance. These roles and responsibilities are outlined for business relations, conduct at meetings, conduct of a political nature, conduct respecting staff, conducting respecting representing the Municipality, protection of confidential information, discreditable conduct, employment of relatives, failure to adhere to Council policies and procedures, receipt of gifts and benefits, and use of Municipal property.

COMMENTS:

The purpose of the Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which

all Members are expected to adhere to and comply with. This Code of Conduct operates with, and as a supplement to, the existing Municipal, Provincial and Federal Statutes, including but not limited to:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996
- Municipal Freedom of Information and Protection of Privacy Act
- Human Rights Code
- Occupational Health and Safety Act
- Provincial Offences Act
- Criminal Code

The Integrity Commissioner is a Statutory Officer under the Municipal Act, under contract to the Municipality, with a direct reporting function to Council. As a Statutory Officer, the role of the Integrity Commissioner is an arm's length function with a duty to ensure an unbiased, fair, and appropriate process be undertaken to consider complaints regarding the Municipal Code of Conduct and render a decision.

The proposed revisions have been reviewed by the Municipality's Integrity Commissioner.

The revisions include some new definitions as well as Section 16 has been changed to recognize the duties of the Integrity Commissioner.

Appendix C has been added for the Municipal Conflict of Interest Act.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

None.

APPENDICIES: None

Appendix A – Policy XX-2021 – Code of Conduct for Members of Councils and Committees



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Policy Name:	Code of Conduct for Members of Council	Policy No: XX-2021
Department:	Municipality Wide	
Effective Date:	September 27 th , 2017	
Date Revised:	March May, 2021	
Authority:	By-law XX-2021	

1. Coverage

This Code of Conduct applies to all Members of Council, Local Boards and Committees of the Corporation of the Municipality of Arran-Elderslie, ~~and Members of Committees of the Municipality of Arran-Elderslie~~ and includes Members of the public appointed to Local Boards and/or Committees as representatives on behalf of the Municipality of Arran-Elderslie. It is the responsibility of all Members to be aware and comply with this Code of Conduct and all other policies adopted by the Council of the Municipality of Arran-Elderslie.

2. Purpose

The Council of the Corporation of the Municipality of Arran-Elderslie is committed to achieving the highest standard of conduct in its actions, which is essential to maintaining and ensuring public trust and confidence in decision-making and operations. Members shall act in an accountable and responsible manner with Integrity and fairness in the decision- making process.

3. Definitions

~~"Abuse" is an attempt to control the behaviour of another person through a misuse of power, trust or dependency. It can include physical, sexual, verbal, financial, isolation, emotional or psychological abuse.~~

~~"Assault": is the act of inflicting physical harm or unwanted physical contact upon a person or, a threat or attempt to commit such an action. Assault is a criminal offence under section 265 of the Criminal Code of Canada. Assault occurs when a Person applies force to another Person, without permission. Assault may include physical violence, attempts or threats to use force (including gestures that imply a serious threat), stalking or conduct that causes that other Person to fear for their safety or the safety of anyone known to them. Complaints that include assault shall be reported to the local authorities immediately.~~



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

~~"Bullying" Bullying is usually seen as acts or verbal or written comments that could 'emotionally' hurt or isolate a Person who is the target of such comments. Sometimes, Bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular Person or group of people. It has also been described as the assertion of power through aggression.~~

"Chief Administrative Officer (CAO)" means the senior executive appointed by Council who is responsible for managing the Municipality.

"Clerk" means an employee authorized to act as the Clerk of the Municipality of Arran-Elderslie.

"Child" has the same meaning as defined in the *Municipal Conflict of Interest Act*.

"Closed Session Meeting" means a meeting or part of a meeting not open to the public in accordance with the *Municipal Act, 2001, S.O. 2001, c.25, as amended*.

"Complaint" means an alleged contravention of this Code of Conduct.

~~"Code" means this Code of Conduct, as it applies to all Members of the Council of the Corporation of the Municipality of Arran-Elderslie and Members of Committees of the Corporation of the Municipality of Arran-Elderslie including Members of the public appointed to Committees as representatives acting on behalf of the Municipality of Arran-Elderslie.~~

"Confidential Information" includes information in the possession of or received in confidence by the Municipality that the Municipality is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation. ~~Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporation, commercial, scientific or technical nature, information that is subject to solicitor-client privilege, and information that is personal information.~~ Confidential information includes, but is not limited to, information that is: -disclosed or discussed at a Closed Session meeting of Council, a Local Board or aeCommittee, circulated to Members of Council and marked "Confidential", and given verbally in confidence in preparation for or following a meeting that is closed to the public.

"Council" means the Council of the Corporation of the Municipality of Arran-Elderslie.

~~"Frivolous" means something that is not worthy of serious consideration or that is of little or no importance due to its lack of seriousness or sense.~~



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

"Gifts or Benefits" means any cash or monetary equivalent, fee, object of value, service, travel and accommodation or entertainment.

"Good Faith" means in accordance with standards of honesty, trust and sincerity.

"Harassment" is as defined in the *Ontario Human Rights Code* subsection 10(1) as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome".

Formatted: Font: Italic

"Hospitality" means instances where there is entertainment of Council, or by outside parties, for the furtherance of Municipality business.

"Integrity Commissioner" means the Integrity Commissioner appointed by the Council of the Corporation of the Municipality of Arran-Elderslie.

Local board" means a local board other than,

- (a) a society as defined in subsection 2 (1) of the Child, Youth and Family Services Act, 2017;
- (b) a board of health as defined in subsection 1 (1) of the Health Protection and Promotion Act;
- (c) a committee of management established under the Long-Term Care Homes Act, 2007;
- (d) a police services board established under the Police Services Act;
- (e) a board as defined in section 1 of the Public Libraries Act;
- (f) a corporation established in accordance with section 203; and
- (g) such other local boards as may be prescribed.

"Member" means a Member of the Council of the Corporation of the Municipality of Arran-Elderslie, Member of a Local Board of the Corporation of the Municipality of Arran-Elderslie, a Member of a Committee of the Corporation of the Municipality of Arran-Elderslie and includes any ~~m~~Member of the public appointed to a Committee on behalf of the Corporation of the Municipality of Arran-Elderslie.

"Municipality" means the Corporation of the Municipality of Arran-Elderslie.

"Municipal Property" means items, services or resources which are the property of the Municipality, including, but not limited to, materials, equipment, facilities, technology, municipally-developed computer programs or technological innovations, databases, intellectual property and supplies.

"Office" means the authority and duties attached to the position of being an elected Member.

"Parent" has the same meaning as defined in the *Municipal Conflict of Interest Act*.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

"Spouse" has the same meaning as defined in the *Municipal Conflict of Interest Act*.

"Staff" means all full time and part time persons hired by the Municipality including the Chief Administrative Officer, Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Chief Building Official, Managers, Supervisors, Salaried Employees, Administration Staff, contract and temporary employees, students and co-op placement staff.

~~"Vexatious" means without reasonable or probable cause or excuse.~~

4. General Integrity

- 4.1 Members are committed to performing their functions with integrity, accountability and transparency.
- 4.2 Members are responsible for complying with all applicable legislation, by-laws and policies that pertain to their positions as elected officials.
- 4.3 Members recognize that the public has a right to open government and transparent decision-making.
- 4.4 Members shall, at all times, serve and be seen to serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with open minds.
- 4.5 Members will conduct their dealings with each other in ways that maintain public confidence in the position to which they have been elected and appointed.
- 4.6 Members will be open and honest, focus on issues rather than personalities and avoid aggressive, offensive or abusive conduct.
- 4.7 Members shall refrain from making disparaging remarks about other Members of Council, Staff, Members of the public and/or Council decisions.
- 4.8 Members shall avoid the improper use of the influence of their office and shall avoid conflicts of interest, both apparent and real. Members shall not extend in the discharge of their official duties preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was solely for the purpose of advancing a private or personal interest.
- 4.9 For greater clarity, this Code of Conduct does not prohibit Members from properly using their influence on behalf of constituents.
- 4.10 In accordance with both the *Municipal Act, 2001* and *the Municipal*



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Conflict of Interest Act, every Member shall exercise his/her power and discharge his/her official duties pursuant to the following guiding principles:

- a) Seek to advance the common good of the Municipality;
- b) Exercise care, diligence and skill that a reasonable person would exercise in similar circumstances
- c) Exercise his/her powers only for the purposes for which they were intended
- d) Truly, faithfully and impartially exercise his/her office to the best of his/her knowledge and ability.

5. Conduct at Council and Committee Meetings

Members shall conduct themselves with decorum at all Council, Local Board and Committee meetings, in accordance with the provisions of [this Code and](#) the Municipality's Procedural By-law.

6. Discrimination and Harassment

All Members have a duty to treat ~~Members~~ members of the public, one another and Staff with respect and without abuse, bullying and/or intimidation and to ensure that the work environment is free from discrimination and harassment. The Ontario Human Rights Code ~~and shall be applied and where applicable,~~ the Municipality's Workplace Violence and Harassment Policy ~~shall apply to Members.~~

Formatted: Font: Italic

Formatted: Font: Italic

7. Conduct Respecting Staff

- 7.1 Members shall acknowledge the fact that ~~Staff~~ staff work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate objectives. Council for the Municipality has the authority to approve budget, policy, governance, and other such matters. Under the direction of the Chief Administrative Officer, Municipality staff serves Council as a whole and the combined interests of all Members as evidenced through the decisions of Council as recorded in the minutes and resolutions.
- 7.2 Members shall acknowledge and respect the fact that Staff carry out Council's directions as a whole and administer the policies of the Municipality and are required to do so without any undue influence from any individual Member or group of Members.
- 7.3 Members shall refrain from publicly criticizing individual ~~Staff members of~~ Staff in a way that casts aspersions on their professional competence and



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

credibility. The role of Staff is to provide advice and service based on political neutrality, objectivity and professional judgment which may not necessarily reflect the opinion or position of a single Member of Council.

- 7.4 Members of Council have no individual capacity to direct Staff to perform specific functions. Inquiries of Staff from Members of Council should be directed to the **Chief Administrative Officer** or the appropriate Manager/Supervisor.
- 7.5 The *Municipal Act, 2001* sets out the roles of Members of Council and Municipal administrators, including specific roles for statutory officers, such as the **Chief Administrative Officer**, Clerk, Treasurer and the Integrity Commissioner.
- 7.6 Members of Council are expected to:
 - a) Represent the public and to consider the well-being and interests of the Municipality;
 - b) Develop and evaluate policies and programs of the Municipality;
 - c) Determine which services the Municipality provides;
 - d) Ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) Ensure the accountability and transparency of the Municipality's operations including the activities of the senior management of the Municipality;
 - f) Maintain the financial integrity of the Municipality;
 - g) Carry out the duties of Council under the *Municipal Act, 2001* or any other Act.
- 7.7 Municipal Staff are expected to:
 - a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
 - b) Undertake research and provide advice to Council on the policies and programs of the Municipality;
 - c) Carry out any other duties required under the *Municipal Act* or any other Act and other duties assigned by the Municipality.
- 7.8 Members shall be respectful of the role of Staff to provide advice based on political neutrality, professional judgment and objectivity.
- 7.9 Members should not:
 - a) Maliciously or falsely injure the professional or ethical reputation or the



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

prospects or practices of staff

- b) Compel staff to engage in partisan political activities or be subjected to threats and/or discrimination for refusing to engage in such activities
- c) Use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff Member with the intent of interfering in Staff's duties.

8. Improper Use of Influence

- 8.1 As elected officials, Members are expected to perform the duties of their office with integrity, accountability and transparency.
- 8.2 Members should not use the status of their position to influence the decision of another individual to the private advantage of oneself, one's parents, children, spouse, staff Members, friends or business or other associates.
- 8.3 In the same manner and as outlined in the *Provincial Offences Act*, Members shall not attempt to influence or interfere, either directly or indirectly, financially, politically or otherwise, with employees, officers or other persons performing duties under the *Provincial Offences Act*.

9. Use of Municipal Property and Resources

- 9.1 No Member shall use or permit the use of Municipal property, equipment, services, Staff, or other resources (such as the Municipal website) for any activity other than purposes connected with the discharge of Council duties or Council business.
- 9.2 No Member shall obtain financial gain from the use or sale of Municipally-developed intellectual property, computer programs, technological innovations or other kinds of property while he/she is an elected official or thereafter.
- 9.3 No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purpose than his or her official duties.
- 9.4 The Municipality assigns a corporate email account to each Member and each Member shall use the corporate email account for all purposes



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

connected with the discharge of Council duties or business.

10. Conduct Respecting Lobbying

Members, as elected representatives, are often approached by various individuals attempting to influence Council decisions. While lobbying is an accepted practice, Members must be aware that it is their responsibility to make decisions based on an impartial and objective assessment of each situation, free from the influence of vendor for approval or decision-making.

11. Confidential Information

No Member shall disclose or release, by any means, to any ~~A~~member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except as required by law or if authorized by Council resolution to do so.

Members shall not use confidential information, including information that they have knowledge of by virtue of their position, that is not in the public domain, including e-mails and correspondence from other Members, or third parties, for personal or private gain, or for the gain of relatives or any person or corporation.

Members shall not, either directly or indirectly, release, make public or in any way disclose any information received during closed session meetings, or the substance of closed session deliberations, including memorandums, documents or staff reports that are distributed for consideration during the closed session meeting until Council or the Committee discusses the information at a meeting that is open to the public or releases the information to the public.

Members of Council shall not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Municipal policy.

Members are only entitled to information in the possession of the Municipality that is relevant to matters before the Council or a Committee. Otherwise, they enjoy the same level of access rights to information as any other Member of the community and must follow the same processes as any private citizen.

12. Gifts, Benefits and Hospitality

12.1 Members are expected to represent the public and the interests of the Municipality and to do so with impartiality and objectivity. The



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

acceptance of a gift, benefit or hospitality can imply favouritism, bias or influence on the part of the Member. At times, the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community event linked to the duties of an elected official and his/her representative role of the Municipality.

12.2 Members shall not accept gifts that would, to a reasonable Member of the public, appear to be in gratitude for influence, to induce influence or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift, benefit or hospitality provided with the Member's knowledge to a Member's spouse, child or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.

12.3 Members are not precluded from accepting:

- a) Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of the Member as an elected representative;
- b) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law
- c) Services provided without compensation by persons volunteering their time
- d) Invitations from charity or not-for-profit organizations to attend their events
- e) Communication to a Member including subscriptions to newspaper and periodicals
- f) Gifts of a nominal value (eg. Baseball hat, tee shirt, boot, or similar)
- g) Food and beverages at banquets, receptions, ceremonies or similar events
- h) A memento received by a Member of Council at a function honouring the Member
- i) A memento received as a result of being a speaker, participant or representative of the Municipality at an event
- j) Gifts or benefits received as a result of social protocol, customs or social obligations that normally accompany the performance of official duties
- k) Food, lodging, transportation and entertainment provided by other levels of government or other local governments, boards or commissions
- l) Sponsorships and donations for community events organized or operated by a Member or a third party on behalf of a Member.

12.4 Those gifts received by Members which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

12.5 It is recognized that the extension and acceptance of forms of hospitality, including invitations to events, outings, engagements, performances, etc., is within the activity scope of a Member. Any hospitality should fall within the following parameters:

- a) Members do not allow themselves to reach a position whereby they might be, or be deemed by others to have been, influenced in making a decision as a consequence of the offering or acceptance of such hospitality
- b) It serves a legitimate business purpose related to the responsibilities of the Member
- c) The person extending the invitation or a representative of the organization is in attendance
- d) The value and frequency is reasonable.

12.6 Members shall return any gifts or benefits or not accept hospitality which does not comply with the Code of Conduct along with an explanation to the donor as to why the gifts, benefits or hospitality cannot be accepted.

13 Election-Related Activity

Members are required to conduct themselves in accordance with the *Municipal Elections Act, 1996, as amended*. The use of Municipal resources, both actual Municipal property and staff, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office but also other campaigns for Municipal, Provincial and/or Federal office.

14 Compliance with the Code of Conduct

14.1 Members are expected to adhere to the provisions of the Code of Conduct.

14.2 Where Council has received a report from its Integrity Commissioner that, in his/her opinion, there has been a violation of the Code of Conduct, the *Municipal Act, 2001, R.S.O. 2001, c. 25, as amended*, provides Council with authority to impose the following sanctions:

- a) A reprimand.
- b) Suspension of the remuneration paid to the Member in respect of his/her services as a Member of council or local board, as the case may be, for a period of up to ninety (90) days.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

15 Enforcement of the Code of Conduct – Integrity Commissioner

- 15.1 Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code of Conduct.
- 15.2 Any person, including Members of the public, Municipal Employees and Members who has reasonable grounds to believe that a Member has breached a provision of the Code of Conduct, may proceed with a complaint.
- 15.3 Complaints must be submitted within six (6) weeks of the matter becoming known to the individual and no more than six (6) months after the alleged violation occurred. No action will be taken on a complaint occurring outside these deadlines.
- 15.4 A complainant may wish to pursue the informal complaint process as established by this Code of Conduct but is not required to do so prior to proceeding with the formal complaint process set out herein.
- 15.5 No Member shall obstruct the Integrity Commissioner while carrying out his/her responsibilities.
- 15.6 Any reprisal or threat or reprisal against a complainant or anyone for provided relevant information to the Integrity Commissioner is prohibited.

16 Duties of the Integrity Commissioner

- 16.1
- 1. The application of the Code of Conduct for Members;
- 2. The application of any procedures, rules and policies of the Municipality governing the ethical behaviour of Members;
- 3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to Members;
- 4. Requests from Members for advice respecting their obligations under the Code of Conduct;
- 5. Requests from Members for advice respecting their obligations under a procedure, rule or policy of the municipality governing the ethical behaviour of Members;
- 6. Requests from Members for advice respecting their obligations under the Municipal Conflict of Interest Act;
- 7. The provision of educational information to Members, the Municipality and the public about the Codes of Conduct and about the Municipal Conflict of Interest Act; and



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

8. The provision of an annual report to Council on the activities of the Integrity Commissioner.

16.2 Where an individual Member is seeking to obtain advice from the Integrity Commissioner, the Member shall submit to the Clerk a completed Request for Advice Form (see Appendix A) which shall be forwarded to the Integrity Commissioner for response.

16.3 The Integrity Commissioner shall provide his or her advice in writing to the Member. Any written advice given by the Integrity Commissioner to a Member, as it relates to the Code, binds the Integrity Commissioner in any subsequent consideration of the Member's conduct in the same manner provided the relevant facts known to the Member were disclosed to the Integrity Commissioner.

16.4 The Integrity Commissioner's annual report to Council shall include information on the nature and volume of activity for the past year and provide anonymized examples with respect to the advice provided and the nature of complaints received and responded to.

16.5 The annual report of the Integrity Commissioner shall be provided to Council for information. The report is a public document.

16.6 The Integrity Commissioner shall file his or her report no later than (6) months after his or her initial appointment and annually thereafter.

17 Procedure – Informal Complaint

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code of Conduct may address his/her concerns in the following manner:

- a) Advise the Member that their behavior or activity contravenes the Code of Conduct
- b) Encourage the Member to stop the prohibited behaviour or activity
- c) If applicable, confirm to the Member satisfaction or dissatisfaction with his or her response to the concern identified
- d) Keep a written record of the incident(s), including dates, times, locations, other persons present and any other relevant information, including steps taken to resolve the matter
- e) If not satisfied with the response received from the Member through the informal process, an individual may proceed with a formal complaint through the Integrity



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Commissioner as outlined in Part 17 Procedure – Formal Complaint.

18 Procedure – Formal Complaint

Any individual who has identified or witnessed behaviour or activity by a Member that appears to be contravention of the Code may address their concerns through the formal complaint process as follows:

- a) All formal complaints must be made using the Municipality's Complaints Form/Affidavit (see Appendix B) and shall be dated and signed by the complainant.
- b) The complaint must include an explanation as to why the issue raised may be a contravention of the Code and any evidence in support of the allegation must be included with the Complaints Form/Affidavit.
- c) Any witnesses in support of the allegation must be identified on the Complaint Form/Affidavit.
- d) The Complaint Form/Affidavit must include the name of the Member alleged to have breached the Code, the section of the Code allegedly contravened, the date, time and location of the alleged contravention and any other information as required on the Complaints Form/Affidavit.
- e) The complaint shall be filed with the Clerk who shall confirm that the information is complete as to steps a), b) and d) of this section. The Clerk will forward the Complaint Form/Affidavit to the Integrity Commissioner who will determine whether the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or policies.
- f) The Integrity Commissioner may request additional information from the complainant.

19. Refusal to Conduct Investigation

19.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.

19.2 Other than in exceptional circumstances, the Integrity Commissioner will not report to Council on any complaint described above, except as part of an annual or other periodic report.

20. Response to Complaint Outside of the Jurisdiction of the Integrity Commissioner

20.1 If the complaint received by the Integrity Commissioner is deemed not to



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

be a complaint with respect to non-compliance with the Code, the Integrity Commissioner shall advise the complainant in writing, as follows:

- a) Criminal Matter – if the complaint is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
- b) *Municipal Freedom of Information and Protection of Privacy Act* – if the complaint is more appropriately address under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Clerk to have the matter reviewed under that Act

20.2 If the matter is covered by other policies or legislation, the complainant will be advised and directed to proceed in a manner that is considered appropriate by the Integrity Commissioner.

21. General Provisions

Appendix A, being the Request for Advice Form

Appendix B, being the Formal Complaint Form/Affidavit and Appendix B-1 (Additional Comments Form)

Council Code of Conduct – Commitment of Council



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Appendix A
Council Code of Conduct – Request for Advice Form

Name of Member: _____

Telephone Number: _____ E-Mail Address: _____

Advice Requested: (Please provide as much detail as possible. Attach additional pages if required.)

Signature of Requestor: _____

Date: _____

Date Received by Integrity Commissioner: _____

Date Reply Issued: _____



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Appendix B Council Code of Conduct – Formal Complaint Form/Affidavit

Affidavit of _____
(full name)

I, _____, of the _____
(full (Name) (City, Town, etc.))

_____ in the Province of Ontario Make (County
of Residence)

Oath and Say (or Affirm):

- i. I have personal knowledge of the facts as set in this affidavit, because

(insert reasons e.g. I work for I attend a meeting at which..... etc.)

- ii. I have reasonable and probable grounds to believe that a Member of the Municipality of
Arran-Elderslie Council

(Specify name of Member)

has contravened section(s) _____
(specify sections (s)) of the Code of Conduct of the Municipality of Arran-Elderslie, the particulars of which
are as follows: (set out the statements of fact in consecutively numbered paragraphs in the space below, with each
paragraph being confined as far as possible to a particular statement of fact. If you require more space please
use the attached Appendix B-1 form (Additional Information Form). If you wish to include exhibits to support this
complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Affidavit.)

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Municipality of Arran-Elderslie appointed Integrity Commissioner and for no other purpose.

Sworn (or affirmed) before me at _____ (City, Town, etc.) in the Province of Ontario
on _____ (Date).

Signature: _____

Signature of Commissioner: _____
(A commissioner for taking affidavits, etc.)

Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the Criminal Code, R.S.C. 1985 c. C-46 and also to civil liability for defamation.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Schedule A

(Additional Information to Appendix B – Formal Complaint Form/Affidavit)

Municipality of Arran-Elderslie

Council Code of Conduct

To the affidavit required under Part 16 Procedure – Formal Complaint of the Council Code of Conduct. (if more than one page is required, please copy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner)

This Schedule A referred to in the affidavit of _____ (full name) Sworn (or affirmed) before me on this _____ day of _____, _____

A Commissioner for taking affidavits, etc.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Appendix C

Municipal Conflict of Interest Act – Formal Complaint Form/Affidavit

Municipality of Arran-Elderslie

Affidavit of _____ (full name)

I, _____ (full name), of the _____ (City, Town, etc.)
 _____ (County of residence) in the Province of Ontario

Make Oath and Say (or affirm):

1. _____ I have personal knowledge of the facts as set out in this affidavit, because

(insert reasons e.g. I work for, I attend a meeting at which... etc.)

2. _____ I have reasonable and probable grounds to believe that a member of the Municipality of Arran-Elderslie
 Council _____ (specify name of member)

Has contravened section (s) _____ (specify section(s)) of the Municipal Conflict of Interest Act.

The particulars of which are as follows: (set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule A form (Additional Information form). If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Affidavit)

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Municipality of Arran-Elderslie's Integrity Commissioner and for no other purpose.

Sworn (or affirmed) before me at _____ (City, Town, etc.) in the Province of
 Ontario on _____ (Date).

Signature: _____

Signature of Commissioner: _____
 (A commissioner for taking affidavits, etc.)

Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the Criminal Code, R.S.C. 1985 c. C-46 and also to civil liability for defamation.

Formatted: Font color: Red

Formatted: Centered

Formatted: Font: +Body (Calibri), 12 pt, Bold, Font color: Red

Formatted: Font color: Red



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:	<i>Code of Conduct for Members of Council</i>	Policy No:
Department:	<i>Municipality Wide</i>	
Effective Date:	<i>September 27th, 2017</i>	
Date Revised:		
Authority:		

1. Coverage

This Code of Conduct applies to all Members of Council of the Corporation of the Municipality of Arran-Elderslie. It is the responsibility of all members to be aware and comply with this Code of Conduct and all other policies adopted by the Council of the Municipality of Arran-Elderslie.

2. Purpose

The Council of the Corporation of the Municipality of Arran-Elderslie is committed to achieving the highest standard of conduct in its actions which is essential to maintaining and ensuring public trust and confidence in decision-making and operations. The Municipality of Arran-Elderslie Members of Council shall act in an accountable and responsible manner with Integrity and fairness in the decision-making process.

3. Definitions

"Clerk" means an employee authorized to act as the Clerk of the Municipality of Arran-Elderslie.

"Child" has the same meaning as defined in the *Municipal Conflict of Interest Act*.

"Closed Session Meeting" means a meeting or part of a meeting not open to the public in accordance with the *Municipal Act, 2001, S.O. 2001, c.25, as amended*.

"Code" means this Code of Conduct as it applies to all Members of the Council

"Complaint" means an alleged contravention of this Code of Conduct.



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

"Confidential Information" means any information in the possession of the Municipality that it is prohibited from disclosing and also means any information that is not available to the public and that, if disclosed, could result in loss or damage to the Municipality or could give the person to whom it is disclosed an advantage. Confidential information also includes items disclosed or discussed at Closed Sessions of Council meetings.

"Council" means the Council of the Corporation of the Municipality of Arran-Elderslie.

"Frivolous" means something that is not worthy of serious consideration or that is of little or no importance due to its lack of seriousness or sense.

"Gifts or Benefits" means any cash or monetary equivalent, fee, object of value, service, travel and accommodation or entertainment.

"Good Faith" means in accordance with standards of honesty, trust and sincerity.

"Hospitality" means instances where there is entertainment of Council, or by outside parties, for the furtherance of Municipality business.

"Integrity Commissioner" means the Integrity Commissioner appointed by the Council of the Corporation of the Municipality of Arran-Elderslie.

"Member" means a Member of the Council of the Corporation of the Municipality of Arran-Elderslie.

"Municipality" means the Corporation of the Municipality of Arran-Elderslie.

"Municipal Property" means items, services or resources which are the property of the Municipality, including but not limited to materials, equipment, facilities, technology, municipally-developed computer programs or technological innovations, databases, intellectual property and supplies.

"Office" means the authority and duties attached to the position of being an elected member.

"Parent" has the same meaning as defined in the *Municipal Conflict of Interest Act*.

"Spouse" has the same meaning as defined in the *Municipal Conflict of Interest Act*.

	<i>Council Code of Conduct</i>	<i>Page 2 of 18</i>
--	--------------------------------	---------------------



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

"Staff" means all full time and part time persons hired by the Municipality including the Clerk-Administrator, Deputy Clerk, Treasurer, Deputy Treasurer, Chief Building Official, Managers, Supervisors, Salaried Employees, Administration Staff, contract and temporary employees, students and co-op placement staff.

"Vexatious" means without reasonable or probable cause or excuse.

4. General Integrity

- 4.1 Members are committed to performing their functions with integrity, accountability and transparency.
- 4.2 Members are responsible for complying with all applicable legislation, by-laws and policies that pertain to their positions as elected officials.
- 4.3 Members recognize that the public has a right to open government and transparent decision-making.
- 4.4 Members shall, at all times, serve and be seen to serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with open minds.
- 4.5 Members will conduct their dealings with each other in ways that maintain public confidence in the position to which they have been elected and appointed.
- 4.6 Members will be open and honest, focus on issues rather than personalities and avoid aggressive, offensive or abusive conduct.
- 4.7 Members shall refrain from making disparaging remarks about other Members of Council, Staff, members of the public and/or Council decisions.
- 4.8 Members shall avoid the improper use of the influence of their offices and shall avoid conflicts of interest both apparent and real.
- 4.9 Members shall not extend, in the discharge of their official duties, preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was solely for the purpose of advancing a private or personal interest.



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

- 4.10 For greater clarity, this Code of Conduct does not prohibit Members from properly using their influence on behalf of constituents.
- 4.11 In accordance with both the *Municipal Act* and *Municipal Conflict of Interest Act*, every Member shall exercise his/her power and discharge his/her official duties pursuant to the following guiding principles:
- a) Seek to advance the common good of the Municipality
 - b) Exercise care, diligence and skill that a reasonable person would exercise in similar circumstances
 - c) Exercise his/her powers only for the purposes for which they were intended
 - d) Truly, faithfully and impartially exercise his/her office to the best of his/her knowledge and ability.

5. Conduct at Council and Committee Meetings

Members shall conduct themselves with decorum at all Council and Committee meetings in accordance with the provisions of the Municipality's Procedural By-law.

6. Discrimination and Harassment

All Members have a duty to treat members of the public, one another and Staff with respect and without abuse, bullying and/or intimidation and to ensure that the work environment is free from discrimination and harassment. The Ontario Human Rights Code shall be applied and the Municipality's Workplace Violence and Harassment Policy.

7. Conduct Respecting Staff

- 7.1 Members shall acknowledge the fact that staff work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate objectives. Council has the authority to approve the budget, policy, governance and other such matters. Under the direction of the Clerk-Administrator, Staff serves Council as a whole and the combined interests of all Members as evidenced through the decisions of Council as recorded in the minutes and resolutions.

	<i>Council Code of Conduct</i>	<i>Page 4 of 18</i>
--	--------------------------------	-------------------------



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

- 7.2 Members shall acknowledge and respect the fact that Staff carry out Council's directions as a whole and administer the policies of the Municipality and are required to do so without any undue influence from any individual Member or group of Members.
- 7.3 Members shall refrain from publicly criticizing individual members of Staff in a way that casts aspersions on their professional competence and credibility. The role of Staff is to provide advice and service based on political neutrality, objectivity and professional judgment which may not necessarily reflect the opinion or position of a single Member of Council.
- 7.4 Members of Council have no individual capacity to direct Staff to perform specific functions. Inquires of Staff from Members of Council should be directed to the Clerk-Administrator or the appropriate Manager/Supervisor.
- 7.5 The *Municipal Act, 2001* sets out the roles of Members of Council and Municipal administration including specific roles for statutory officers such as the Chief Administrative Officer, Clerk, Treasurer and the Integrity Commissioner.
- 7.6 Members of Council are expected to:
- a) Represent the public and to consider the well-being and interests of the Municipality
 - b) Develop and evaluate policies and programs of the Municipality
 - c) Determine which services the Municipality provides
 - d) Ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council
 - e) Ensure the accountability and transparency of the Municipality's operations including the activities of the senior management of the Municipality
 - f) Maintain the financial integrity of the Municipality
 - g) Carry out the duties of Council under the *Municipal Act, 2001* or any other Act.
- 7.7 Municipal Staff is expected to:
- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions

	<i>Council Code of Conduct</i>	<i>Page 5 of 18</i>
--	--------------------------------	---------------------



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

- b) Undertake research and provide advice to Council on the policies and programs of the Municipality
 - c) Carry out any other duties required under the *Municipal Act* or any other Act and other duties assigned by the Municipality.
- 7.8 Members shall be respectful of the role of Staff to provide advice based on political neutrality, professional judgment and objectivity.
- 7.9 Members should not:
- a) Maliciously or falsely injure the professional or ethical reputation or the prospects or practices of staff
 - b) Compel staff to engage in partisan political activities or be subjected to threats and/or discrimination for refusing to engage in such activities
 - c) Use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in Staff's duties.

8. Improper Use of Influence

- 8.1 As elected officials, members are expected to perform the duties of their office with integrity, accountability and transparency.
- 8.2 Members should not use the status of their position to influence the decision of another individual to the private advantage of oneself, one's parents, children, spouse, staff members, friends or business or other associates.
- 8.3 In the same manner and as outlined in the *Provincial Offences Act*, members shall not attempt to influence or interfere, either directly or indirectly, financially, politically or otherwise, with employees, officers or other persons performing duties under the *Provincial Offences Act*.

9. Use of Municipal Property and Resources

- 9.1 No member shall use or permit the use of Municipal property, equipment, services, Staff or other resources (such as the Municipal website) for any activity other than purposes connected with the discharge of Council duties or Council business.

	<i>Council Code of Conduct</i>	<i>Page 6 of 18</i>
--	--------------------------------	---------------------



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

- 9.2 No member shall obtain financial gain from the use or sale of Municipally-developed intellectual property, computer programs, technological innovations or other kinds of property while he/she is an elected official or thereafter.
- 9.3 No member shall use information gained in the execution of his or her duties that is not available to the general public for any purpose than his or her official duties.
- 9.4 The Municipality assigns a corporate email account to each member and each member shall use the corporate email account for all purposes connected with the discharge of Council duties or business.

10. Conduct Respecting Lobbying

Members, as elected representatives, are often approached by various individuals attempting to influence Council decisions. While lobbying is an accepted practice, Council Members must be aware that it is their responsibility to make decisions based on an impartial and objective assessment of each situation, free from the influence of vendor for approval or decision-making.

11. Gifts, Benefits and Hospitality

- 11.1 Members are expected to represent the public and the interests of the Municipality and to do so with impartiality and objectivity. The acceptance of a gift, benefit or hospitality can imply favouritism, bias or influence on the part of the member. At times, the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community event linked to the duties of an elected official and his/her representative role of the Municipality.
- 11.2 Members shall not accept gifts that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift, benefit or hospitality provided with the member's knowledge to a member's spouse, child or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.

	<i>Council Code of Conduct</i>	<i>Page 7 of 18</i>
--	--------------------------------	-------------------------



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

11.3 Members are not precluded from accepting:

- a) Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of the member as an elected representative
- b) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law
- c) Services provided without compensation by persons volunteering their time
- d) Invitations from charity or not-for-profit organizations to attend their events
- e) Communication to a Member including subscriptions to newspaper and periodicals
- f) Gifts of a nominal value (eg. Baseball hat, tee shirt, boot, or similar)
- g) Food and beverages at banquets, receptions, ceremonies or similar events
- h) A memento received by a Member of Council at a function honouring the member
- i) A memento received as a result of being a speaker, participant or representative of the Municipality at an event
- j) Gifts or benefits received as a result of social protocol, customs or social obligations that normally accompany the performance of official duties
- k) Food, lodging, transportation and entertainment provided by other levels of government or other local governments, boards or commissions
- l) Sponsorships and donations for community events organized or operated by a member or a third party on behalf of a Member.

11.4 Those gifts received by members which have significance or historical value for the Municipality shall be left with the Municipality when the member ceases to hold office.

11.5 It is recognized that the extension and acceptance of forms of hospitality, including invitations to events, outings, engagements, performances, etc., is within the activity scope of a Member. Any hospitality should fall within the following parameters:

	<i>Council Code of Conduct</i>	<i>Page 8 of 18</i>
--	--------------------------------	---------------------



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

- a) Members do not allow themselves to reach a position whereby they might be, or be deemed by others to have been, influenced in making a decision as a consequence of the offering or acceptance of such hospitality
- b) It serves a legitimate business purpose related to the responsibilities of the Member
- c) The person extending the invitation or a representative of the organization is in attendance
- d) The value and frequency is reasonable.

11.6 Members shall return any gifts or benefits or not accept hospitality which does not comply with the Code of Conduct along with an explanation to the donor as to why the gifts, benefits or hospitality cannot be accepted.

12. Election-Related Activity

Members are required to conduct themselves in accordance with the *Municipal Elections Act, 1996, as amended*. The use of Municipal resources, both actual Municipal property and staff, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office but also other campaigns for Municipal, Provincial and/or Federal office.

13. Compliance with the Code of Conduct

13.1 Members are expected to adhere to the provisions of the Code of Conduct.

13.2 Where Council has received a report from its Integrity Commissioner that, in his/her opinion, there has been a violation of the Code of Conduct, the *Municipal Act, 2001, R.S.O. 2001, c. 25, as amended*, provides Council with authority to impose the following sanctions:

- a) A reprimand
- b) Suspension of the remuneration paid to the member in respect of his/her services as a member of council or local board, as the case may be, for a period of up to ninety (90) days.

	<i>Council Code of Conduct</i>	<i>Page 9 of 18</i>
--	--------------------------------	---------------------



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

14. Enforcement of the Code of Conduct – Integrity Commissioner

- 14.1 Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code of Conduct.
- 14.2 Any person, including members of the public, Municipal Employees and members of Council who has reasonable grounds to believe that a member has breached a provision of the Code of Conduct, may proceed with a complaint.
- 14.3 Complaints must be submitted within six (6) weeks of the matter becoming known to the individual and no more than six (6) months after the alleged violation occurred. No action will be taken on a complaint occurring outside these deadlines.
- 14.4 A complainant may wish to pursue the informal complaint process as established by this Code of Conduct but is not required to do so prior to proceeding with the formal complaint process set out herein.
- 14.5 No member shall obstruct the Integrity Commissioner while carrying out his/her responsibilities.
- 14.6 Any reprisal or threat or reprisal against a complainant or anyone for provided relevant information to the Integrity Commissioner is prohibited.

15. Other Duties of the Integrity Commissioner

- 15.1 In addition to conducting investigations regarding alleged breaches of the Code of Conduct and other related policies adopted by Council, the Integrity Commissioner shall have the following responsibilities:
- a) Provide information to Council as to their obligations under the Code
 - b) Provide advice to individual members regarding specific situations as they relate to the application of the Code
 - c) Provide advice to Council on other policies and procedures that relate to the ethical behavior of members
 - d) Provide general advice on conflict of interest issues, noting that this advice may not be used in defense of an allegation related to a conflict of interest
 - e) Provide information to the public regarding the Code and the obligations of the member under the Code

	<i>Council Code of Conduct</i>	<i>Page 10 of 18</i>
--	--------------------------------	----------------------



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

- f) Provide an annual report to Council on activities of the Integrity Commissioner.
- 15.2 Where an individual member is seeking to obtain advice from the Integrity Commissioner, the member shall submit to the Clerk a completed Request for Advice Form (see Appendix A) which shall be forwarded to the Integrity Commissioner for response.
- 15.3 The Integrity Commissioner shall provide his or her advice in writing to the member. Any written advice given by the Integrity Commissioner to a member, as it relates to the Code, binds the Integrity Commissioner in any subsequent consideration of the member's conduct in the same manner provided the relevant facts known to the member were disclosed to the Integrity Commissioner.
- 15.4 Any written request for advice and responses to such requests are covered under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 15.5 The Integrity Commissioner's annual report to Council shall include information on the nature and volume of activity for the past year and provide anonymized examples with respect to the advice provided and the nature of complaints received and responded to.
- 15.6 The annual report of the Integrity Commissioner shall be provided to Council for information. The report is a public document.
- 15.7 The Integrity Commissioner shall file his or her report no later than (6) months after his or her initial appointment and annually thereafter.

16. Procedure – Informal Complaint

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code of Conduct may address his/her concerns in the following manner:

- a) Advise the member that their behavior or activity contravenes the Code of Conduct
- b) Encourage the member to stop the prohibited behaviour or activity
- c) If applicable, confirm to the member satisfaction or dissatisfaction with his or her response to the concern identified

	<i>Council Code of Conduct</i>	<i>Page 11 of 18</i>
--	--------------------------------	----------------------



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

- d) Keep a written record of the incident(s), including dates, times, locations, other persons present and any other relevant information, including steps taken to resolve the matter
- e) If not satisfied with the response received from the member through the informal process, an individual may proceed with a formal complaint through the Integrity Commissioner as outlined in Part 17 Procedure – Formal Complaint.

17. Procedure – Formal Complaint

Any individual who has identified or witnessed behaviour or activity by a member that appears to be contravention of the Code may address their concerns through the formal complaint process as follows:

- a) All formal complaints must be made using the Municipality's Complaints Form/Affidavit (see Appendix B) and shall be dated and signed by the complainant.
- b) The complaint must include an explanation as to why the issue raised may be a contravention of the Code and any evidence in support of the allegation must be included with the Complaints Form/Affidavit.
- c) Any witnesses in support of the allegation must be identified on the Complaint Form/Affidavit.
- d) The Complaint Form/Affidavit must include the name of the member alleged to have breached the Code, the section of the Code allegedly contravened, the date, time and location of the alleged contravention and any other information as required on the Complaints Form/Affidavit.
- e) The complaint shall be filed with the Clerk who shall confirm that the information is complete as to steps a), b) and d) of this section. The Clerk will forward the Complaint Form/Affidavit to the Integrity Commissioner who will determine whether the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or policies.
- f) The Integrity Commissioner may request additional information from the complainant.

18. Refusal to Conduct Investigation

18.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that

	<i>Council Code of Conduct</i>	<i>Page 12 of 18</i>
--	--------------------------------	----------------------



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

becomes apparent in the course of an investigation, terminate the investigation.

18.2 Other than in exceptional circumstances, the Integrity Commissioner will not report to Council on any complaint described above, except as part of an annual or other periodic report.

19. Response to Complaint Outside of the Jurisdiction of the Integrity Commissioner

19.1 If the complaint received by the Integrity Commissioner is deemed not to be a complaint with respect to non-compliance with the Code, the Integrity Commissioner shall advise the complainant in writing, as follows:

- a) Criminal Matter – if the complaint is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service
- b) Municipal Conflict of Interest – if the complaint is an allegation with respect to the matters under the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with their own legal counsel
- c) Municipal Freedom of Information and Protection of Privacy – if the complaint is more appropriately address under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Clerk to have the matter reviewed under that Act

19.2 If the matter is covered by other policies or legislation, the complainant will be advised and directed to proceed in a manner that is considered appropriate by the Integrity Commissioner.

20. General Provisions

Appendix A, being the Request for Advice Form

Appendix B, being the Formal Complaint Form/Affidavit and Appendix B-1 (Additional Comments Form)

Council Code of Conduct – Commitment of Council

	<i>Council Code of Conduct</i>	<i>Page 13 of 18</i>
--	--------------------------------	----------------------



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

Appendix A Council Code of Conduct – Request for Advice Form

Name of Member: _____

Telephone Number: _____

E-Mail Address: _____

Advice Requested: (Please provide as much detail as possible. Attach additional pages if required.)

Signature of Requester

Date Received by Integrity Commissioner

Date

Date Reply Issued



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

Appendix B Council Code of Conduct – Formal Complaint Form/Affidavit

Affidavit of _____
(full name)

I, _____, of the _____
(full Name) (City, Town, etc.)
_____ in the Province of Ontario Make
(County of Residence)

Oath and Say (or Affirm):

1. I have personal knowledge of the facts as set in this affidavit, because

(insert reasons e.g. I work for I attend a meeting at which..... etc.)

2. I have reasonable and probable grounds to believe that a member of the Municipality of Arran-Elderslie Council

(Specify name of member)

has contravened section(s) _____
(specify sections (s))

of the Code of Conduct of the Municipality of Arran-Elderslie, the particulars of which are as follows:

(set out the statements of fact in consecutively numbers paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Appendix B-1 form (Additional Information Form). If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Affidavit.)



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

This affidavit is made for the purpose of requesting that this matter be reviewed by the Municipality of Arran-Elderslie's appointed Integrity Commissioner and for no other purpose.

Sworn (or affirmed) before me at the)

_____)
(City, Town, etc.)
in the County of Bruce,
in the Province of Ontario on

(Signature)

(Date)

(Signature of Commissioner)
A Commissioner for taking affidavits etc.

Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the *Criminal Code*, R.S.C. 1985 c. C-46 and also to civil liability for defamation.

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203 info@arran-elderslie.ca

[illegible]



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

A Code of Conduct for Council Members

COMMITMENT OF COUNCIL MEMBERS

We the Members of the Corporation of the Municipality of Arran-Elderslie Council are committed to observing this Code of Conduct.

The Code of Conduct will be reviewed by the Council of the Municipality of Arran-Elderslie the year following a municipal election year.

Mayor

Deputy Mayor

Councillor

Councillor

Councillor



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

May 25, 2021

SUBJECT: SRW.21.20 Disposal of Surplus Goods

RECOMMENDATION:

That Council approve the disposal of the surplus equipment listed in Report SRW.21.20.

Submitted by Scott McLeod

Original Signed by

Christine Fraser-McDonald
Acting Clerk

BACKGROUND:

Based on the Finance Procurement Policy By-Law 23-2019, Article 7 Disposal of Surplus Goods, the following list has been circulated to all department heads in Arran-Elderslie and is considered surplus goods. Staff is recommending the items be posted on Gov Deals for fair disbursement.

From the original list an internal exchange took place between the Recreation and Works Department which involved the Zero Turn Mower (Ferris) and a 3-pt hitch finishing mower.

EQUIPMENT:

Works

- AR6 Sterling tandem dump truck, year 2000
- AE4 CAT compactor, year 1986
- CH8 Gravely Lawnmower, year 1992
- 3 Pt-hitch Buhler finishing mower, 6.5 ft farm king

Recreation

- TA5 Grasshopper Lawnmower, year 1999
- RT2 International 674 tractor, year 1972
- Rec Utility trailer single axle, plywood fabricated

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

It is recommended that the finances generated from the disposal of the equipment be transferred to reserves for the respective departments:

Works Equipment: 01-0000-2123 Equipment Reserve

Recreation: 01-0000-2177 Recreation General Reserve

CONCLUSION:

That Council approve SRW.21.20 Disposal of Surplus Goods, giving staff the authority to dispose as by By-Law 23-2019.

THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 23 - 2019

BEING A BY-LAW TO AMEND THE MUNICIPAL CODE
SCHEDULE A – GENERAL GOVERNMENT
FINANCE: PROCUREMENT POLICY

WHEREAS Section 270(1)3. of the *Municipal Act, S.O. 2001, c.25, as amended*, states that a municipal shall adopt and maintain policies with respect to its procurement of goods and services; and

WHEREAS the Municipality of Arran-Elderslie has adopted a policy in respect to its procurement of goods and services; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie hereby deem it expedient to amend the Municipal Code;

NOW THEREFORE The Corporation of the Municipality of Arran-Elderslie hereby enacts as follows:

1. THAT the Municipal Code – Schedule A General Government – Finance: Procurement Policy be amended by the deletion of Article 7 and replaced with the following:

Article 7

DISPOSAL OF SURPLUS GOODS

7.1 Purpose:

This policy identifies the approaches through which The Municipality of Arran-Elderslie disposes of its surplus assets, excluding land and building.

7.2 Coverage:

This policy shall apply to all departments, employees and committees of the Municipality of Arran-Elderslie.

7.3 Policy Statement:

This policy establishes the procedures regarding the disposal of surplus assets and is intended to ensure that the sales or transfers of surplus assets provide:

- Efficiency, equity and transparency in transactions;
- The best value to the taxpayer.

7.4 Definitions:

Information Technology Assets: computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, mobile devices, and any other technological device capable of retaining data, including leased electronic equipment.

Net Residual Value: the historical cost of an asset less depreciation and anticipated disposal costs.

Surplus Assets: assets that are obsolete, no longer needed, or no longer usable, as determined by the relevant Department Head.

7.5 Contents:

General Disposal of Surplus Assets Policy Provisions

Once, annually, in May the Treasurer shall request from all Department heads a list of surplus assets along with pictures for review.

The successful bidder shall be the bidder with the highest bid.

Where applicable, a minimum reserve may be applied to the surplus asset. The successful bidder with the highest bid above the minimum reserve amount shall be the successful bidder.

Where possible, a trade-in allowance for the surplus asset, such as, but not limited to heavy equipment, vehicles, etc. should be considered when purchasing replacement equipment outside of the process outlined in this policy.

For specialty items, such as but not limited to fire apparatus and equipment, a written report to Council for an alternate disposition of the surplus asset will be required, along with a description of the method used to dispose of the surplus asset to ensure alignment with the policy statement.

Where appropriate, a professional, i.e. computer company, office furniture supplier, etc., may be asked to establish the value of the surplus asset.

The completed list of items shall be presented to Council to be declared surplus.

If an item is deemed to be of little or no value, it will be taken to an appropriate disposal site.

Items remaining following the enactment of the disposal process outlined in this policy shall be cleared out at the Department Heads discretion.

Disposal of Surplus Asset Process

If an item is deemed to be surplus, the following procedure will be followed:

- a) The completed list of items shall be presented in a report to Council with a recommendation that the list of items be declared surplus.
- b) Items will be offered for use in other Municipal departments (at cost).
- c) Remaining items will be offered for sale, using one or a combination of the methods outlined below:
 - i. Public notices will be placed in the quarterly newsletter and on the municipal web site.
 - The notices will include a list of equipment for sale
 - A process to accept sealed bids from members of the public, staff and Council.
 - Bids will be opened as of the specific date
 - The equipment sold to the highest bidder and shall be picked up within ten (10) business days.
 - ii. Posting items on GovDeals
 - i. If the public notice does not produce any bids, the equipment may be sent to public auction for sale or an alternative method used as authorized by the Clerk-Administrator.

7.6 Review Cycle:

This policy will be reviewed in each term of Council or as required

2. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 11th day of March, 2019.

READ a THIRD time and finally passed this ____ day of _____, 2019.

Steve Hammell, *Mayor*

Peggy Rouse, *Clerk*



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

May 24, 2021

SRW.21.19

SUBJECT: Calhoun Municipal Drain

PURPOSE:

To review the clean out of the Calhoun Municipal Drain at Concession 12, Lot 15 in Elderslie Township.

RECOMMENDATION(S):

Be it Resolved that Council instructs the Drainage Superintendent to review the request to clean out the Calhoun Municipal Drain and that a report is brought back to Council.

Submitted by:

Scott McLeod

Scott McLeod
Public Works Manager

Reviewed by:

Christine Fraser-McDonald

Christine Fraser-McDonald
Clerk/ Acting CAO

ATTACHMENTS:

A copy of the e-mail request letter from Doug Powell.

FINANCIAL:

The cost to clean out the drain is assessed back to the landowners along the Drain, but the engineering is paid by the municipality.

CONCLUSION:

That the Calhoun Municipal Drain be reviewed for cleanout.



MUNICIPALITY OF ARRAN-ELDSLIE

STAFF REPORT

COUNCIL

May 25, 2021

SRREC 21.10

SUBJECT: Chesley & Tara Community Centre Painting Project

RECOMMENDATION:

Be It Resolved that Council hereby:

- 1) Receive the Report SRREC 21.10 regarding the Chesley and Tara Community Centre Painting Project; and
- 2) That Council hereby award the quotation to A-1 General Contractors Inc. in the amount of \$ 55,100.00 plus applicable taxes.

Submitted by:

Reviewed by:

Carly Steinhoff
Manager of Facilities, Parks & Recreation

Christine Fraser-McDonald
Acting CAO

BACKGROUND:

Included in the 2021 Recreation Capital Budget is funding to repaint the interior arena beams at the Chesley Community Centre and repaint the exterior building steel at the Chesley and Tara Community Centre. Three (3) contractors were approached to quote on the project in its entirety and one (1) company declined to bid due to timing constraints.

Below is a breakdown of the quotes received:

	Chesley Arena Beams	Chesley CC Exterior Steel	Tara CC Exterior Steel	TOTAL (excluding hst)
A-1 General Contractors	\$ 15,250.00	\$ 18,300.00	\$ 21,550.00	\$ 55,100.00
Miller's	\$ 45,500.00	\$ 22,490.00	\$ 21,280.00	\$ 89,270.00

Rejuvenation Inc.				
-------------------	--	--	--	--

Both companies indicated that the work could be completed prior to the start of the 2021/2022 ice season. Miller's Rejuvenation indicated that there would be an additional cost should the Municipality want to change the colour of any of the area's being completed, Should Council wish to pursue colour change options, an additional report will be brought to a future Council meeting with options and recommendations.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

There is \$ 61,043.00 within the Recreation Capital Budget for all components of this project.

CONCLUSION:

That Council approve the recommendations as presented in report SRREC 21.10 dated May 25, 2021.

APPENDICES:

Appendix A – A1 General Contractors Quote

Appendix B – Miller's Rejuvenation Quote

Customer :
Carly Steinhoff
Mgr, Facilities, Parks & Red
Municipality of Arran-Elderslie
519-270-1569
regrecreation@arran-elderslie.ca

Date:
April 26th, 2021

Quotation#	Quoted By	Job Location
260421-01	Yuron Chaulk	Chesely Arena

Description	Line Total
Chesely Arena	
☐ Inside Beams - spot prime any rust, and apply two coats of MSA (multi-surface acrylic) finish.	\$15,250.00
☐ Outside Corrugated Walls - Powerwash and spray paint using MSA (multi-surface acrylic) finish. Also paint exterior doors and frames.	\$18,300.00
☐	
☐ **Includes lift rental charges	
☐	
☐	
<i>Total includes all labour & materials unless specified</i>	
Subtotal	\$33,550.00
Sales Tax (13% HST)	\$4,361.50
Total Amount Due	\$37,911.50

A-1 General Contractors Inc. - Phone 519.277.3844 - yuron@algeneralcontractors.ca
GST# 85448 2155 RT0001



QUOTE

Customer :

Carly Steinhoff
Mgr, Facilities, Parks & Rec
Municipality of Arran-Elderslie
519-270-1569
recreation@arran-elderslie.ca

Date:

April 26th, 2021

Quotation#	Quoted By	Job Location
260421-02	Yuron Chaulk	Tara Arena

Description	Line Total
Tara Arena	
<div> <div></div> <div> Outside Corrugated Walls - Powerwash and spray painting using MSA (multi-surface acrylic) finish. Also paint exterior doors and frames. </div> </div>	\$21,550.00
<div> <div></div> <div></div> </div>	
<div> <div></div> <div>**Includes lift rental charges</div> </div>	
<div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> </div>	
<i>Total includes all labour & materials unless specified</i>	
Subtotal	\$21,550.00
Sales Tax (13% HST)	\$2,801.50
Total Amount Due	\$24,351.50

Thank You!

A-1 General Contractors Inc. – Phone 519.277.3844 - yuron@a1generalcontractors.ca
GST# 85448 2155 RT0001

PROPOSAL

DATE: April 16, 2021

Location: Chesley

CONTACT: Carly Stienoff

QUOTE FOR PAINTING: Chesley Arena

- 7 Arena beams complete including angle beams
- Prep as required
- Full orbital sand using orbital sanders
- Prime as required
- Full top coat

Please Note:

- All products will be 2 component, same products as used in Lucknow arena in the spring of 2018. Mark Hackett Arena Manager.
- All tools, equipment, rental equipment and materials will be supplied by Miller's Rejuvenations
- WSIB, Proof of liability Insurance, Material Safety Data Sheets and all safety certificates available upon request
- I am personally on the job site every day

Price to complete	\$ 6500.00 per beam
HST	<u>\$ 845.00</u>
Total Price	\$ 7345.00 Per beam

This quote is effective for 30 days.

T/F: 519 369 2786 C: 519 369 7453
millersrejuvenations@gmail.com

RR3, 382147 Conc. 4 NDR
Hanover, ON N4N 3B9

PROPOSAL

DATE: May 17, 2021

Location: Chesley

CONTACT: Carly Stienhoff

QUOTE FOR PAINTING: Chesley Arena Exterior Side only

- Prep as required by pressure washing, sanding, scraping, etc.
- There are pelage issues, extra care will be given to these areas (No Guarantee they will not continue peeling)
- Some minor repairs
- Prime as required
- Full top coat

Please Note:

- Colour change will be an extra charge
- **Not included** trim, roofs, bare block, roll up doors, main entrance awnings.
- **Includes** man doors, painted block, painted posts, fan covers and removal of decals. No decal replacement.
- All tools, equipment, rental equipment and materials will be supplied by Miller's Rejuvenations
- WSIB, Proof of liability Insurance, Material Safety Data Sheets and all safety certificates available upon request
- I am personally on the job site every day

Price to complete \$ 22,490.00

HST \$ 2,923.70

Total Price \$ 25,413.70

This quote is effective for 30 days.

T/F: 519 369 2786 C: 519 369 7453
millersrejuvenations@gmail.com

RR3, 382147 Conc. 4 NDR
Hanover, ON N4N 3B9

PROPOSAL

DATE: May 17, 2021

Location: Tara-Aaron Community center

CONTACT: Carly Stienhoff

QUOTE FOR PAINTING: Tara Community Center Exterior Side only

- Prep as required by pressure washing, sanding, scraping, etc.
- Some minor repairs
- Prime as required
- Full top coat

Please Note:

- Colour change will be an extra charge
- **Not included** trim, roofs, bare block, roll up doors, main entrance awnings, vinyl, or out buildings
- **Included** man doors, 4 brown down pipes, replace with new 5 white down pipes, small brown and green roofs, fan covers
- All tools, equipment, rental equipment and materials will be supplied by Miller's Rejuvenations
- WSIB, Proof of liability Insurance, Material Safety Data Sheets and all safety certificates available upon request
- I am personally on the job site every day

Price to complete	\$ 21,280.00
HST	\$ <u>2,766.40</u>
Total Price	\$ 24,046.40

This quote is effective for 30 days.

T/F: 519 369 2786 C: 519 369 7453
millersrejuvenations@gmail.com

RR3, 382147 Conc. 4 NDR
Hanover, ON N4N 3B9



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

May 25, 2021

SRREC 21.11

SUBJECT: Paisley Tennis Court Project

RECOMMENDATION:

Be It Resolved that Council hereby:

- 1) Receive the Report SRREC 21.11 regarding the Paisley Tennis Court Project; and
- 2) That Council hereby approve the MEI Paving Contractors to complete this project at a cost of \$ 25,317.00 excluding applicable taxes.

Submitted by:

Reviewed by:

Carly Steinhoff
Manager of Facilities, Parks & Recreation

Christine Fraser-McDonald
Acting CAO

BACKGROUND:

Included within the 2021 Recreation Capital Budget are funds to improve the tennis courts in Paisley. The area is a two-court asphalt surface with the posts for the nets being in poor condition.

Staff have reached out to multiple contractors to obtain quotes however only one (1) company indicated interest in completing this project.

MEI Paving provided two (2) options for the Municipality to consider, which are shown in the quote attached. Staff are suggesting that Council approve MEI Paving to complete this project using option A, Plexi-Pave surfacing. The quote includes all preparation, painting and post repair. There are no guarantees that this will not crack or pond in the future.

This court has been in deteriorating for many years. It has been noted within the

Recreation Master Plan that there is a need within Arran-Elderslie to repair existing infrastructure and develop multi-court areas. Staff will work with MEI Paving to ensure this area can accommodate tennis, pickle ball and potentially other sports in the future.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

The plexi-pave surface option is quoted at \$ 25,317.00, excluding taxes. There is \$ 15,000.00 within the 2021 Capital Budget, leaving a shortfall of \$ 10,317.00 plus the unrecoverable tax amount. Staff are suggesting that the additional funding can come from Capital ID 3994, Dr. Milne Retaining Wall, with a total budget of \$25,000. Staff are working to determine a solution for the retaining wall issues at Dr. Milne Park however, it is believed that there are sufficient funds to repair the retaining wall and cover the overage for the tennis courts.

CONCLUSION:

That Council approve the recommendation as presented in report SRREC 21.11 dated May 25, 2021.

APPENDICES:

Appendix A -MEI Paving Contractors Quote

M.E.I.
PAVING
CONTRACTORS



MULTIPLE ENTERPRISES INC.

390 1st. Ave. S.
Box 308
Chesley, Ontario
N0G 1L0
519-363-3811
519-363-3699
dstade@meipave.com

Municipality of Arran Elderslie
Parks and Recreation
Chesley, Ont.

April 26, 2021

Att: Carly Steinhoff Manager

Project: Paisley Tennis Court

Option 1/ Plexi- Pave Surface

To remove tennis posts, remove broken concrete from bottoms to re use
To install existing net posts and paint
To power wash asphalt surface
To supply and place 2 coats of Acrylic Resurfacer
To supply and place 2 coats colour
To supply and place playing lines

Price \$ 25,317 Plus h.s.t.

Option 2/ Hot mix asphalt resurface

To R/R net posts and re-install with fresh paint
To remove fence to get equipment inside (to be re installed by town later)
To power sweep asphalt surface clear of all debris
To grind out cracks and repave back in.
To supply and place bonding agent
To supply and place 1 ½ " top coat hot mix asphalt
Re place playing lines

Price \$ 33,817 Plus h.s.t.

Special Notes:

Quote based on areas and specs above
Quote based on asphalt prices at time of estimate
Town to supply power/water for plexi-pave operation
No guarantees of future cracking/ ponding when going over existing

MEI Paving
Duane Stade



MUNICIPALITY OF ARRAN-ELDSLIE

STAFF REPORT

COUNCIL

May 25, 2021

SRREC 21.12

SUBJECT: Paisley Dog Park

RECOMMENDATION:

Be It Resolved that Council hereby:

- 1) Receive the Report SRREC 21.12 regarding the Paisley Dog Park Project; and
- 2) That Council hereby approve the Dr. Milne Park site plan, as shown in Appendix A;
- 3) That Council approve the Municipality to retain ownership, insurance and ongoing maintenance upon project completion;
- 4) That the Committee be required to complete an annual spring clean-up of the park;
- 5) That Council agree to pay ten percent (10%) or \$ 2,900.00 of this project; and
- 6) That Council provide the Paisley Dog Park Committee with a \$ 26,100.00, zero percent (0%) interest loan which shall be repaid back to the Municipality within ten (10) years, being financed from Account 01-0000-2101 – Working Capital.

Submitted by:

Carly Steinhoff
Manager of Facilities, Parks & Recreation

Reviewed by:

Christine Fraser-McDonald
Acting CAO

BACKGROUND:

A volunteer committee has been formed in Paisley following Jen McIsaac's Council presentation in late 2020. The committee has been meeting bi-weekly to develop a plan to realize a dog park in Paisley.

Location

The committee considered four (4) sites in Paisley. The considered sites included:

- Dr. Milne Park
- Vacant land on James Street
- Beside the Palace
- Mary Cumming Park

The committee voted unanimously that the preferred site be Dr. Milne Park. Attached as Appendix A to this report is the proposed site plan for the Dog Park. The plan includes a 66' x 75' area beside the pavilion, which will be used as the small dog area. The main dog park area will be approximately 41,817 square feet and will utilize much of the park space. Both areas will be fenced with a minimum height of five (5) feet and each area will have at least two (2) different entrances. The existing playground equipment and pavilion will remain at Dr. Milne Park and will remain outside of the fenced park area.

Challenges continue to occur at Dr. Milne Park regarding slumping lands. Because of the previous use of that site, staff regularly find new sinkholes and debris coming up through the ground. Staff fill in the areas as they occur, however, this is and will continue to be an ongoing issue with this site.

Staff had water sampling completed on the south side of this site and there were little concerns with the composition of the water. It was suggested within the Recreation Master Plan that a full environmental assessment be completed for this site, but the anticipated cost has not been provided for in the 2021 budget.

Timing

The committee is working to get this project moving as soon as possible. Volunteers are completing fundraising initiatives and grant applications to pay for the cost of the fence, benches, land preparation and signage. Ideally, the committee would like to have the Dog Park completed before the end of the summer.

Ownership and Insurance

Once the dog park is complete, the Municipality will own and be responsible for the dog park including the fencing, benches and any other assets that have been procured. Staff have discussed the addition of a dog park to the current insurance policy with the insurance company and there will be no annual cost increase or liability issues.

Ongoing Maintenance

Municipal staff will be responsible for ongoing maintenance of the park. In its current state, staff cut the grass and weed eat the existing fence line, as required. There will be additional staff time required as maintenance along a chain link fence is more involved than the current wood fence. It is anticipated that the additional staff time required will be 7 hours per maintenance time.

Staff are requesting that although ownership and maintenance of the park is the responsibility of the Municipality, that the Committee organizes and hosts an annual spring clean-up day at the Park.

Funding

It is anticipated by the committee that the cost for this project will be \$ 29,000.00, which includes land preparation, fencing, benches and signage. Volunteers continue to reach out to contractors and vendors to determine exact costs and timeline for completion. Fundraising efforts have begun and individuals or businesses wanting to donate to the park can do so through the Municipal website.

Jen McIsaac approached Council on April 26, 2021 to request Council contribute 50% of funding for this initiative. Council may also consider utilizing the Municipality's Donation Policy, which is currently be updated and will be provided to Council at a future meeting. Within the updated Donation Policy, staff are suggesting that requests for donations toward community projects and initiatives can receive ten (10%) of the total project cost, up to a maximum of \$ 10,000.00. This will ensure consistency among requests.

The Committee has also requested the group be eligible for an interest free loan to offset the remaining costs associated with the project. It is suggested that the Committee and the Municipality enter into an agreement with a maximum 10-year payback period. If Council approves this request, staff will create an agreement and bring back to Council for signatures and by-law adoption.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

Should Council wish to donate ten percent (10%) of the total project cost, \$ 2,900.00 will be transferred from the Council Donation operating account.

If Council wishes to enter into a zero (0) percent interest loan with the committee, funding would be generated through the Working Capital Reserve 01-0000-2101.

As stated above, there will be additional staff time to maintain a chain link fence. The Parkland Wage account within the Operating Budget will be increased to reflect the addition.

CONCLUSION:

That Council approve the recommendations as presented in report SRREC 21.12 dated May 25, 2021.

APPENDICES:

Appendix A – Dr. Milne Park Dog Park Site Plan



George St-S George St-S



ARRAN-ELDERSLIE

FOR REFERENCE ONLY
ALL CONSTRUCTION TO MEET
THE ONTARIO BUILDING CODE

PROJECT	PROPOSED MILNE- DOG PARK
CLIENT	ARRAN-ELDERSLIE
DRAWING	AERIAL LAYOUT

DRAWN	AE
DATE	MAY 2021
SCALE	1"=50'
PROJECT	M00341000121600
REV No.	0.01

S1

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 30-2021

BEING A BY-LAW TO ASSUME THE STORMWATER MANAGEMENT POND FOR
THE CHESTNUT HILL CRESCENT SUBDIVISION IN THE FORMER VILLAGE OF
TARA

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 the Storm Management Pond for the Chestnut Hill Crescent Subdivision is located on the parcel known as LOT 27 Plan M89; and

WHEREAS Lot 27 Plan M89 was to be conveyed to the Municipality for no consideration as a term of the Subdivision Agreement the Developer entered into with the Municipality registered as instrument #BR132599 on June 20, 2018.

WHEREAS said provision respecting Lot 27 Plan M89 was inadvertently omitted from said Subdivision Agreement

WHEREAS the Municipal Roads and services excluding the Stormwater Management Pond were assumed for public by use By-Law No. 57-2020 passed on September 14, 2020.

WHEREAS the council of The Corporation of the Municipality of Arran-Elderslie deems it expedient to accept a conveyance of Lot 27 Plan M89 for the purpose of a storm water management pond.

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

1. The Corporation of the Municipality of Arran-Elderslie accepts without payment of any consideration a transfer of Lot 27 Plan M89 for the purpose of a storm water management pond.
2. The Municipality hereby assumes Lot 27 Plan M89 as a storm management pond for the purpose of the Chestnut Hill Crescent Subdivision being Plan M89.
3. THAT this By-law shall come into force and effect upon the final passing thereof.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 35-2021

**BEING A BY-LAW TO AMEND BY-LAW 11-2021 TO ESTABLISH FEES AND SERVICE
CHARGES FOR 2021**

WHEREAS the Municipal Act, 2001, Chapter 25, Section 391(1) authorizes a municipality to impose fees or charges on any class of persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS Municipal Councils have the authority to establish rates and fees under various Acts, and the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to pass a by-law establishing certain fees and charges;

AND WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie has enacted By-Law 11-2021 being a By-Law to Establish Fees and Service Charges for 2021;

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 By-Law 11-2021 being a By-Law to Establish Fees and Service Charges for 2020 be amended as follows:
 - a) Schedule A – Administration Fees be amended to include fees in accordance with the Original Road Allowance and Original Shoreline Road Allowance Sale Policy being Schedule A to By-Law No. 33-2021.
2. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Administration Fees

Interest will be charged at 2% per month after 30 days from the date the fee was incurred. Unpaid accounts will be sent to collections after 90 days.

The Municipality reserves the right to respond to any certificate request after being given a 48 hour notice period. Any response required to a certificate request within 48 hours of notice being given shall be subject to a fee of exactly double the applicable fee.

In the event of a billing error on behalf of the Municipality, the Municipality reserves the right to limit the recourse to a maximum of three years from when the error occurred.

DESCRIPTION	FEE	HST	TOTAL
Certification of Any Document such as Commissioning or Swearing a previously prepared affidavit - does not include Photocopying	\$8.85	\$1.15	\$10.00
Freedom of Information Request	\$5.00	Exempt	\$5.00
Photocopies (each) - Minimum Charge \$1.00	\$0.49	\$0.06	\$0.55
Faxes (sending or receiving) - First Page	\$2.21	\$0.29	\$2.50
- Each Additional Page	\$1.11	\$0.14	\$1.25
Tax Certificate	\$50.00	Exempt	\$50.00
- Within 48 Hours	\$75.00	Exempt	\$75.00
Tax Confirmation (Account History) - Information on site - Per Year Researched	\$5.00	Exempt	\$5.00
Information archived - Per Year Researched	\$5.00	Exempt	\$5.00
Minimum charge \$20.00			
File Retrieval Fee for Records Over 6 Years Old	\$100.00	Exempt	\$100.00
NSF Cheque Fee	\$40.00	Exempt	\$40.00
Information Search Fee - Per Hour	\$30.00	Exempt	\$30.00
Information Search Fee for Records 6 years and Older	\$100.00	Exempt	\$100.00
Parking Ticket Administration Fee	\$35.00	Included	\$35.00
Tile Loan Inspection Fee	\$85.00	Exempt	\$85.00
Zoning Compliance Confirmation			
- Residential	\$87.00	Exempt	\$87.00
- Commercial/Industrial/Institutional	\$150.00	Exempt	\$150.00
- Farm (With Nutrient Management)	\$220.00	Exempt	\$220.00
If Required in Less Than 48 Hours, Additional	\$170.00	Exempt	\$170.00

Administration Fees

DESCRIPTION	FEE	HST	TOTAL
Informal Group Home Licence Fee	\$750.00	Exempt	\$750.00
Original Road Allowance Purchase	\$500.00	Exempt	\$500.00
- Initial Application Fee	10% of appraisal value or \$500.00, whichever is greater	Exempt	
- Application Fee after Appraisal completed	Actual Cost		
- Applicant is also responsible for all administrative, legal, survey, advertising and land acquisition costs	Appraised Value	HST	
- Original Road Allowance Purchase Price			
- Recommence Application within One Year - Additional Deposit Fee	\$1,000.00	Exempt	\$1,000.00
Original Shore Road Allowance Purchase	\$500.00	Exempt	\$500.00
- Initial Application Fee	Actual Cost		
- Applicant is also responsible for all administrative, legal, survey, advertising and land acquisition costs	\$2,000.00	HST	\$2,260.00
- Original Shore Road Allowance Purchase Price			

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 37 - 2021

BEING A BY-LAW TO ADOPT 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 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 this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald
Acting CAO

Municipality of Arran-Elderslie

Schedule "A" to By-law 37-2021

Policy Name:	Council Remuneration and Expenses	Policy No: XX-2021
Department:	Finance	
Effective Date:	May 25, 2021	
Date Revised:		
Authority:	Council	

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.

6.0 Council Meetings

- 6.1** Council members participate in regular and special meetings of Council.
- 6.2** A municipal initiative lead by staff may require/request the participation of a Council member, which shall be considered as a meeting.
- 6.3** 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.
- 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.
- 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.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 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

- 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.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 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.
 - 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.



The Corporation of the Municipality of Arran-Elderslie Council Remuneration and Expenses

- 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 XX-2021 on the 10th day of May, 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 XX-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 XX-2021

MUNICIPALITY OF ARRAN-ELDERSLIE
Council Remuneration and Expenses
Expense Form

COUNCILLOR REMUNERATION / EXPENSE FORM

110

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	
					\$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 XX-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. 38-2021

BEING A BY-LAW TO ADOPT A CONFERENCE/CONVENTION 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 Conference/Convention Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Conference/Convention Policy Policy, forms part of this by-law.
3. THAT this By-law may be cited as the "Conference/Convention Policy."
4. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.
5. THAT this By-Law and attachment thereto shall rescind and replace any previous Conference/Convention Policy.
6. THAT By-Law 54-2019 is hereby rescinded.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald
Acting CAO

Municipality of Arran-Elderslie
Corporate Policy – Schedule “A” to By-law XX-2021

Policy Name:	Conference/Convention Policy	Policy No: CL-2019-02
Department:	Municipality Wide	
Effective Date:	September 9, 2019	
Date Revised:	May 25, 2021	
Authority:	Council	

Policy Statement:

It is the Municipality’s policy to reimburse staff for specific expenses as provided herein incurred the Municipality’s behalf while on authorized Municipal business. Such expenses must be reasonable in the circumstances and must be necessary and incidental to the performance of the municipal business. The policy is not intended to reimburse staff for expenses of a purely personal nature.

The Municipality of Arran-Elderslie encourages staff to become involved in conferences, conventions, training courses and workshops in order to network with other professionals and further develop their skills and knowledge.

Purpose:

This policy is for the guidance and direction of the Municipality of Arran-Elderslie staff who incur expenses while travelling on authorized Municipal business. Such persons are expected to use discretion and good judgment in all matters where municipal funds are spent.

Procedure:

- a) this policy applies to full-time staff.
- b) that no more than three (3) Members of Council or Staff 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.
- c) that the Municipality pay 100% of accommodations.
- d) that the Municipality pay mileage at the approved rate plus parking expenses supported by receipts.

**Municipality of Arran-Elderslie
Corporate Policy – Schedule “A” to By-law XX-2021**

- e) that the Municipality pay 100% of registration fees.
- f) that the meal allowance shall be a maximum of \$60 per day, less meals included in the registration fee.
- g) that the Municipality shall not pay any expenses for the spouse/companion of Staff.
- h) that no overtime will be paid to Staff for attending after hours or for travel time

Ineligible Expenses:

Ineligible expenses include:

- Spousal or family expenses
- Personal entertainment (hotel bar charges, movies, etc.)
- Personal side trips while travelling
- Flight insurance premiums
- Charges for excessive personal luggage
- Personal long distance telephone charges
- Meals already included in the conference/convention package

Policy Review:

This policy shall be reviewed in accordance with the Municipality’s policy review schedule.

*** May 25th, 2021 – amended to removed reference to Members of Council.*

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 39-2021

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
REGULAR COUNCIL MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
HELD MAY 10, 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 May 25th, 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 May 25, 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 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk