



# MUNICIPALITY OF ARRAN-ELDERSLIE

## Council Meeting

## AGENDA

Meeting No. 22-2021  
Monday, September 13, 2021, 9:30 a.m.  
Council Chambers and via Teleconference  
1925 Bruce Road 10, Chesley, ON

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Pages

1. Call to Order  
  
Following the Call to Order, Mayor Hammell and Deputy Mayor Davis will make some announcements before proceeding with the Agenda.
2. Adoption of Agenda
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## **MUNICIPALITY OF ARRAN-ELDERSLIE**

### **Council Meeting**

### **MINUTES**

#### **Meeting No. 20-2021**

**Monday, August 9, 2021, 9:00 a.m.**

**Council Chambers and via Teleconference**

**1925 Bruce Road 10, Chesley, ON**

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

Staff Present: Sylvia Kirkwood - CAO  
Christine Fraser-McDonald - Clerk  
Julie Reid - Deputy Clerk  
Scott McLeod - Public Works Manager  
Tracey Neifer - Treasurer  
Carly Steinhoff - Recreation Manager  
Laura Fullerton, Community Development Coordinator - 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:

**20-310-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that the agenda for the Council Meeting of Monday, August 9, 2021 be received and adopted, as distributed by the Clerk.

**Carried**

#### **3. Disclosures of Pecuniary Interest and General Nature Thereof**

Mayor Hammell declared a direct pecuniary interest by regarding Agenda Item 6.1 - Zoning By-Law Amendment Z-2021-041 Hammellea Farms and Agenda Item 14.1 By-Law No. 49-2021 Z-2021-041 Hammellea Farms - Zoning Bylaw Amendment as his family members. The applicants are his parents and his brother.

#### **4. Adoption of Minutes of Previous Meeting(s)**

##### **4.1 Regular Council Meeting Minutes - July 12, 2021**

Council passed the following resolution:

**20-311-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held July 12, 2021.

**Carried**

##### **4.2 Special Council Meeting Minutes - July 19, 2021**

Council passed the following resolution:

**20-312-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Special Council Session held July 19, 2021.

**Carried**

#### **5. Business Arising from the Minutes**

##### **5.1 5.1 - Notice of Motion - Deputy Mayor Davis**

Deputy Mayor Davis provided the basis for his motion to have the accounts payable voucher added back to the agenda noting that this is an important tool for Council to gauge how much goods and services are costing and provide for more informed decision making. It also provides accountability and transparency to the public in how tax dollars are being spent.

Members of Council provided their comments in relation to this motion.

Staff provided Council with alternative options to having the Accounts Payable Voucher added back into the agenda and to ensure compliance with all applicable legislation. Staff indicated that they are working to bring

a report to Council in conjunction with the new procurement policy that would address the concerns noted in the Notice of Motion.

Council agreed to table the motion until the report was provided by Staff at the September 27th meeting.

## **20-313-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Dudgeon

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

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

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

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

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

**Tabled**

## **6. Public Meeting(s)**

### **6.1 Zoning By-Law Amendment Z-2021-041 Hammellea Farms**

Mayor Steve Hammell declared a conflict on this item. (Mayor Steve Hammell declared a direct pecuniary interest due to the fact that he is a relative. The applicants are his parents and his brother. )

Mayor Hammell left the Council Chamber prior to the Call to Order of the Public Meeting.

Deputy Mayor Davis called the public meeting to order at 9:17 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law amendment.

Eric Steele, Planner for the County of Bruce, joined the meeting by teleconference. He noted that the purpose of this application is to permit the severance of a surplus farm dwelling. The proposed Zoning Amendment proposes a site-specific amendment that would prohibit future residential uses on the retained farmlands.

Mr. Steele reviewed the Staff Report with Members of Council.

The severed parcel is proposed to have a lot area of 0.4 ha where the Zoning By-law requires a minimum lot area of 0.5 ha. The proposed reduced lot size would limit the amount of farmland that is needed to be removed from production, while still being of sufficient size to accommodate the existing dwelling and on-site septic system.

The retained parcel is proposed to have a lot area of 33.46 acres, where the By-law requires a minimum lot area of 39 acres. The intent of this provision is to ensure that agricultural lots are of sufficient size to support agricultural operations.

Comments were received from the Municipality of Arran-Elderslie Public Works Manager, requesting confirmation of the location of the proposed road access for the retained farmlands. The Owner confirmed access to be obtained from Concession 2 near the western end of the retained lands.

No other Agencies provided comments.

The Deputy Mayor asked Members of Council if they had any questions. There were no questions raised.

The Deputy Mayor asked if the applicant or agent were present and wished to make a submission. The applicants, Jim and Marie Hammell were present in the Council Chambers and did not have any comment. Land Use Planning Agent for the Applicant, Ron Davidson, was present by teleconference and gave an overview of the application for Council's consideration.

The Deputy Mayor asked if anyone members of the public wished to make a submission either in favour or opposed to the proposed application. No public comments were received.

The Clerk confirmed that no written submissions had been received in relation to the application.

Members of Council and the public were provided a final opportunity for questions prior to the closing of the public meeting.

No further questions were raised and the Deputy Mayor declared the public meeting closed at 9:36 a.m

Mayor Hammell returned to the Council Chambers following the closing of the public meeting and the passing of the associated resolution.

Council passed the following resolution:

**20-314-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be It Resolved,

That Council receive Staff Report for Zoning Bylaw Amendment – Z-2021-041 for Hammellea Farms; and

That the necessary by-law be prepared for consideration of adoption.

**Carried**

**7. Delegation(s)**

**8. Correspondence**

**8.1 Requiring Action**

**8.1.1 Paisley Artscape Society - Annual Artist on the River event**

Council directed Staff at the July 19th meeting to bring forward a motion to provide a blanket approval to facilitate the road closure for future Artists on the River events without the expressed consent of Council on an annual basis.

Council passed the following resolution:

**20-315-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be It Resolved that Council hereby,

1. Authorize the annual closure of the section of River Street, between Albert Street and James Street for the Paisley Artscape Society Artists on the River event; and

2. That Staff are authorized to facilitate the means necessary for this temporary closure; and

3. That this authorization may be rescinded in the future by Council resolution as appropriate.

**Carried**

**8.1.2 Paisley Bluesfest - Coverall Structure**

Members of Council discussed factors surrounding the proposed coverall structure. There are many considerations such as the location, costs, permits, insurance and maintenance. Council agrees that other stakeholders such as the Rotary Club and Paisley Agricultural Society should be consulted regarding the

proposal. Council suggested that a working group be created to explore the implications of the proposed structure.

Subsequent to further discussion, Council passed the following resolution:

**20-316-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be It Resolved that Council hereby,

1. Direct Staff to provide a report to be brought back in September to Council regarding the proposed coverall structure brought forward by the Paisley Bluesfest; and
2. That Staff develop a working team including Councillor Kanmacher, Deputy Mayor Davis, The Paisley Rotary Club, The Paisley Agricultural Society and the Paisley Bluesfest.

**Carried**

**8.2 For Information**

Council passed the following resolution:

**20-317-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes, and files correspondence on the Council Agenda for information purposes.

**Carried**

**9. Staff Reports**

**9.1 CAO/Clerks**

**9.1.1 SRCLK.2021.14 – Commissioning Documents Policy**

Clerk, Christine Fraser-McDonald provided an overview of her report responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**20-318-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher



**Be It Resolved that:**

1. **Council receive Report SRCLK.2021.14 – Commissioning Documents Policy; and**
2. **That a by-law be prepared for a subsequent Council meeting to adopt a Commissioning Documents Policy.**

**Carried**

9.1.2 SRDPCLK.21.06 Cancel Vacant Unit Rebates and Vacant Excess Discounts

Deputy Clerk, Julie Reid, provided an overview of her report and responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**20-319-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
**Be It Resolved, that Council hereby:**

1. **Authorize the cancellation of the Vacant Unit Rebates effective for the 2022 taxation year; and**
2. **That Council Authorize the cancellation of the Vacant and Excess Land Subclass Property Tax discounts effective for the 2022 taxation year; and**
3. **That a by-law be prepared to enact these changes; and**
4. **That a copy of the by-law be forwarded to the County of Bruce to advise that the Municipality of Arran-Elderslie has enacted these changes effective for the 2022 taxation year.**

**Carried**

9.1.3 SRDPCLK.21.08 Multi-Municipal Wind Turbine Working Group

Deputy Clerk, Julie Reid, provided an overview of her report responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**20-320-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher

**Be it Resolved, that Council hereby:**

1. **Approve that the Deputy Clerk, Arran-Elderslie, assume the position of Recording Secretary for the Multi-Municipal Wind Turbine Working Group; and**
2. **That a copy of this report be provided to the Working Group for their review and final decision.**

**Carried**

## **9.2 Finance**

### **9.2.1 SRFIN.21.28 Covid-19 Cash Handling and Processing Payments Policy**

Treasurer, Tracey Neifer, provided an overview of her report.

Subsequent to further discussion, Council passed the following resolution:

**20-321-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

**Be it Resolved, that Council hereby:**

1. Receive report SRFIN.21.28 regarding Covid-19 Cash Handling and Processing Payments Policy; and
2. That the necessary By-law be prepared to adopt the Covid-19 Cash Handling and Processing Payments Policy.

**Carried**

### **9.2.2 SRFIN.21.29 Quarterly Financial Report June 30, 2021**

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

Subsequent to further discussion, Council passed the following resolution:

**20-322-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

**Be it Resolved, that Council hereby:**

1. Receive report SRFIN.21.29 regarding Quarterly Financial Report June 30, 2021; and

2. That the agreement with James Special Services be funded from the Working Capital Reserve (01-0000-2101) for 2021, and any work directly related to the enforcement of the Building Code Act be funded by the Building Reserve (01-0000-2142).

**Carried**

### **9.3 Public Works**

#### **9.3.1 SUBJECT: SRW.21.27 Bruce County Teeswater Bridge Agreement**

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

Subsequent to further discussion, Council passed the following resolution:

#### **20-323-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be it Resolved, that Council hereby:

1. Receive report SRW.21.27 regarding Bruce County Teeswater Bridge Agreement,
2. That Council gives approval for the Municipality to enter into an agreement with Bruce County for the Reconstruction of Queen Street during the construction of the Teeswater Bridge in Paisley; and
3. That Council request staff to bring forward the costs associated with the Reconstruction of Queen Street in the 2022 and/or 2023 Capital Budget.

**Carried**

#### **9.3.2 SRW.21.26 Equipment Purchase – Single Axle Sander/Snowplow Truck**

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

Subsequent to further discussion, Council passed the following resolution:

#### **20-324-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher

Be it Resolved, that Council hereby:

1. Receive report SRW.21.26 for information - Equipment Purchase, and
2. That Council authorizes staff to proceed with the purchase of a used single axle sander/plow truck for up to \$60,000, and
3. That the purchase be financed from the Reserve for Winter Control (01-0000-2120).

**Carried**

#### **9.4 Building/Bylaw**

#### **9.5 Facilities, Parks and Recreation**

##### **9.5.1 SREC.21.18 Paisley Legion Window Replacement**

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

Subsequent to further discussion, Council passed the following resolution:

**20-325-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be it Resolved, that Council hereby:

1. Receive the Report SRREC.21.18 regarding the Paisley Town Hall Window Replacement project; and
2. That Council approve Premier Windows and Doors Ltd., to complete three (3) south facing windows at a cost of \$ 5387.76, excluding applicable taxes.

**Carried**

##### **9.5.2 SRREC.21.19 Paisley Town Hall Lift Project**

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

Subsequent to further discussion, Council passed the following resolution:

**20-326-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher  
 Be It Resolved, that Council hereby:

1. Receive report SRREC.21.19 regarding the Paisley Town Hall Lift Project; and
2. That Council hereby approve Domm Construction to complete the Paisley Town Hall Lift project at a cost of \$ 194,840.00, excluding applicable taxes; and
3. That \$4,281 be transferred from Working Capital Reserve (01-0000-2101) to the Municipal Building Reserve (01-0000-2112) to finance the additional costs of the project.

**Carried**

## **9.6 Emergency Services**

## **9.7 Economic Development and Planning**

## **10. Reports of Members**

### Davis:

Deputy Mayor Davis commented on the speeding concerns within the communities.

Staff noted that this matter was on the agenda later in the meeting for discussion.

### Bell:

Councillor Bell inquired when the bylaw enforcement services would be starting. He will be attending a Chesley Place meeting tomorrow, August 10th and would like to resume attendance at the Multi-Municipal Wind Turbine Working Group Meetings. He witnesses the speeding concerns on a regular basis.

Staff commented that the bylaw enforcement contract is currently under review and will be at the September 13th meeting. The Township of Chatsworth have agreed in principal to terminate the agreement as of August 1, 2021 which will go to their Council in September.

### Dudgeon:

Councillor Dudgeon reported that the crime within the municipality is heating up again and the police are working to mitigate the issues.

### Greig:

Councillor Greig has spoken with Grey Sauble Staff regarding the Arran Lake grading issues. He provided an update on Tara Minor Ball. Councillor Greig

noted that the Food Town in Tara has changed hands and it would be nice to see a formal welcome to the new owners.

Kanmacher:

Councillor Kanmacher spoke about the Trinity Grant proposal which she hopes will be successful and noted how successful the Paisley Bluesfest concerts have been. The Paisley Artist on the River Event took place this past Saturday. She is attending the meeting with Chesley Place on August 10th.

Nickason:

Councillor Nickason attended the BASWRA meeting on July 29th and the Invermay bridge meeting last week. He also attended to assist at the two Covid clinics held in Arran-Elderslie. He has received a few complaints regarding the grading of the Grey Sauble Conservation Area parking lot at Arran Lake.

Hammell:

Mayor Hammell noted that at the July transportation meeting for the County of Bruce, there were locations identified to have speed reduction measures put in place. He also attended the two Covid Clinics recently.

Mayor Hammell read a thank you note from the Paisley Central School history award winner, Avery Davidson.

**11. Health and Safety**

**12. Other Business**

**12.1 Speeding Concerns within the Communities**

Councillor Kanmacher contacted Staff and requested that the issue of speeding within the Town of Paisley be brought forward for Council discussion. She wanted Council to consider drafting a letter to the County of Bruce to request that specific measures be explored to help minimize the speed of traffic through the town.

Staff discussed this request and noted that similar concerns had been raised in other communities within Arran-Elderslie and proposed drafting a motion to encompass all the areas of concern.

Members of Council provided their comments regarding the speeding concerns within the communities. Speeding is not only an issue within the town limits but it is a problem everywhere.

Subsequent to further discussion, Council passed the following resolution:

**20-327-2021**

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher

1. Direct Staff to draft a letter on behalf of Council to address the speeding concerns on County roads approaching and within the communities of Arran-Elderslie, specifically County Road 10 through Chesley and Tara and County Road 3 through Paisley; and
2. That a copy of this letter be provided to the Ontario Provincial Police (OPP); and
3. That Staff work with County Staff and the OPP to address the concerns and develop suitable solutions to address the issues in these areas such as crosswalks, traffic light and the possibility of photo radar; and
4. That Staff work with the County to research the process of establishing Community Safety Zones.

**Carried**

**13. Notice of Motion**

**14. By-laws**

**14.1 By-Law No. 49-2021 Z-2021-041 Hammelea Farms - Zoning By-law Amendment**

Mayor Steve Hammell declared a conflict on this item. (Mayor Hammell declared a direct pecuniary interest due to the fact that his is a relative. The applicants are his parents and his brother.)

Mayor Hammell left the Council Chambers during the passing of this by-law and returned subsequent to the vote being taken.

Council passed the following resolution:

**20-328-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that By-law No.49-2021 be introduced and read a first, second and third time, signed by the Deputy Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 49-2021 being a By-law to amend Schedule A of By-Law No. 36-09, as amended (being the Comprehensive Zoning By-Law of the Municipality of Arran-Elderslie) Re: Concession 2 Part Lot 30, Geographic Township of Arran, 257 Concession 2, Geographic Township of Arran.

**Carried**

**14.2 By-Law No. 50-2021 Adopt a Staff Code of Conduct**

Council passed the following resolution:

**20-329-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that By-law No. 50-2021 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 50-2021 being a By-law to adopt a Staff Code of Conduct

**Carried**

**19. Confirming By-law**

Council passed the following resolution:

**20-330-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that By-law No. 51-2021 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 No. 51-2021 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, August 9, 2021.

**Carried**

**20. Adjournment**

Council passed the following resolution:

**20-331-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Kanmacher

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:38 a.m.

**Carried**

**21. List of Upcoming Council meetings**

Monday, September 13, 2021

Monday, September 27, 2021



Tuesday, October 12, 2021

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk



## **MUNICIPALITY OF ARRAN-ELDERSLIE**

### **Special Council Meeting**

### **MINUTES**

#### **Meeting No. 21-2021**

**Monday, August 30, 2021, 9:00 a.m.**

**Council Chambers and via Teleconference**

**1925 Bruce Road 10, Chesley, ON**

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

Staff Present: Sylvia Kirkwood - CAO  
 Christine Fraser-McDonald - Clerk  
 Julie Reid - Deputy Clerk  
 Scott McLeod - Public Works Manager  
 Tracey Neifer - Treasurer

#### **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:

**21-332-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that the agenda for the Special Council Meeting of Monday, August 30, 2021 be received and adopted, as distributed by the Clerk.

**Carried**

#### **3. Disclosures of Pecuniary Interest and General Nature Thereof**

None.

#### **4. Closed Session (if required)**

The Mayor advised that Council go into Closed Session at 9:05 a.m. for the purpose of matters identified in the motion below.

**21-333-2021**

**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
- ( ) 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
- ( X ) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- ( X ) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- ( ) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act
- ( ) education or training of members of Council

Staff Authorized to Remain:

Sylvia Kirkwood, CAO

Christine Fraser-McDonald, Clerk

Others Authorized to Remain:

Municipal Solicitor

**Carried**

**5. Resolution to Reconvene in Open Session**

Mayor Hammell confirmed that Council discussed only those matters identified in the above motion.

Council passed the following resolution:

**21-334-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie does now return to the Open Session at 9:42 a.m.

**Carried**

## **6. Adoption of Recommendations Arising from Closed Session (If Any)**

Direction was given to staff for items discussed in Closed Session.

## **7. Staff Reports**

### **7.1 Facilities, Parks and Recreation**

#### **7.1.1 SRREC.21.20 ICIP Green Infrastructure Stream - 2021 Intake**

CAO, Sylvia Kirkwood provided Council with an overview of the report. Members of Staff responded to questions from Council.

Subsequent to further discussion, Council passed the following resolution:

#### **21-335-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby,

1. Direct Staff to prepare a grant application to Investing in Canada Infrastructure Program: Green Infrastructure Stream – 2021 Intake for the Watermain Replacement on Hamilton Street in Tara.

**Carried**

## **8. By-laws**

### **8.1 By-Law No. 52-2021 Authorize EPCOR Agreement**

CAO, Sylvia Kirkwood, provided an update to Council on the status of the EPCOR Agreement. EPCOR representatives Mark Emmanuel and Andres Zumbado were available to address questions and concerns from Members of Council.

EPCOR requires the agreement in place in order to move forward with the installation of the natural gas lines in Chesley. There is a requirement to complete the in-water work portion of the project by September 15th and there is no guarantee that an extension will be granted if this timeline is not met. Missing the deadline could jeopardize the installation of natural gas to Chesley residents before the winter season begins.

Council agrees that meeting the deadline is an important part of this project.

Members of Council raised concerns regarding the default of the second payment of the franchise fees during the implementation of the project.

Mr. Emmanuel and Mr. Zumbado were unaware of the circumstances relating to the franchise fees agreement and indicated that they would take these concerns back to their organization to investigate the matter further. Staff will follow up with EPCOR representatives by email to confirm the intentions of the Municipality to investigate the concerns brought forward and Staff will prepare a report for the September 13th Council meeting for Council's review and further discussion if necessary.

Members of Council would also like to see the agreement reflect the replanting of trees that are removed due to the construction of the pipeline. Mr. Emmanuel acknowledged this request and will take this item back to their corporate team as well.

Staff will work with EPCOR to make the necessary changes to the agreement and get the final copy completed for signing as soon as possible so that work can proceed.

Subsequent to further discussion, Council passed the following resolution:

**21-336-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 52-2021 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 52-2021 being a By-law to Authorize the execution of an agreement with EPCOR.

**Carried**

**8.2 By-Law No. 53-2021 Authorize agreement with James Special Services Inc. for By-Law Enforcement Services**

Council passed the following resolution:

**21-337-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 53-2021 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 53-2021 being a By-law to Authorize the Execution of an Agreement between James Special Services and The Corporation of The

Municipality of Arran-Elderslie for the provision of By-Law Enforcement Services

**Carried**

### **8.3 By-Law No. 54-2021 Appoint a Municipal Law Enforcement Officer**

Council passed the following resolution:

**21-338-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 54-2021 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 54-2021 being a By-law to Appoint a Municipal Law Enforcement Officer to enforce the By-Laws of the Municipality of Arran-Elderslie.

**Carried**

## **9. Confirming By-law**

**21-339-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 55-2021 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 No. 55-2021 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, August 30, 2021.

**Carried**

## **10. Adjournment**

Council passed the following resolution:

**21-340-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 10:18 a.m.

**Carried**

**11. List of Upcoming Council meetings**

September 13, 2021

September 27, 2021

October 12, 2021

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk



**The Corporation of the Municipality of Arran-Elderslie**  
**1925 Bruce Road 10, PO Box 70**  
**Chesley, ON N0G 1L0**  
**Main Office (519)363-3039**  
**Fax (519)363-2203**  
**General Inquiries [info@arran-elderslie.ca](mailto:info@arran-elderslie.ca)**

September 13, 2021

Sandra Datars Bere  
 Chief Administrative Officer  
 Bruce County  
 30 Park St  
 Walkerton, ON  
 N0G 2V0

Via Email to: [sdatarsbere@brucecounty.on.ca](mailto:sdatarsbere@brucecounty.on.ca)

Re: Speeding Concerns in Arran-Elderslie Communities

---

Dear Ms. Datars Bere,

At the Regular Council Meeting on August 9, 2021, the Council of the Municipality of Arran-Elderslie passed the following resolution:

**Agenda Number:** 12.1  
**Resolution No.** 20-327-2021  
**Date:** Monday, August 9, 2021




---

**Moved by:** Councillor Nickason  
**Seconded by:** Councillor Kanmacher

Be It Resolved that Council hereby,

1. Direct Staff to draft a letter on behalf of Council to address the speeding concerns on County roads approaching and within the communities of Arran-Elderslie, specifically County Road 10 through Chesley and Tara and County Road 3 through Paisley; and
2. That a copy of this letter be provided to the Ontario Provincial Police (OPP); and
3. That Staff work with County Staff and the OPP to address the concerns and develop suitable solutions to address the issues in these areas such as crosswalks, traffic light and the possibility of photo radar; and
4. That Staff work with the County to research the process of establishing Community Safety Zones.

**Carried**



Members of Council receive complaints of speeding within the Arran-Elderslie communities on a regular basis. It is recognized that the issue of speeding is a widespread issue, and not only limited to County roadways, however, there are increasing concerns about the rate of speed that traffic travels through the busy downtown areas of these small communities. This raises major concerns regarding the safety of residents and tourists that are living and visiting our area.

Council wishes to express that the speeding does not just begin within the town limits, and traffic approaching the town limits is often doing so at a fast rate of speed and not slowing down when coming into the communities, or not sufficiently to ensure the safety of pedestrians and other vehicles.

Lowering speed limits on the approaches has been discussed but it is not a total solution. The effectiveness of that approach only goes as far as driver obedience and it is difficult to have enforcement in place at the all times. Council would like to see other means of slowing the traffic through the communities such as crosswalks and traffic lights.

Council would also like to investigate the possibility of designating these areas of concern as "Community Safety Zones". Section 214.1 (1) of *The Highway Traffic Act* provides the opportunity for the council of a municipality to, by by-law, designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway. It is the opinion of the Council of Arran-Elderslie that public safety is greatly affected on the County roads of Bruce Road 3 through Paisley and Bruce Road 10 through Chesley and Tara. Each of these roads foster heavy traffic travelling to and from the "cottage country" areas and other popular tourist destinations in beautiful Bruce County. This designation would allow for steeper penalties for those caught disobeying the posted speed limits. *The Highway Traffic Act* also allows the use of Automated Speed Enforcement within designated Community Safety Zones. These photo radar cameras use a speed measurement device to enforce speed limits and assist in making the roads safer for all users. The result is a monetary fine to the registered owner of the vehicle. This method would provide enforcement at all times, even when the police are unable.

Although speeding is a concern in all communities, Arran-Elderslie Council is urging Bruce County Staff to work with Municipal Staff to mitigate the speeding concerns in a timely manner. A Speed Mitigation Taskforce could be formed to brainstorm, research, implement and monitor measures necessary to increase the safety of our residents and visitors.

A copy of this letter is being provided to the Ontario Provincial Police as well for their review and we ask that they work with Staff, and if formed, the Speed Mitigation Taskforce, to assist with the process and ongoing monitoring.

Council and Staff of the Municipality of Arran-Elderslie look forward to working together to reduce the speeding and increase public safety within the communities of Arran-Elderslie.

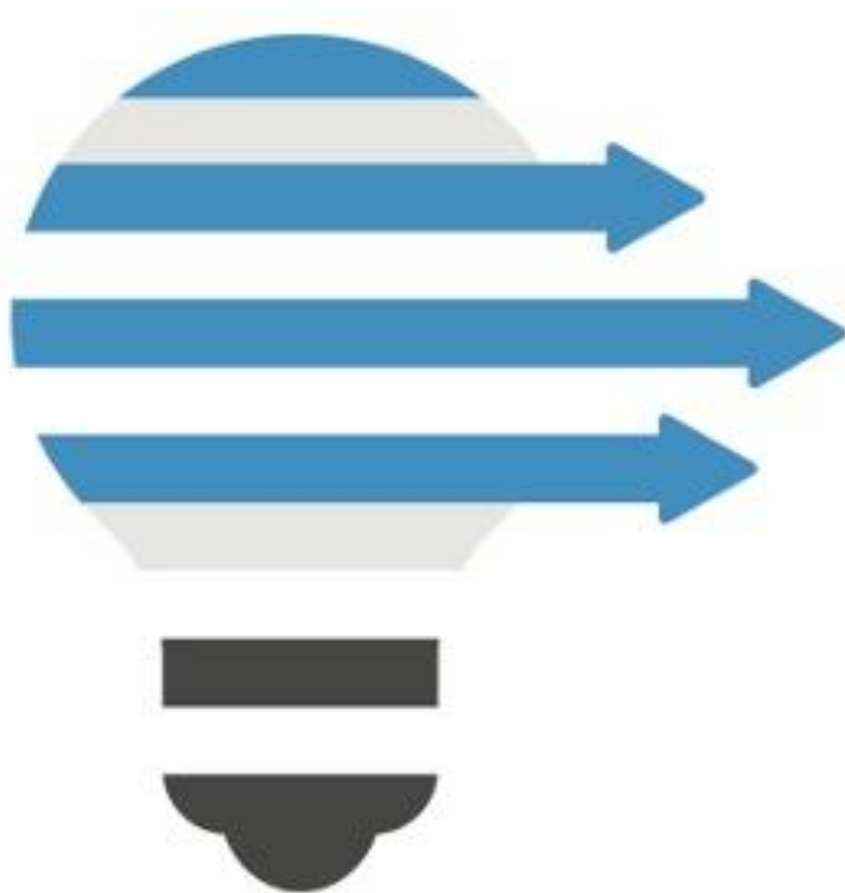
Sincerely on behalf of the Council of the Municipality of Arran-Elderslie,

Mayor Steve Hammell  
[mayor@arran-elderslie.ca](mailto:mayor@arran-elderslie.ca)

CC: Inspector Miller, Ontario Provincial Police  
[Krista.Miller@opp.ca](mailto:Krista.Miller@opp.ca)

# Municipality of Arran-Elderslie

September 13, 2021



**MIC**  
municipal  
innovation  
council



# Introductions



Dave Shorey

Outgoing  
Innovation Officer

Municipal Innovation Council



Kara Van Myall

Chair of MIC

Chief Administrative Officer in  
Saugeen Shores



# Municipal Innovation Council





Laura White  
Municipal Procurement Strategist



Scarlett Wang  
Municipal Innovation Catalyst



# Municipal Innovation Council



# Mission

Municipal Innovation Council

The Municipal Innovation Council (MIC) serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities. The MIC seeks to understand how issues impact people and is a catalyst for developing solutions to shared problems. The MIC invests in the ability to sense and respond to challenges quickly so that member communities thrive in the 21st century.



## WHERE DO WE PLAY?

↳ **“Opportunity Areas”**

*Represent significant and enduring problems that – if solved – unlock considerable new value for our region, government, and residents in the form of sustainable new services, programs, and offerings.*

# Opportunity Areas

Municipal Innovation Council

## HOLISTIC HOUSING



MIC municipalities will address the critical need for attainable housing through collaborations with private, public, and non-profit organizations so that all community members have access to safe and secure shelter.

## TRANSFORMED TRANSPORTATION

MIC municipalities will coordinate multi-modal solutions that address the need for enhanced intra-municipal, inter-municipal, and out-of-county transportation.



## WORLD-CLASS WASTE



MIC municipalities will provide a broad range of solid waste management programs and infrastructure that maximize waste diversion and increase efficiencies.

## RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



## SUSTAINABLE DEVELOPMENT



MIC municipalities will thrive in the 21<sup>st</sup> century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.

## AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.



## HOW DO WE WIN?

### ↳ **“Strategic Capabilities”**

*Existing and emerging capabilities that are required in order to successfully pursue each Opportunity Area. The Municipal Innovation Council can install, grow, and leverage these capabilities from:*

- *Existing Capabilities*
- *New Capability Building*
- *Partnerships & Alliances*



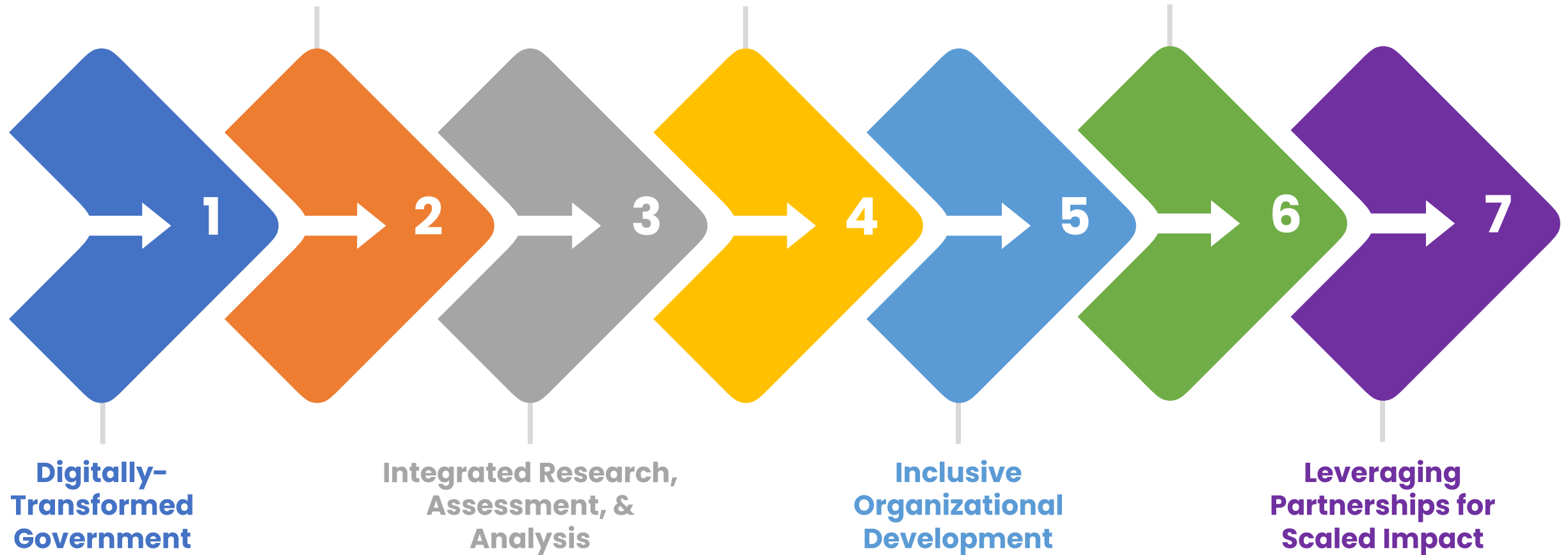
# Strategic Capabilities

Municipal Innovation Council

**Progressive  
Procurement  
Practices**

**Community-Centered  
Engagement &  
Capacity Building**

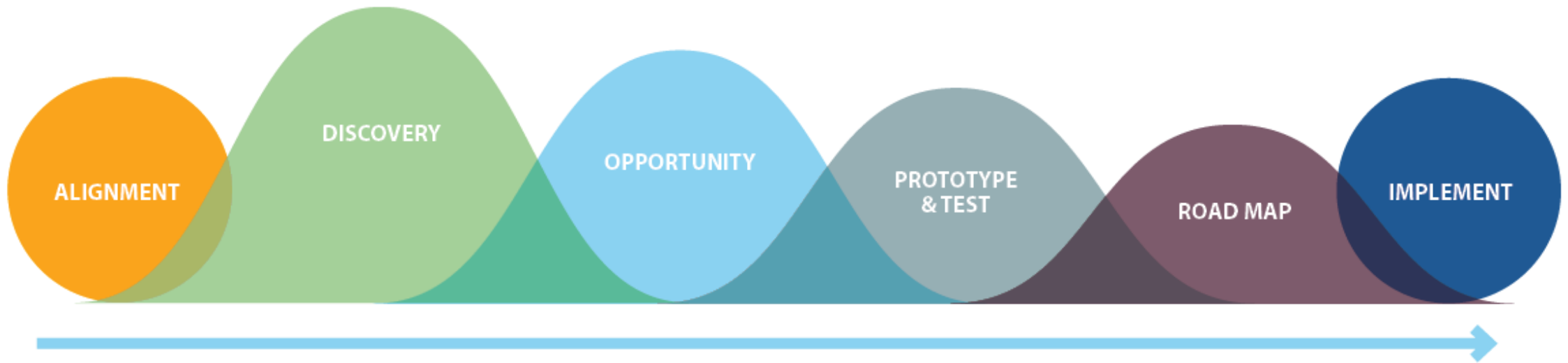
**Learning & Action In  
Communities  
of Practice**



# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis						
Community-Centered Engagement & Capacity Building						
Inclusive Organizational Development						
Learning & Action in Communities of Practice						
Leveraging Partnerships for Scaled Impact						



# Methodology



# Alignment Between Deliverables & Strategy

How do the deliverables align with the strategic framework?



# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery



# Opportunity Areas

## Strategic Capabilities

Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
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Digitally-Transformed Government						Municipal Service Mapping
Progressive Procurement Practices						Municipal Service Mapping
Integrated Research, Assessment & Analysis						Municipal Service Mapping
Community-Centered Engagement & Capacity Building						Municipal Service Mapping
Inclusive Organizational Development						Municipal Service Mapping
Learning & Action in Communities of Practice						Municipal Service Mapping
Leveraging Partnerships for Scaled Impact						Municipal Service Mapping

# Alignment Between Deliverables & Strategy



## WASTE MANAGEMENT SERVICE REVIEW

### WORLD-CLASS WASTE

MIC municipalities will provide a broad range of solid waste management programs and infrastructure that maximize waste diversion and increase efficiencies.



# Solid Waste Management Service Review

- 75k study across all member municipalities
- Looked at garbage and recycling service
- 24 recommendations for future action generated

Recommendations and Timeline for Implementation

#	Option	Timeline for Implementation
1	Implement disposal site efficiencies	2025
2	Enhance municipal collaboration and partnership	2022
3	Increase opportunities for reuse and sharing participation	2024
4	Lead by example of 3R initiatives and policies	2024
5	Explore C&D waste diversion initiatives	2025
6	Explore LEED design incentives associated with C&D waste management for new development approvals and permits	2026
7	Update County Waste Management Strategy Master Plan	2022
8	Expand MHSW program	2025
9	Transfer diversion programs to County's responsibilities	2027
10	Transfer waste collection to County's responsibilities	2027
11	Implement County organics collection program	2024
12	Determine processing options for County organics	2023
13	Transfer all waste management roles to Bruce County	2027
14	Each municipality determines their long-term waste disposal needs	2022
15	Verify monitoring and reporting data	2022
16	Identify resources required at the County level to administer and manage any new County waste management roles	2025
17	Update P&E messaging to current issues	2023
18	Implement best practices on P&E delivery	2023
19	Conduct a business review of BASWR	2021
20	BASWR management structure review and update	2022
21	Develop a template for municipalities to report to BASWR	2022
22	Use weight based data instead of estimates	2023
23	Explore shared weigh scale potential partnerships	2023
24	Prepare current state financials in preparation for decision making for transition	2021
25	Internally assess EPR scenarios and expanded blue box program	2021

# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review

# Alignment Between Deliverables & Strategy



## TOPOGRAPHIC MAPPING

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.





# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery

Topographic mapping

Topographic mapping

Topographic mapping

Topographic mapping

Topographic mapping

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Topographic mapping

# Spring/Summer 2021 Projects + Alignment

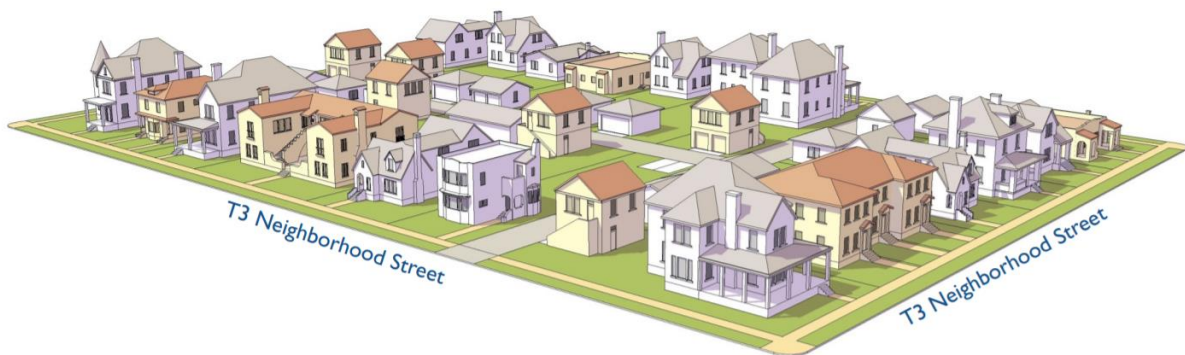
How did this spring/summer's projects align with the strategic framework?

# Alignment Between Projects & Strategy

## HOLISTIC HOUSING



MIC municipalities will address the critical need for attainable housing through collaborations with private, public, and non-profit organizations so that all community members have access to safe and secure shelter.



## Attainable Housing

## RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



## SUSTAINABLE DEVELOPMENT

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## AGILE SERVICE DELIVERY

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# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

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Attainable Housing

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Attainable Housing

# Attainable Housing

- Partnered research with the University of Waterloo's School of Planning
- 7 student research groups that completed environmental scan, viability studies, and developed monitoring and evaluation systems
- Work valued at over 100k

AHTF Report Category	What does Group 5 say about this?	What does Group 6 say about this?	What do the UW grad students say about this?	What does Group 7 say about this?	What does Group 8 say about this?	What does Group 9 say about this?	What does Group 10 say about this?	What do the U of G grad students say	What does the AHTF say about this?				
Partnerships	Utilize regional resources to integrate plan and policies, apply to provincial and federal funding, work with stakeholders and organizations (incl. non-profit, AHO) to develop affordable housing (South St. Marie) P3 with mixed land, pool resources with adjacent municipality	Further partnership, government	non-profit,	research Peel	number of communities noted for research regarding implementation of tiny homes	comparative references to consider	sources of data working together, disseminating results of M and E to stakeholders and policy-makers	--- locals do implementation of zoning / permits					
Municipal Land	Use surplus lands (used track micro-housing) Seek bids for urban housing, invest in micro-housing for learning, P3				Town to lease property to implement tiny homes, provide subsidy to developers to build tiny homes (pg 71)		not specific, new housing supply (social or other) would be a performance indicator	---					
Policy and Regulatory Changes	reduce DCR, fees, admin charges for secondary suites/AHUs, amend bylaw for higher density, raise intensification targets in OP, pro-xeno, remove max density, alter parking requirements, align with province, monitoring, system for ADUs (track building permits), grant program, fast track application	transparency, accountability, support, clear processes, accessible, documentation of projects, adapt policies to support intensification	remove restrictions about ADU, merge RT and R2 zones, DC deferral, expedited approvals, short term rental registry, GIS exercise for where ADUs could go, OP, OP revision, OP to incorporate partnerships	changing OP to remove restrictions on secondary dwelling units, implement inclusionary zoning	CIP, additional dwelling inclusion in OP/zoning	policy analysis section 5 of Town's OP, suggestions to revise OP, identify missing sections (benefits affordable housing, address community attitude), comparing Bruce County housing with Saugeen Shores OP, section 5.3 reviews Bruce	measures / indicators intended to identify changes in supply and cost, responsiveness or attribution of change to specific policy change may be difficult to make if multiple changes in a dynamic market occur at the same time	Change policy to permit ADUs. Some recommendations for local zoning					
Financial Support	utilize pro-rata DCR/fees charges, incentive (T.O. Community Benefit), reduce tax rate for higher density, grant program for Sec dual unit, reserve fund allocate every year	implement financial incentives, urban fees, differential reduction	tax increment grant, reserve fund creation, CIP	Tax increment financing, and community loan fund (research Vermont)	Saugeen Shores Housing Continuum, incentive to create secondary suites, municipal investment of tiny	see above	---						
Development Corporation	agency, long term rental	HomeShare, co-housing program	identified as possible			see above	---						
Renovations and New Construction	rental conversion policies, standards for maintenance on rental properties			Tiny homes	Toolkit for residents, Tiny homes	N/A	ADUs in either new or renovation						
Broader Social and Systems Considerations	public education program	education builders, on benefits of providing affordable housing			Tiny homes appropriate for single of couples (not applicable to families larger than two), in depth analysis of tiny homes including case studies	Development of indicators, regular reporting and tracking progress	M and E provides opportunity to understand if there are material impacts of AHTF interventions on various social indicators including supply, tenure, ownership,	ADU contributions to housing supply and affordability may vary depending on location (ag, shoreline) and may impact market if used as STA					

# Alignment Between Projects & Strategy



## Downtown Revitalization (UW MEDI)

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.



# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Community-Centered Engagement & Capacity Building				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Inclusive Organizational Development						
Learning & Action in Communities of Practice				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Leveraging Partnerships for Scaled Impact				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization



# *The Two Ways Of Thinking*

JACOB  MORGAN

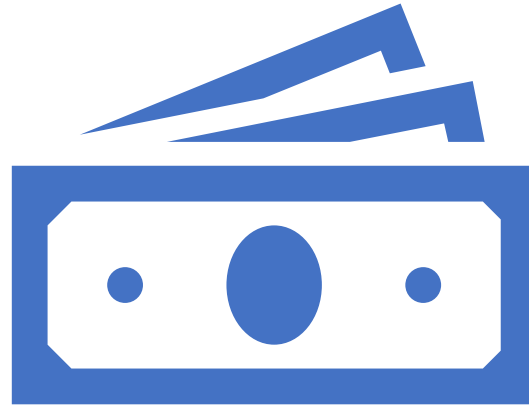




# Alignment Between Projects & Strategy



**IT Business  
Analysis  
(Co-op)**



**Best Practices  
in Procurement  
(UW MEDI)**



**Organizational  
Development  
Analysis  
(Co-op)**

# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

IT Business Analysis

Progressive Procurement Practices

Best Practices in Municipal Procurement

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Organizational Development Analysis

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery

# MIC Building Activities

Ongoing efforts to build MIC's network and reputation

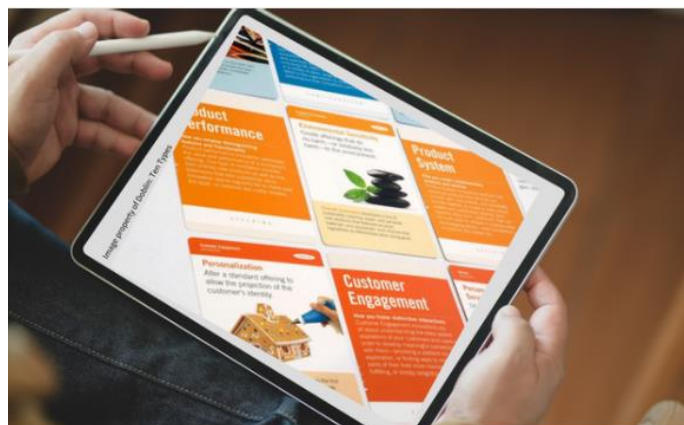
# Alignment Between MIC Building Activities & Strategy

**Opportunity Areas**

**Strategic Capabilities**

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
<b>Digitally-Transformed Government</b>	/	• Explore ride-sharing services	/	• Internet of Things Gateway	• "One-Button" • Enterprise solution	• ConvergIO Cloud • Mobile app • Digital transformation projects
<b>Progressive Procurement Practices</b>	/	/	/	• Research into regional cargo and other buying options with partners	• Research into regional cargo and other buying options with partners	• Purchase Contemplation Mapping
<b>Integrated Research, Assessment &amp; Analysis</b>	• ULI Affordable Housing Partnership	• Explore ride-sharing services	• Waste Management Service Review	• Internet of Things Gateway • "One-Button"	• Enterprise solution	• Purchase Contemplation Mapping
<b>Community-Centered Engagement &amp; Capacity Building</b>	• ULI Affordable Housing Partnership	/	/	/	• "One-Button" • Youth Councils	• Strategic plan facilitation
<b>Inclusive Organizational Development</b>	/	/	/	/	• Cooperative	• Baseline Problem-Solving
<b>Learning &amp; Action in Communities of Practice</b>	• ULI Affordable Housing Partnership	• Research into regional cargo and other buying options	• Waste Management Service Review	• Building network with municipal innovation across and professionals	• "One-Button" • Building multiple innovation hubs to meet secondary institutions	• ConvergIO Cloud
<b>Leveraging Partnerships for Scaled Impact</b>	/	• Explore ride-sharing services to allow ride-sharing	/	/	• Developing connection to grant agencies • ConvergIO Cloud	

zoom



Dave Shorey  
2 days ago • 4 min

## Summer blog series celebrates municipal innovators

Highlighting municipal innovators who are improving processes and/or services that have a positive impact on the communities we serve.

## Council delegations

## Blog & LinkedIn

**IoT INTELLIGENT PUBLIC SECTOR SHOWCASE** **WHAT DOES THE FUTURE HOLD FOR US?** **IoT INTELLIGENT CITIES**

MAY 27, 13:00EST

Moderator

			
<b>RAIMUNDO RODULFO</b>	<b>DAVE SHOREY</b>	<b>MICHAEL THUSUSKA</b>	<b>ASHLEIGH WEEDEN</b>
CIO/ Director of IT	Innovation Officer	Director of Economic Development	Ph. D Candidate
City of Coral Gables, FL	Municipal Innovation Council	City of Summerside	School of Environmental Design and Rural Development, University of Guelph

## Intelligent Cities 2021

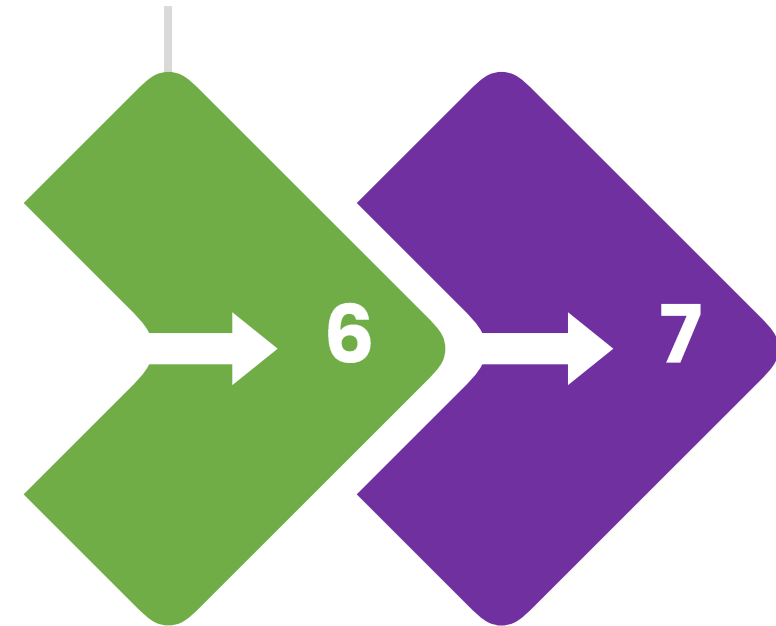


## Government relations

# Alignment Between MIC Building Activities & Strategy

**Council delegations**  
**Blog & LinkedIn**  
**Intelligent Cities 2021**  
**Government relations**

Learning & Action In  
Communities  
of Practice



Leveraging  
Partnerships for  
Scaled Impact

# MIC Projects Moving Forward

Fall 2021 projects for review

# Alignment Between Projects & Strategy



## SMART BEACHES (U Windsor)

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.

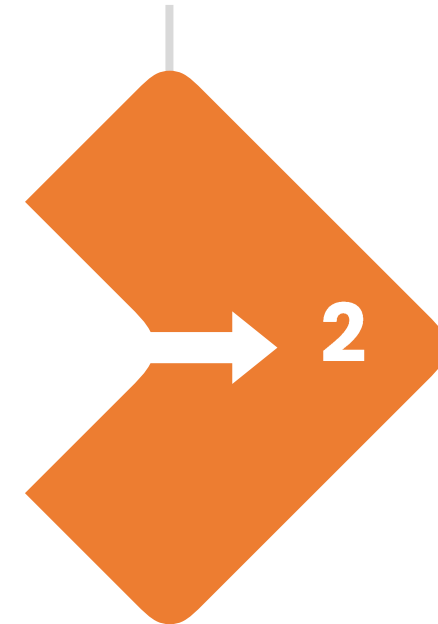


# Alignment Between Projects & Strategy



**Municipal Procurement  
Strategist**

**Progressive  
Procurement  
Practices**

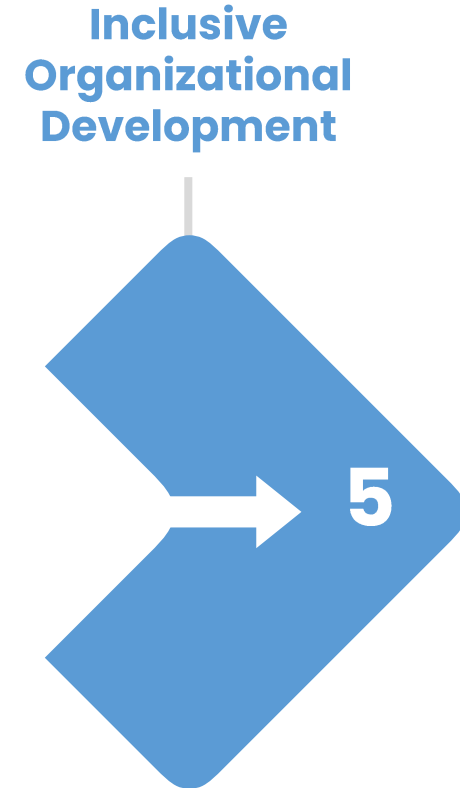




# Alignment Between Projects & Strategy



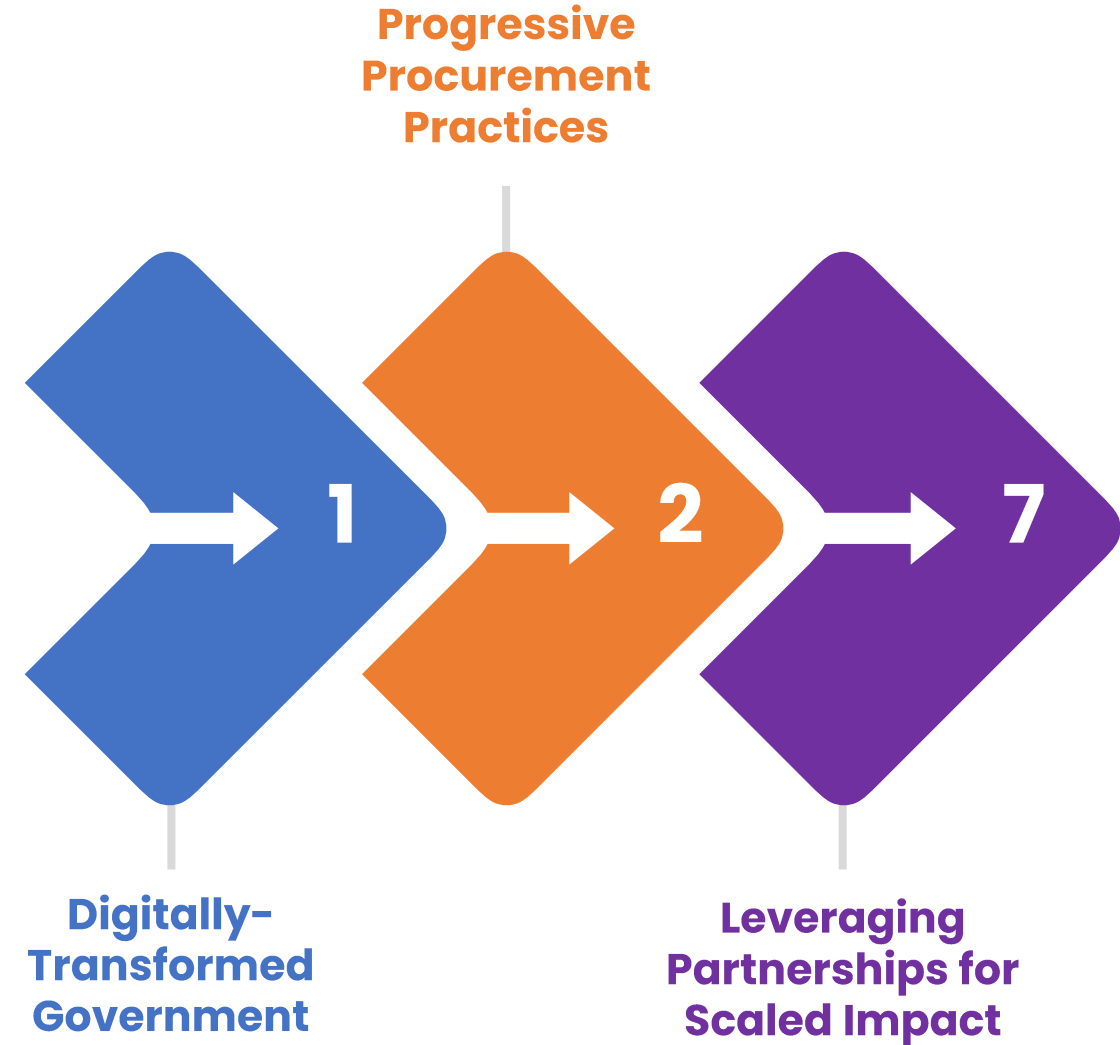
**Organizational  
Development**



# Alignment Between Projects & Strategy



## IT Service Analysis









Website: [www.nii.ca/mic](http://www.nii.ca/mic)



LinkedIn: @municipal-innovation-council



**MIC**  
municipal  
innovation  
council

## Petition Regarding Snow Removal In Paisley, Ontario

### Attention: Arran-Elderslie Town Council

#### **The Current Situation:**

On the main Street of Paisley, Queen Street North, north of Cambridge Street there is one sidewalk on the East side of the road. This sidewalk all the way to the North end of town does not have its snow removed in the winter. This causes workers walking to McCollough fuels, and Abraflex plus children walking their dogs and children waiting for their bus stop on what is probably the fastest driven section of in town road in the entire Arran-Elderslie. As a result of the houses being set back from the road coupled with the flat open visibility, drivers typically drive at highway speeds while in this 50km/hour zone. This is a perfect storm which will result in a pedestrian being struck at near highway speeds most likely resulting in their death.

The apparent cause of this lack of maintenance, based on speaking with town maintenance staff, is the steps on the South East corner of Orchard Street and Queens Street North. These steps stop the snow removal equipment from being able to go through and would create a difficult if not impossible to have to reverse almost an entire block. Also the snow removal equipment is too wide to allow passage coming down onto the lowered sidewalk.

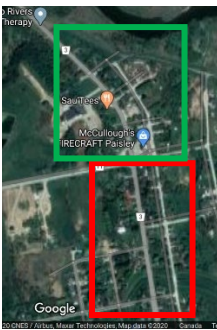
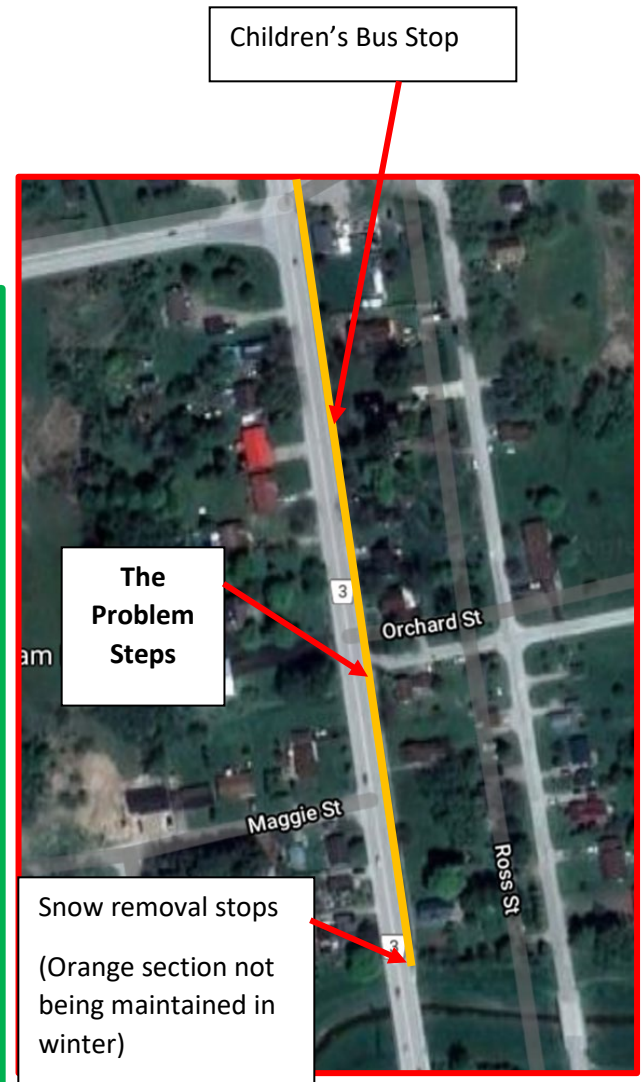
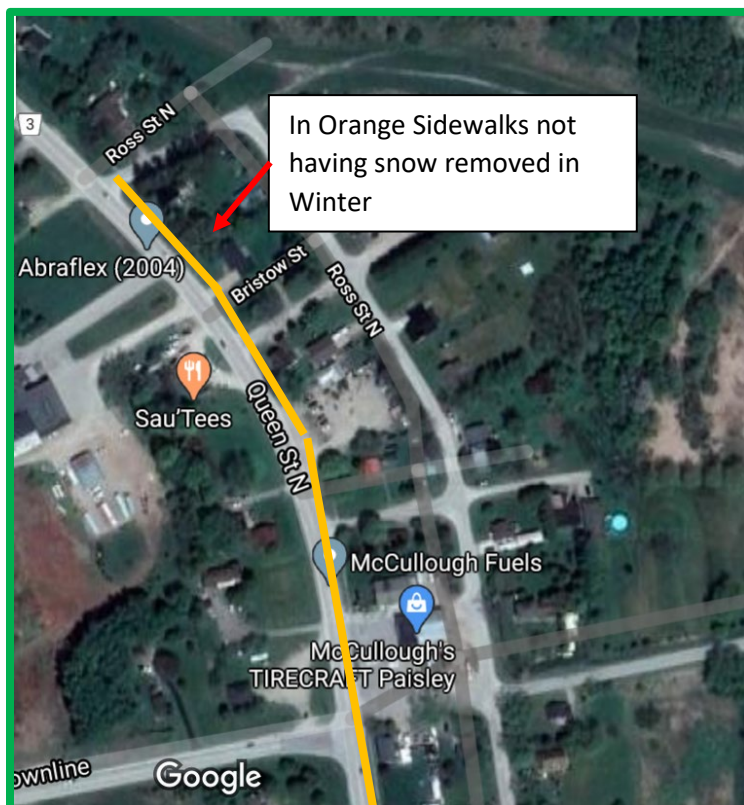


Figure 1 - Overview of North Area of Paisley







*Figure 2 - The Problem Steps Looking North – Corner of Queen Street North and Orchard Street.*





*Figure 3 - The Problem Steps Looking South – Corner of Queen Street North and Orchard Street.*

**Proposed Solution:****Short Term solution:**

By-pass Queen Street North's sidewalk from the bridge to Orchard Street and complete snow removal from Orchard Street north for the remainder of Queen Street North. Access this by travelling up Ross Street. Post the appropriate signs.

**Long term solution:**

Get rid of the steps and replace them with a ramp. This will not only allow snow removal but also will make the sidewalk wheelchair accessible.

Purchase a snow removal machine that can travel down that walkway or widen the walkway to allow our current snow removal equipment to remove the snow properly.

Regards,

Jesse Graham



**From:** [clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)  
**To:** [Julie Reid](#)  
**Subject:** FW: YMCA request for park use  
**Date:** August 9, 2021 10:21:30 AM

---

Christine Fraser-McDonald  
 Clerk  
 Municipality of Arran-Elderslie  
 1925 Bruce Road 10  
 P.O. Box 70  
 Chesley, ON N0G 1L0  
 Ph: 519.270.4922  
[clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)

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Please consider the environment before printing this email note.

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**From:** Julia Williamson <julia.williamson@osgb.ymca.ca>  
**Sent:** August 3, 2021 2:58 PM  
**To:** clerk@arran-elderslie.ca  
**Subject:** YMCA request for park use

Hello,

I am emailing to request council to waive the rental fee of \$57.96 at the park for a four-week outreach program the Youth in Transition team at the YMCA is hoping to run in Chesley to connect with and aid youth in the Chesley area through fun programs that offer social connection and local resource connection in the area. The hopes are that we can connect with youth who would benefit from becoming clients with our team. The Youth in Transition program works with youth 16-24 who experience homelessness or who have had involvement with Child Welfare in their past. We can connect them to food, education, housing and more resources. We are offering these summer programs as a fun way to reach out to youth in our surrounding area that may not know our program exists in Grey and Bruce and is there to help them as they transition into adulthood. We have seen success with this program in Meaford this summer already. We are a non-for-profit organization and have limited budgets with planning these events and so we would like to request the fee to be waived for four weeks for 4 one year programs every Wednesday.

Thank you for your consideration,

Julia Williamson  
 Youth in Transition Worker  
**YMCA of Owen Sound Grey Bruce**

945 3<sup>rd</sup> Avenue East, Suite 23 Owen Sound, ON N4K 2K8  
C: 519-373-7199 | E: [julia.williamson@osgb.ymca.ca](mailto:julia.williamson@osgb.ymca.ca)

AMO Update not displaying correctly? [View the online version](#)  
Add Communicate@amo.on.ca to your safe list



August 23, 2021

## **AMO Policy Update – Draft Resolution for Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation, and New Municipal Resource Materials**

Recent discoveries of remains and unmarked graves across Western Canada have led to increased calls for all levels of government to immediately address the recommendations in the Truth and Reconciliation Commission's (TRC) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a few specific initiatives related to reconciliation.

At the August 14<sup>th</sup> Board Meeting, the AMO Board of Directors approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the [Truth and Reconciliation Commission's \(TRC's\) Calls to Action](#) that municipal governments can address themselves.

The second resource paper provides ideas and options for [what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time](#).

These AMO resource papers are meant to be organic and to be revised/updated when appropriate and more municipal resource materials are available.

### **Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation – Draft Resolution**

The AMO Board of Directors encourages members to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day with the adoption of the following resolution:

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

*AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;*

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

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

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

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

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.



#### Members

Kara Van Myall, CAO, Town of Saugeen Shores, Chair	Present
Mary Rose Walden, CAO, Township of Huron-Kinloss	Present
Sonya Watson, CAO Municipality of Brockton	Present
Sharon Chambers, CAO, Municipality of Kincardine	Present
Leanne Martin, CAO/Clerk Municipality of South Bruce	Present
Sylvia Kirkwood, CAO Municipality of Arran-Elderslie	Absent
Peggy VanMierlo-West CAO Municipality of Northern Bruce Peninsula	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present

#### Staff Support

Dave Shorey, MIC Innovation Officer (non-voting)	Present
Emily Dance, Clerk Huron-Kinloss, Recording Secretary (non-voting)	Present

#### 1. Call to Order

1.1. The Chair called the meeting to order at 3:05 p.m.

#### 2. Additions or Amendments to the Agenda

None

#### 3. Adoption of the Minutes

##### Motion

Moved by: Matt Meade Seconded by: Mary Rose Walden

THAT the MIC hereby adopts the May 27, 2021 Municipal Innovation Council Meeting Minutes as presented.

##### Carried

- May 27, 2021 Municipal Innovation Council Minutes

#### 4. Delegations

4.1. None Scheduled

#### 5. Update/Announcements from Members

##### 5.1 – Round Table Discussion

Huron-Kinloss has been approved to participate in a provincial Golf Cart Pilot Program.

They will be bringing forward a By-Law tentative in August, 2021 to allow golf carts on roads under the jurisdiction of the Township within specific parameters.

## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.



Northern Bruce Peninsula has passed a Short-Term Accommodations By-Law and accommodation tax and are working through the process.

Brockton is working on their Strategic Action Plan.

Kincardine is implementing their organization review and have presented digital transformation strategy and will be moving forward with that process in the future.

The County of Bruce has presented a discussion paper on “Homes” to County Council and are awaiting a decision on modernization funding.

South Bruce is in the stages of reviewing Economic Development Strategic Plan and a review of their fleet vehicles. They are embarking on the process to determine how they can measure the willingness and what tools should be used in regard to the DGR project.

Saugeen Shores is reviewing their organizational structure comparable to municipalities of their future size to assist Council with a plan to accommodate that growth. They are completing a market salary survey, job evaluation and pay equity review.

#### 6. Project Updates Reports from Chair

##### 6.1 Amendment to Rules of Procedure – MIC Report – June 24, 2021

As a result of the re-calibration report an amendment to the Rules of Procedure was brought forward that would assign an additional non-voting staff member of each participating municipality to participate in the meeting discussions and assist in moving some of the initiatives forward.

Concerns were raised on the staff capacity of some municipalities and different staff expertise. It was noted that meetings are public, and members can bring in key staff members when required and they are currently assisting in projects when needed.

The group determined that they would need to re-visit the re-calibration report before making any decisions on an amendment to the Rules of Procedure.

Motion

Moved by: Matt Meade Seconded by: Peggy VanMierlo-West

## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.



THAT the MIC hereby DEFERS their decision on amending the Rules of Procedure to allow member municipalities to appoint an additional non-voting member AND THAT a further discussion be held at the next meeting.

Carried

#### 6.2 Budget Review.

The Innovation Officer noted that the student grant funding has not been included in the budget numbers.

Moved by: Mary Rose Walden Seconded by: Leanne Martin

THAT the MIC hereby receives for information the Budget as presented.

Carried

#### 7. Innovation Officer Reports

##### 7.1 MIC Mandate -

video [https://youtu.be/5scdcX\\_uEIQ](https://youtu.be/5scdcX_uEIQ)

The Innovation Officer explained that the video is to capture all the work that has been done to date in the MIC, how the work aligns with the MIC's strategic framework, what the status of the projects are, how they are doing and where they are going.

Motion

Moved by: Matt Meade Seconded by: Leanne Martin

THAT the MIC hereby receives for information, MIC Mandate Report and Youtube Video by Dave Shorey Innovation Officer.

Carried

##### 7.2 Co-op Student Update - Spring-Summer 2021 projects

The Innovation Officer gave a high-level overview of the Co-op spring/summer projects and the work being done by each of the students. He noted that the students will be making a presentation at the August 12, 2021 MIC meeting, and that the two graduate students from the University of Waterloo's MEDI program will also present their work on August 12<sup>th</sup>.

Motion



## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.



Moved by: Sonya Watson Seconded by: Matt Meade

THAT the MIC hereby receives for information, Co-op Student Update - Spring-Summer 2021 projects by Dave Shorey Innovation Officer.

#### Carried

#### 8. May 2021 Proposal Review

##### 8.1 Advancement of National Disaster Mitigation Program (NDMP) 2021-03

At the May 27, 2021 MIC meeting the approval of funding the remaining balance of the purchase of the of a digital product that produces a Digital Terrain Model (DTM), Digital Surface Model (DSM), and 3D rendering of the County was deferred to the meeting in June.

A short discussion was held on the project and how it aligns with the MIC. It was clarified that the funding would come from the MIC budget.

#### Motion

Moved by: Matt Meade Seconded by: Peggy VanMierlo-West

THAT the MIC hereby approves the funding the remaining balance of the purchase of a digital product that produces a Digital Terrain Model (DTM) Digital Surface Model (DSM) and 3D rendering of the County

#### Carried

##### 8.2 Smart Beach Report No 2021-04

At the May 27, 2021 MIC meeting, the MIC deferred the decision on the MIC being the lead municipal partner and that the funding and partnerships on the 3-year beach safety program that includes remote sensing and public education regarding water hazards be discussed at the meeting in June.

The Innovation Officer explained that the proposed timeline is challenging to get anything on the beaches this year. The group noted they would like to see some additional partnership funding be included if possible. Questions were raised on the fit for the MIC and the benefit to the interior municipalities and if the outcomes could include components related to rivers and tributaries. The Innovation Officer agreed to take the requests back regarding the outcomes.

#### Motion

## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.



Moved by: Sharon Chambers Seconded by: Matt Meade

THAT the MIC hereby approves the MIC being a lead partner that will provide funding support for a 3-year beach safety program that includes remote sensing and public education regarding water hazards AND THAT additional funding sources be investigated to off-set costs AND THAT Dr Houser be contacted to inquire if the research outcomes could inform future water safety programs related to rivers and tributaries.

Carried

#### 8.3 Co-op Students to support priority projects Fall 2021- Report No. 2021-02

At the May 27, 2021, MIC meeting the proposed wages of the students was discussed in closed session due to the sensitive nature of the discussion. Following the closed session, the MIC requested that further discussion be held at the June meeting.

Motion

Moved by: Sharon Chambers Seconded by: Sonya Watson

THAT the MIC hereby approves the hiring of three co-op students from partner post-secondary institutions if grant funding is secured OR two co-op students from partner post secondary institutions if grant funding is not secured for the Fall 2021 term (September to mid-December) to support the advancement of priority projects for members municipalities as detailed in Report 2021-02 AND THAT the wage be set at \$20 per/hr.

Carried

*Emily Dance left the Meeting, Kara Van Myall performed the Clerk duties for the remainder of the meeting.*

#### 8.4 Advancement of Recalibration Report – Consideration of Committee Structure for MIC support and structure.

Motion

Moved by: Leanne Martin Seconded by: Peggy VanMierlo-West



## Municipal Innovation Council - Minutes

### Electronic Meeting June 24, 2021, 3:00 p.m.

THAT the MIC hereby receives for information Advancement of Recalibration Report by Dave Shorey, Innovation Officer

Carried

#### 10 Closed Meeting

Nothing Scheduled

#### 11. Meeting Schedule

The members by consensus decided that the meeting in July be moved to July 15, 2021 and that a meeting be included for October.

Thursday July 15 2021- 2:30-4:30pm

Thursday August 12, 2021 -1:30-3:30pm Co-op and graduate student presentations

Thursday September 30, 2021- 2:30-4:30pm

Thursday October 21, 2021 – 2:30 – 4:30 pm

Thursday November 25, 2021- 2:30-4:30pm

December – delegations to all partner Councils

#### 12 Adjournment

Motion

Moved by: Sharon Chambers Seconded by: Sonya Watson

THAT the MIC hereby adjourns at 4:48 p.m.

Carried

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Chairperson

---

Secretary



## MIC REPORT

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**Report To:** Municipal Innovation Council (MIC)

**Report From:** Kara Van Myall, Chair

**Meeting Date:** June 24, 2021

**Subject:** Amendment to Rules of Procedure

---

### Recommendation:

That section 2.0 of the Rules of Procedure be amended as stated in the report.

### Background:

As an action item arising from the recalibration/18 month review, members of the MIC recognize a requirement for municipal staff engagement.

Action #4 and #5 from the report read as follows:

- MIC representatives to ensure appropriate staff in their organization are named to relevant Community of Practice discussions, ensuring ownership and accountability regarding discovery and implementation of projects
- MIC representatives continue to be engaged in dialogue and decision making, including willingness to share reports, studies and resources as applicable

With this improvement action in mind, there is an opportunity to amend the rules of procedure to reflect staff involvement in the operations of the MIC.

Section 2.0 of the Rules of Procedure currently reads:

**Members Municipalities shall appoint a municipal staff person (and alternate) to represent each municipal partner.**

The recommendation based on the recalibration report is to revise the language to read:

**Member municipalities shall have one voting member appointed to the MIC and one additional non-voting staff member who will attend the MIC and be the main point of contact relating to operational matters.**

**Municipal Innovation Council- June 24 2021 MIC Meeting**

Surplus from 2020	167134.17
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**Membership Contribution**

Saugeen Shores	30,915
Huron Kinloss	22,092
Brockton	22,630
Kincardine	26,707
South Bruce	17,952
North Bruce Peninsula	24,672
Arran Elderslie	19,575
Bruce County	50,000

<b>TOTAL</b>	<b>214,543</b>
--------------	----------------

**Budgetted expenses**

Innovation Officer Contractor	107000
Materials/IT Expenses	1500
3 students @15,500	46500

<b>TOTAL</b>	<b>155000</b>
--------------	---------------

<b>2021 Surplus/ (Deficit)</b>	<b>59,543</b>
--------------------------------	---------------

**Account Summary**

2020 surplus	167134.17
2021 unbudgeted	59,543
<b>SUM BALANCE</b>	<b>226677.17</b>

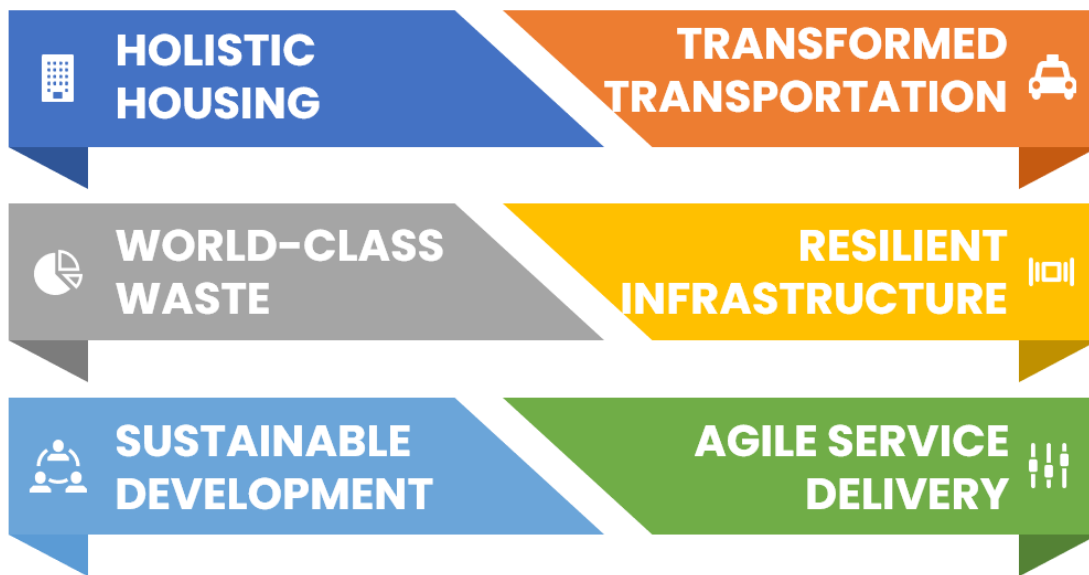
# Municipal Innovation Council

## MISSION

The Municipal Innovation Council (MIC) serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities. The MIC seeks to understand how issues impact people and is a catalyst for developing solutions to shared problems. The MIC invests in the ability to sense and respond to challenges quickly so that member communities thrive in the 21st century.

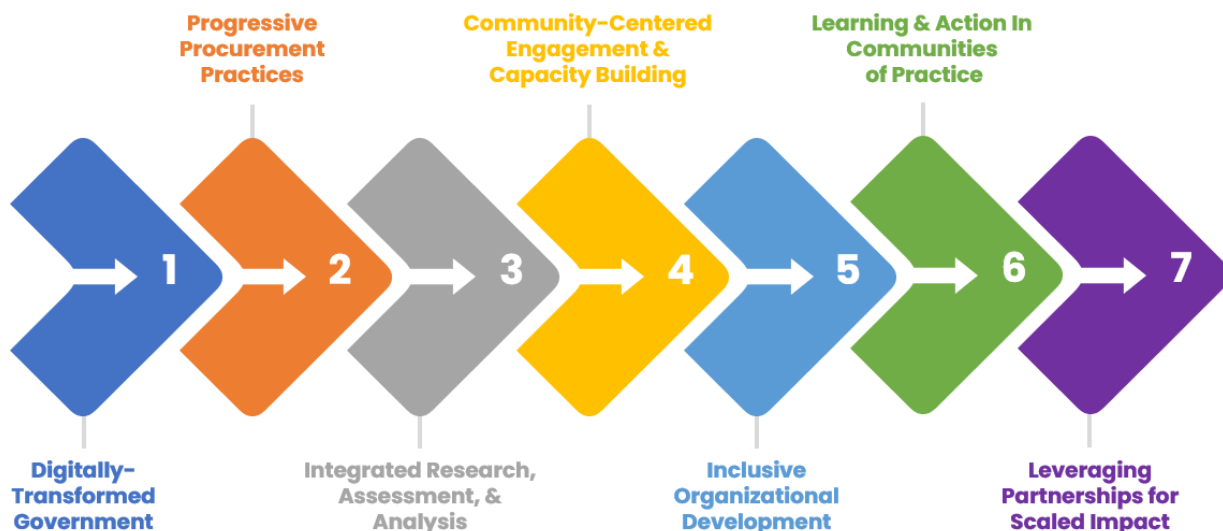
## AREAS OF OPPORTUNITY

Represent significant and enduring problems that – if solved – unlock considerable new value for our region, government, and residents in the form of sustainable new services, programs, and offerings.



## STRATEGIC CAPABILITIES

Existing and emerging capabilities that are required to successfully pursue each Opportunity Area. The Municipal Innovation Council can install, grow, and leverage these capabilities from existing capabilities, new capability building, partnerships, and alliances.



## Opportunity Areas



# Spring/Summer MIC Projects Update

IT Business Analysis

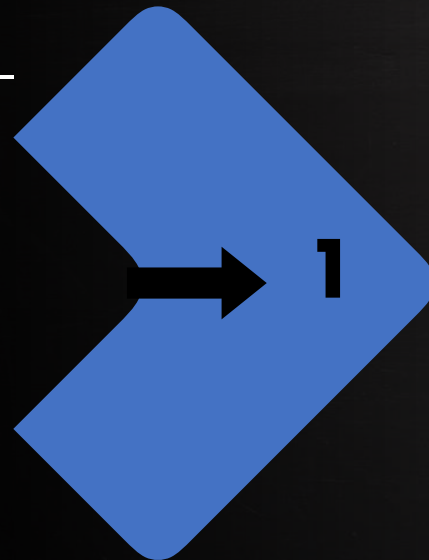
Municipal Service Analysis

Organizational Development Analysis

# IT Business Analysis

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**Digitally-  
Transformed  
Government**



# Data Sets and Early Themes

Data set #1 - Primary data collection (by location, type of asset, model and serial, department, software)

- Completed by Ayaan
- Staff completed template
- Third party report

Data set #2 - Informational interviews and emergent themes

- IT strategic plan
- Cybersecurity
- Insurance
- Software license compliance
- Service provider contracts
- Competency development around IT
- E-waste management
- General network structure

# Report Structure



Section 1 – Connection Corporate Strategic Plans to IT Business Analysis



Section 2 - Asset inventory by municipality, by asset type, and replacement forecasting



Section 3 - Software analysis



Section 4 - Service provider contracts



Section 5 – System's risk analysis



Section 6 - Recommendations



# Early Prototype

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Web solution for asset tracking and matching  
supported by Bruce County web team



# Municipal Service Analysis

---

**AGILE SERVICE  
DELIVERY** 



# Data Sets and Early Themes

## Data sets for secondary research

- #1 - Organizational charts
- #2 - Budgets from municipalities
- #3 - Corporate strategic plans

## Data sets for primary research

- #4 - Informational interviews
- #5 - Department head survey



# Report Structure



## **Section 1:** Corporate strategic plans and the why



## **Section 2:** Municipal services

Who offers which services  
How are the resourced  
What channels are used for delivery



## **Section 3:** Informational interviews and department head interviews

Themes per service area



## **Section 4:** Gap analysis and recommendations

# Municipal Borders vs. Service Borders

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- Building our understanding of which services people access from municipalities that they do not live in
- Early findings need further investigation, but we feel will have an impact on service design, resourcing, and delivery



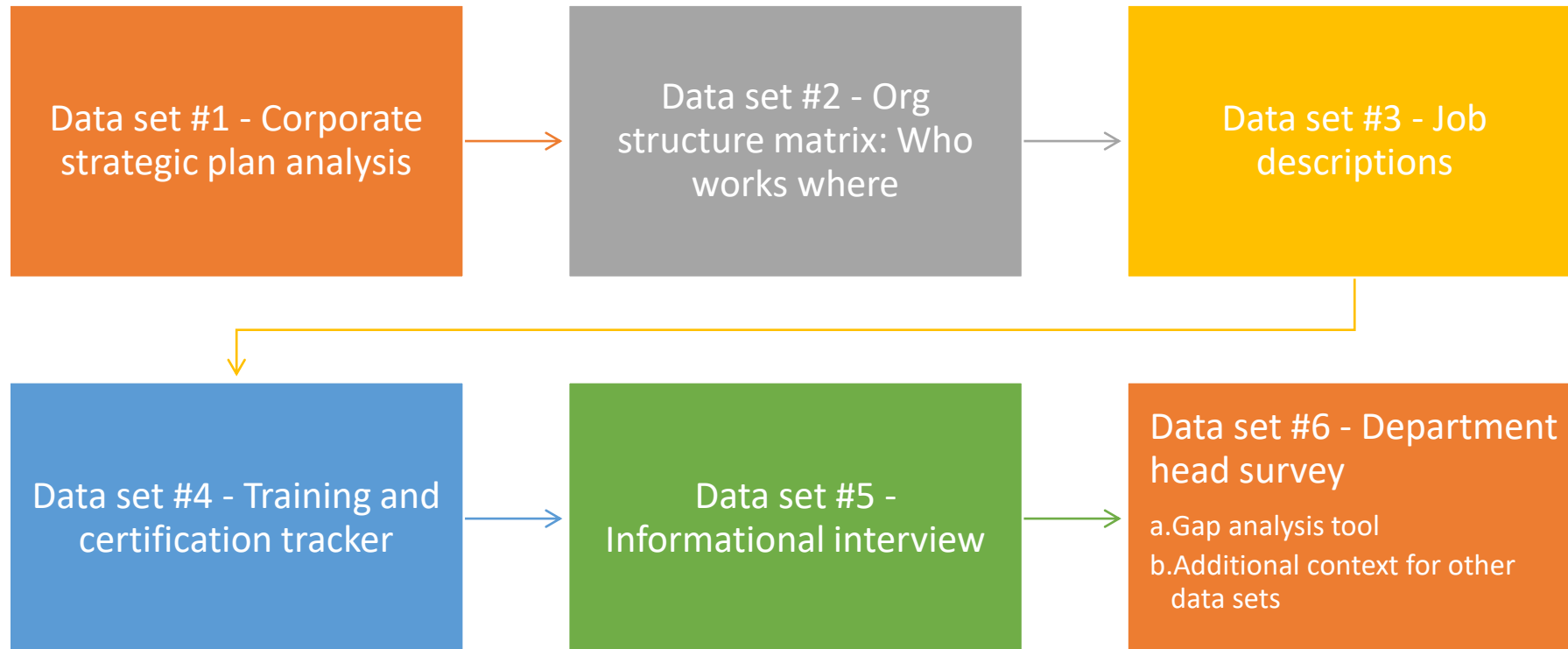
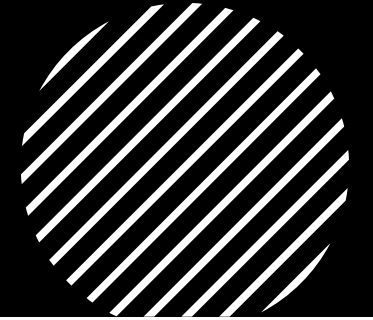
# Organizational Development Analysis

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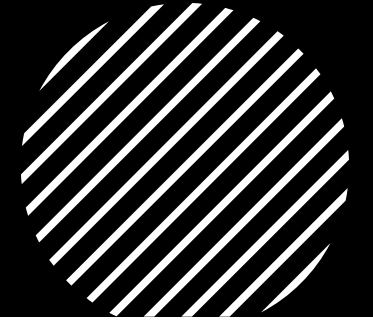
**Inclusive  
Organizational  
Development**



# Data Sets



# Areas of Focus for Org. Development



## Early Recommendation

### Critical Enablers

1. 12-month development strategy
2. Financial strategy to prioritize development
3. Point people for coordination and tracking of training and development





# Recalibration Continued

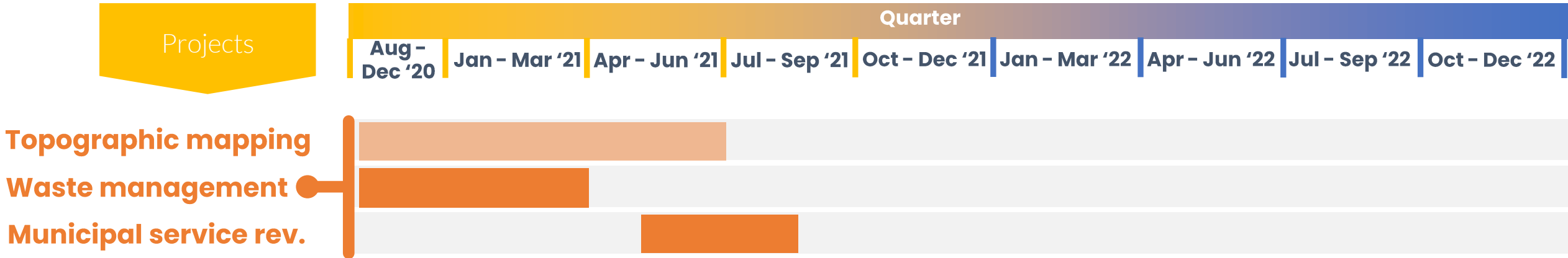
Returning to  
basics.

Moving forward  
together.



# Innovation Officer Deliverables

As outlined in July 2020 contract



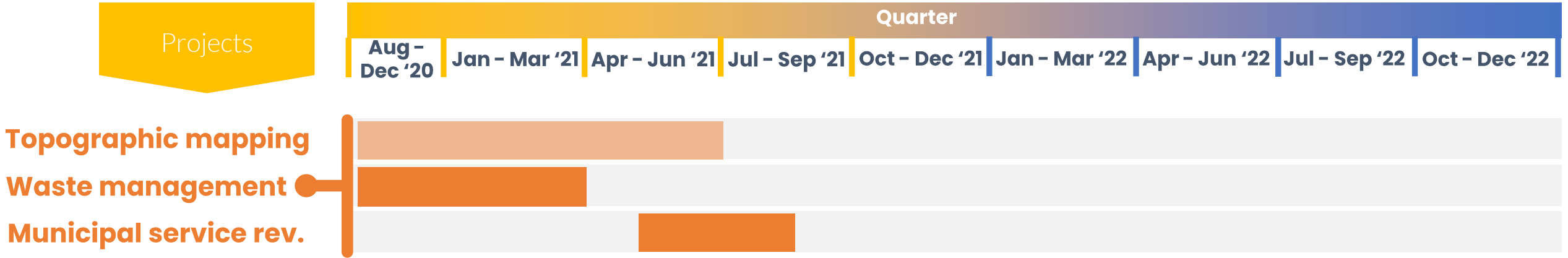
## Highlights

- All three deliverables\* will be met within 1 year of my 2.5 year contract with the MIC
- 207K in grant funding secured to offset cost of three deliverables
- All three deliverables have application in all member municipalities

\* Completion of topographic mapping project dependent on approval of MIC funding

# Innovation Officer Deliverables

As outlined in July 2020 contract



## Strategic Framework

I initiated discovery work with MIC members in August 2020. The resulting MIC strategic framework was received by the MIC and presented to all member Councils in late 2020/early 2021.



# Strategic Framework

Developed by Dave Shorey, Innovation Officer

Received by MIC

Presented to all member Councils

# Mission

Municipal Innovation Council

The Municipal Innovation Council (MIC) serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities. The MIC seeks to understand how issues impact people and is a catalyst for developing solutions to shared problems. The MIC invests in the ability to sense and respond to challenges quickly so that member communities thrive in the 21st century.

# Where do we play? How do we win?



What are the areas of opportunity that we are going to focus on?  
Where are we going to focus our efforts, and for whom?

**WHERE DO WE PLAY?**



**HOW DO WE WIN?**

Which capabilities and connections do we need to strategically invest in to drive progress? What do we already have that can be leveraged?

# Where do we play = Opportunity Areas

Municipal Innovation Council



**HOLISTIC  
HOUSING**

**TRANSFORMED  
TRANSPORTATION**



**WORLD-CLASS  
WASTE**

**RESILIENT  
INFRASTRUCTURE**



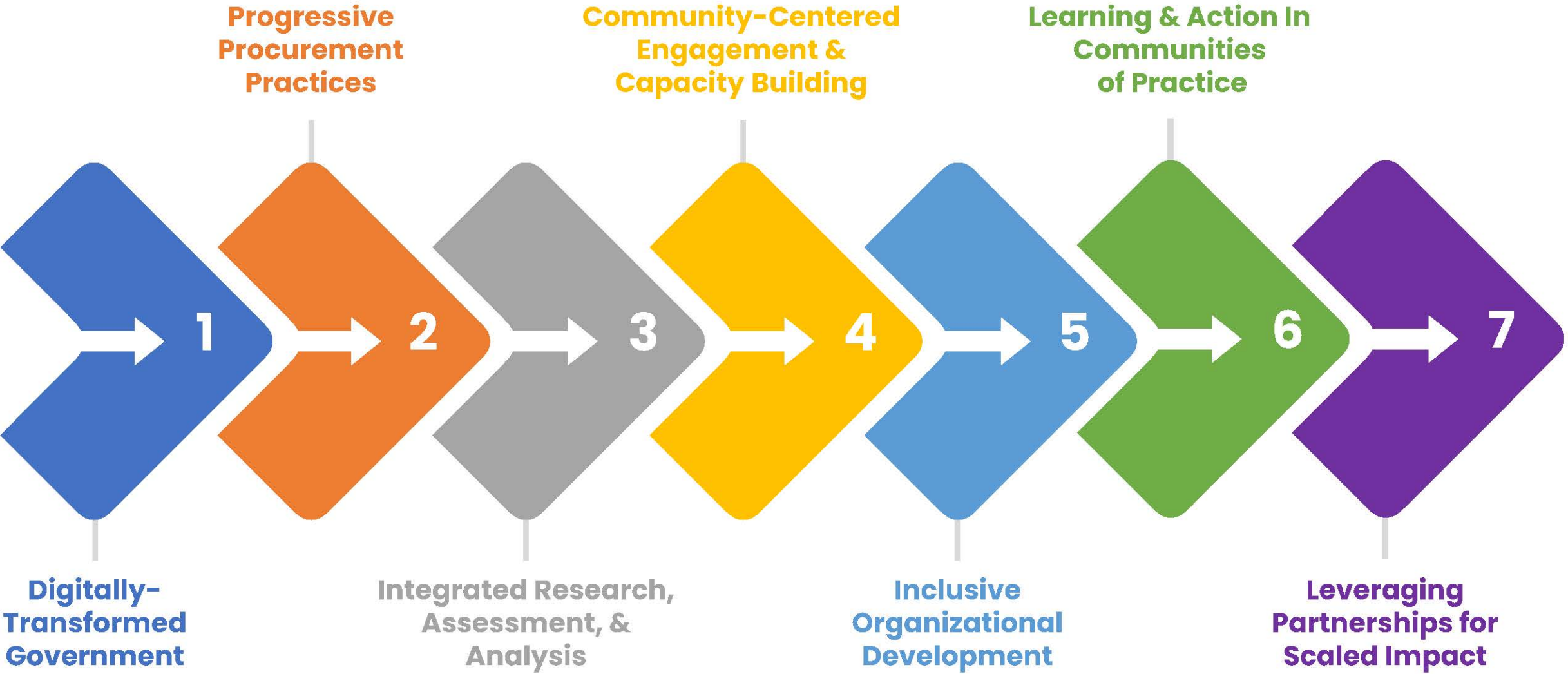
**SUSTAINABLE  
DEVELOPMENT**

**AGILE SERVICE  
DELIVERY**



# How do we win = Capabilities

Municipal Innovation Council





# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis						
Community-Centered Engagement & Capacity Building						
Inclusive Organizational Development						
Learning & Action in Communities of Practice						
Leveraging Partnerships for Scaled Impact						



# Alignment Between Deliverables & Strategy

How do the deliverables outlined in the contract align with the strategic framework?

# Alignment Between Deliverables & Strategy



## MUNICIPAL SERVICE MAPPING

### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.



# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery



# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						Municipal Service Mapping
Progressive Procurement Practices						Municipal Service Mapping
Integrated Research, Assessment & Analysis						Municipal Service Mapping
Community-Centered Engagement & Capacity Building						Municipal Service Mapping
Inclusive Organizational Development						Municipal Service Mapping
Learning & Action in Communities of Practice						Municipal Service Mapping
Leveraging Partnerships for Scaled Impact						Municipal Service Mapping

# Alignment Between Deliverables & Strategy



## WASTE MANAGEMENT SERVICE REVIEW

### WORLD-CLASS WASTE

MIC municipalities will provide a broad range of solid waste management programs and infrastructure that maximize waste diversion and increase efficiencies.



# Opportunity Areas

## Strategic Capabilities

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review

Waste Management Service Review



# Alignment Between Deliverables & Strategy



## TOPOGRAPHIC MAPPING

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.



# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government				Topographic mapping	Topographic mapping	Topographic mapping
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis				Topographic mapping	Topographic mapping	Topographic mapping
Community-Centered Engagement & Capacity Building						
Inclusive Organizational Development						
Learning & Action in Communities of Practice				Topographic mapping	Topographic mapping	Topographic mapping
Leveraging Partnerships for Scaled Impact				Topographic mapping	Topographic mapping	Topographic mapping



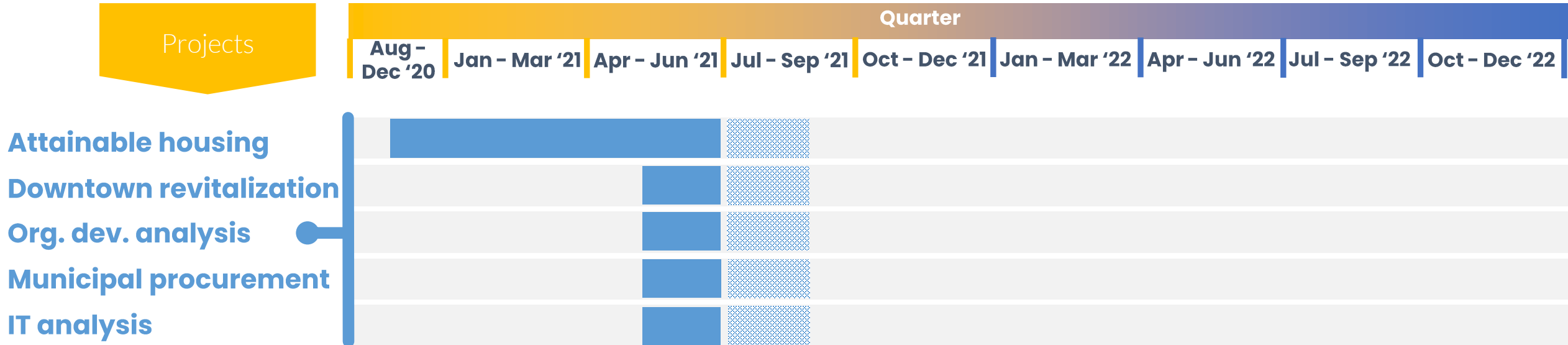
# Spring/Summer 2021 Projects + Alignment

How do this spring/summer's projects align with the strategic framework?

# MIC Spring/Summer Projects

116

Progress from May 2021 to August 2021



# Alignment Between Projects & Strategy

## HOLISTIC HOUSING



MIC municipalities will address the critical need for attainable housing through collaborations with private, public, and non profit organizations so that all community members have access to safe and secure shelter.



## Attainable Housing

## RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



## SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



## AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.



# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Community-Centered Engagement & Capacity Building	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Inclusive Organizational Development						
Learning & Action in Communities of Practice	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Leveraging Partnerships for Scaled Impact	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing

# Alignment Between Projects & Strategy



## Downtown Revitalization (UW MEDI)

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.





# Opportunity Areas

## Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Community-Centered Engagement & Capacity Building				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Inclusive Organizational Development						
Learning & Action in Communities of Practice				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Leveraging Partnerships for Scaled Impact				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization

# *The Two Ways Of Thinking*

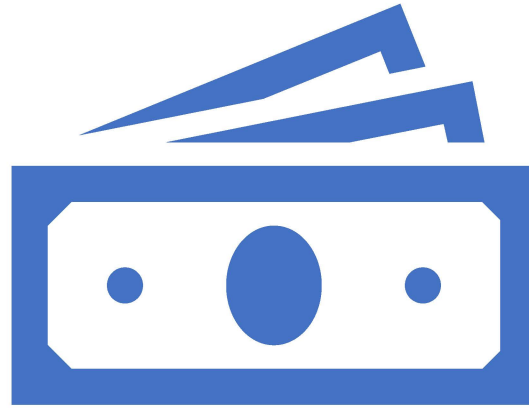
JACOB  MORGAN



# Alignment Between Projects & Strategy



**IT Business  
Analysis  
(Co-op)**



**Best Practices  
in Procurement  
(UW MEDI)**



**Organizational  
Development  
Analysis  
(Co-op)**

# Opportunity Areas

## Strategic Capabilities

Holistic Housing

Transformed Transportation

World-Class Waste

Resilient Infrastructure

Sustainable Development

Agile Service Delivery

Digitally-Transformed Government

IT Business Analysis

Progressive Procurement Practices

Best Practices in Municipal Procurement

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Organizational Development Analysis

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact



# MIC Building Activities

Ongoing efforts that I have made to build MIC's network and reputation



# Alignment Between MIC Building Activities & Strategy

## Opportunity Areas

Dave Shorey,...

### Strategic Capabilities

	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government	/	• Explore ride-sharing services	/	• Internet of Things Gateway	• "One Brand" • Enterprise solution	• Converged Cloud • Mobile app • Digital transformation ops
Progressive Procurement Practices	/	/	/	• Research into regional transit and other building solutions with partners	• Research into regional transit and other building solutions with partners	• Purchase Contingent Mapping
Integrated Research, Assessment & Analysis	• Utilize Affordable Housing Partnership	• Explore ride-sharing services	• Waste Management Service Review	• Internet of Things Gateway • "One Brand"	• "One Brand" • Enterprise solution	• Purchase Contingent Mapping
Contributing to Community Engagement & Capacity Building	• Utilize Affordable Housing Partnership	/	/	/	• SSI&P Affairs - Senior • Youth Councils • Participation with Group	• Youth Councils • Strategic plan facilitators
Inclusive Organizational Development	/	/	/	/	• Co-op positive	• Resident Problem Solving
Learning & Action in Communities of Practice	• Utilize Affordable Housing Partnership	• Research into regional transit and other building solutions	• Waste Management Service Review	• Building network with knowledge innovation across and across professionals	• "One Brand" • Building multiple connected to grant agencies	• Converged Cloud
Leveraging Partnerships for Scaled Impact	/	• Explore ride-sharing services to address ride-sharing	/	/	• Developing connection to grant agencies • Community of Practice	



Dave Shorey  
2 days ago · 4 min

## Summer blog series celebrates municipal innovators

Highlighting municipal innovators who are improving processes and/or services that have a positive impact on the communities we serve.

## Council delegations

## Blog & LinkedIn

**WHAT DOES THE FUTURE HOLD FOR US?**  
MAY 27, 13:00EST  
Moderator



**RAIMUNDO RODULFO**  
CIO/ Director of IT  
City of Coral Gables, FL

**DAVE SHOREY**  
Innovation Officer  
Municipal Innovation Council

**MICHAEL THUSUSKA**  
Director of Economic Development  
City of Summerside

**ASHLEIGH WEEDON**  
Ph. D Candidate  
School of Environmental Design and Rural Development, University of Guelph

## Intelligent Cities 2021

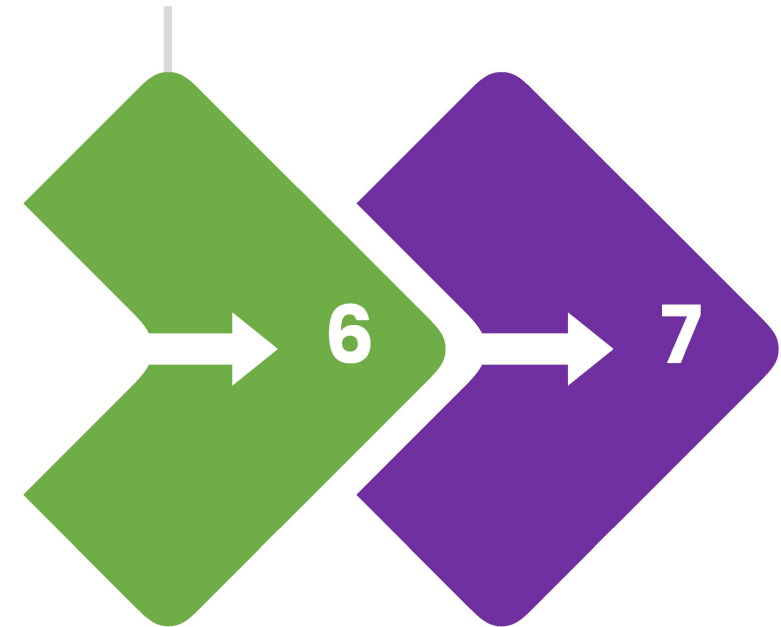


## Government relations

# Alignment Between MIC Building Activities & Strategy

**Council delegations**  
**Blog & LinkedIn**  
**Intelligent Cities 2021**  
**Government relations**

Learning & Action In  
Communities  
of Practice

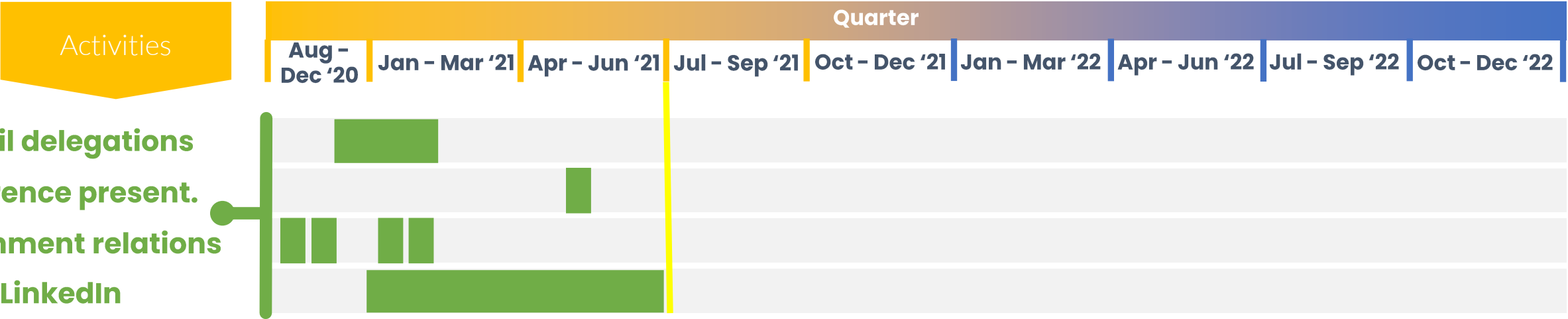


Leveraging  
Partnerships for  
Scaled Impact



# MIC Building Activities

Network and profile building activities for the MIC





# Proposed MIC Projects

Fall 2021 projects for review

# Alignment Between Proposed Projects & Strategy



## SMART BEACHES (U Windsor)

### RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



### SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



### AGILE SERVICE DELIVERY

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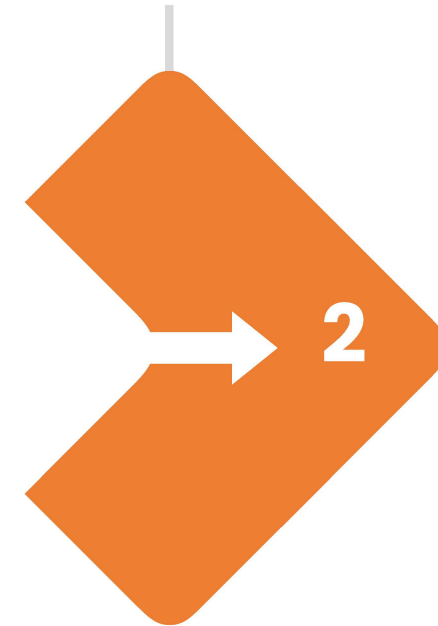


# Alignment Between Proposed Projects & Strategy



## Municipal Procurement Analysis

Progressive  
Procurement  
Practices

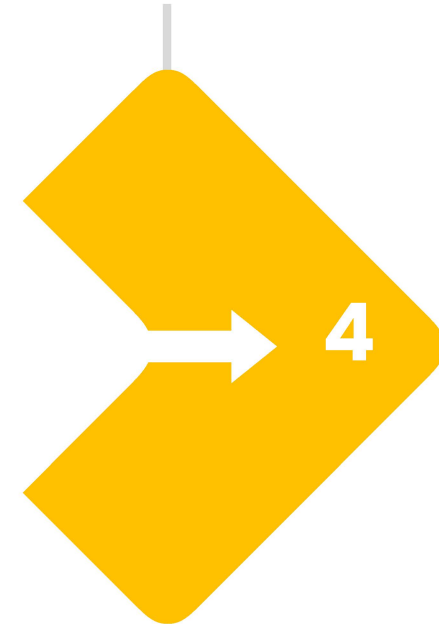


# Alignment Between Proposed Projects & Strategy



**Youth Engagement  
Strategy**

**Community-Centered  
Engagement &  
Capacity Building**

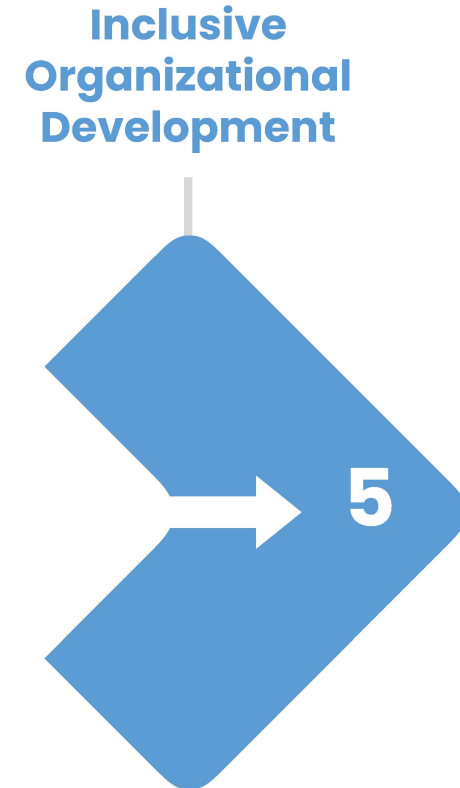




# Alignment Between Proposed Projects & Strategy



**Organizational  
Development**





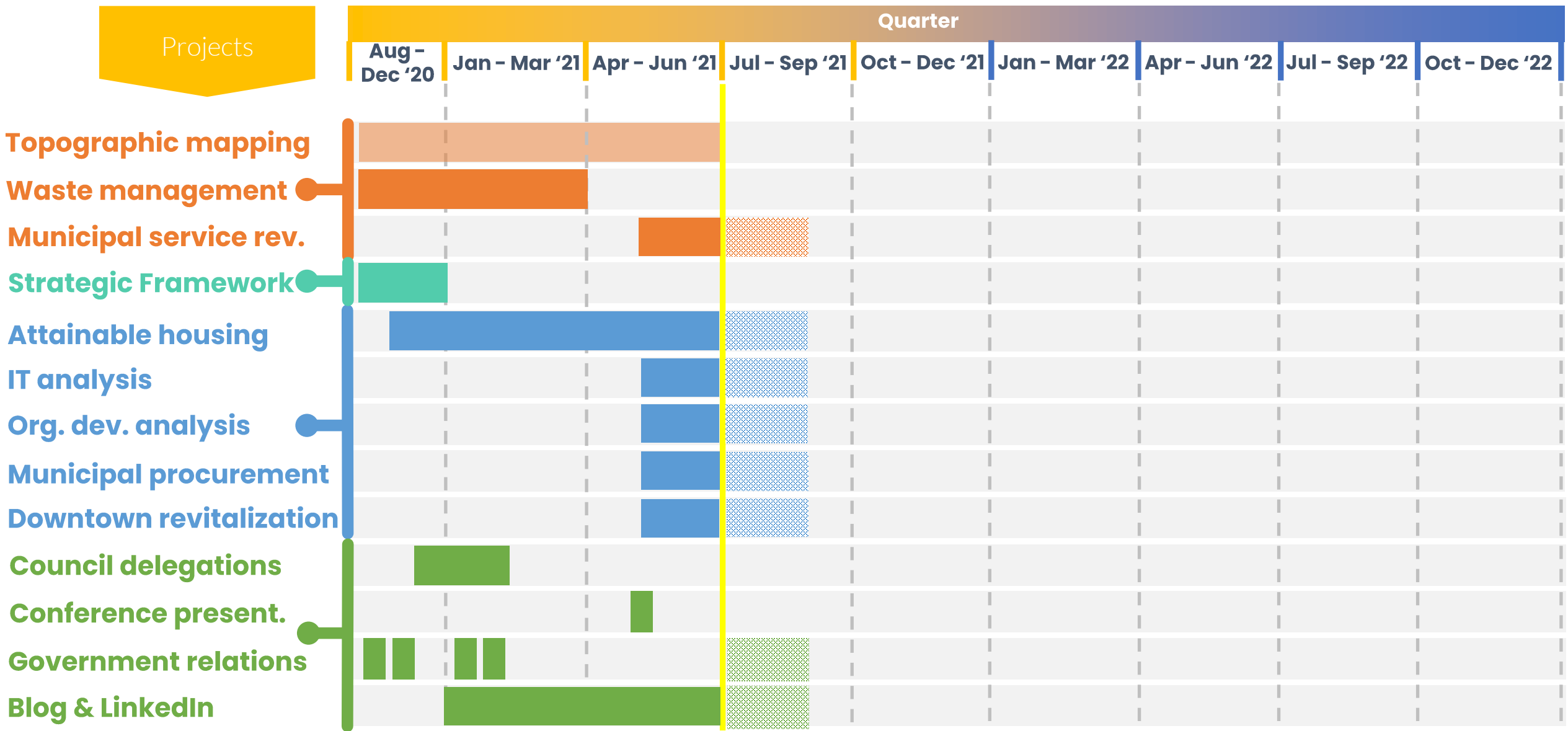
# Summary of Work: Complete, In-Progress, & Projected

A summary chart of work that has taken place and projection to the end of 2021



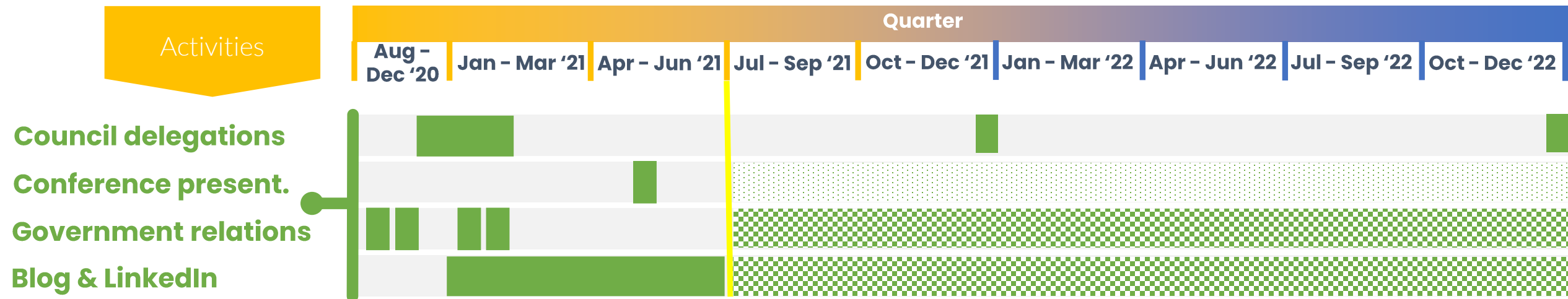
# MIC Projects & Activities to August 2021

Progress from August 2020 to June 2021



# MIC Building Activities Beyond August 2021

August 2021 onward





## Municipal Innovation Council - Minutes

### Electronic Meeting July 15, 2021, 2:30 p.m.



#### Members

Kara Van Myall, CAO, Town of Saugeen Shores, Chair	Present
Mary Rose Walden, CAO, Township of Huron-Kinloss	Present
Sonya Watson, CAO Municipality of Brockton	Present
Sharon Chambers, CAO, Municipality of Kincardine <i>arrived at 2: 38 pm</i>	Present
Leanne Martin, CAO/Clerk Municipality of South Bruce	Present
Sylvia Kirkwood, CAO Municipality of Arran-Elderslie <i>arrived at 2:37 pm</i>	Present
Peggy VanMierlo-West CAO Municipality of Northern Bruce Peninsula	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present

#### Staff Support

Dave Shorey, MIC Innovation Officer (non-voting)	Present
Emily Dance, Clerk Huron-Kinloss, Recording Secretary (non-voting)	Present

#### 1. Call to Order

1.1. The Chair called the meeting to order at 2:31 p.m.

#### 2. Additions or Amendments to the Agenda

None

#### 3. Adoption of the Minutes

Motion

Moved by: Mary Rose Walden Seconded by: Leanne Martin

THAT the MIC hereby adopts the June 24, 2021 Municipal Innovation Council Meeting Minutes as presented.

- June 24, 2021 Municipal Innovation Council Minutes

Carried

#### 4. Delegations

4.1. None Scheduled

#### 5. Update/Announcements from Members

5.1 – Round Table Discussion- Individual Municipal Modernization Funding Program – Approved Projects

Mary Rose Walden– Huron-Kinloss received funding under two streams, digital modernization review and information technology modernization project.

Leanne Martin – South Bruce did not apply to the second intake.

## Municipal Innovation Council - Minutes

### Electronic Meeting July 15, 2021, 2:30 p.m.



Peggy Van Mierlo-West – Northern Bruce Peninsula did not apply for the second intake.  
 Kara Van Myall - Saugeen Shores received funding for service modernization projects and a development application process review  
 Sonya Watson - Brockton received funding for a digital modernization strategy including broadcasting council meetings, budget software, e-commerce, and an app for e-permitting.  
 Matt Meade - County of Bruce received funding for a joint municipal operations digital integration platform; joint museum and cultural centre newspaper digitization; joint archaeological management plan development; joint permits, licensing, and land modernization; and joint IT business analysis for municipalities in Bruce County  
 Sharon Chambers - Kincardine received funding for a purchasing and procurement review.

#### **6. Municipal Modernization Funding Project – MIC**

6.1 On June 30, 2021, The MIC received confirmation that the application for the second intake of the Municipal Modernization Program was successful in providing funding of up to \$100,000 towards a joint IT Business Analysis for municipalities in Bruce County.

- Ministry of Municipal Affairs and Housing – June 30, 2021 MMP Letter

#### **7. Project Updates Reports from Chair**

##### 7.1 Amendment to Rules of Procedure

At the June 24, 2021, meeting the MIC deferred their decision on amending the Rules of Procedure to allow member municipalities to appoint an additional non-voting member AND requested THAT a further discussion be held at the July meeting.

The Innovation Officer drafted a report that was presented to the MIC under Section 8.1.

##### 7.2 Budget Review.

- The Chair provided a verbal update and noted there were no changes from the last update.

#### **8. Reports and Updates from the Innovation Officer**

##### 8.1 MIC Report 2021-05: Engaging Communities of Practice Report

Motion

Moved by: Leanne Martin Seconded by: Matt Meade

## Municipal Innovation Council - Minutes

### Electronic Meeting July 15, 2021, 2:30 p.m.



THAT the MIC hereby receives Report No. 2021-05 - Engaging Existing Communities of Practice prepared by Dave Shorey, Innovation Officer AND THAT the MIC does not advance the suggested amendment to rules and procedure first presented to the MIC on June 24th, 2021 (vote deferred to July 15th, 2021 meeting) AND THAT the MIC approves that the Innovation Officer develop an inventory of existing Communities of Practice (CoP) and will schedule a meeting with each CoP that has been identified by the end of 2021.

#### Carried

#### 8.2 Project progress update

- a) Downtown Revitalization – In progress. Student has first draft of report that is being circulated for revisions with relevant staff. Findings and analysis will be presented to the group on August 12, 2021.
- b) Municipal Procurement – In progress. Findings and analysis will be presented to the group on August 12, 2021.
- c) IT Business Analysis - Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.
- d) Organizational Development Analysis – Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.
- e) Municipal Service Analysis – Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.

#### 8.3 Blog – Municipal Innovators

The Innovation Officer is working on a Municipal Innovators Blog. He is looking for suggestions and ideas to highlight all member municipalities. Below are the pieces that he is working on or considering for future publication.

- a) Kincardine: Community Hubs
- b) Arran-Elderslie: Youth engagement
- c) Brockton, NBP, and Arran-Elderslie: Agricultural plastic recycling program
- d) Saugeen Shores: Gemba walks

#### 8.4 Laurier's UX (User experience) Design program and City of Brantford micro-credential pilot

The Innovation Officer was approached by Wilfrid Laurier University informing the IO of a pilot on micro credentials with the City of Brantford. The intent is an unbundled diploma or a degree type certification completed in 12 weeks or less to serve a need in the labour market. If the pilot's funding is approved, then Laurier is seeking partners starting in January.

## Municipal Innovation Council - Minutes

### Electronic Meeting July 15, 2021, 2:30 p.m.



#### 8.5 Future project Development

- a) Smart Beaches – Working with staff from Kincardine and NPX on the project.
- b) Topographic mapping –The fund transfer agreement is not yet signed for the Natural Disaster mitigation, agreement is tentative for August, 2021.
- c) Supported by co-op students – Due to the late time-line posting the advertisement on website, the uptake in applications is not strong. The application period closes next week, and applications will be reviewed and interviewed accordingly.
  - a. Procurement analysis
  - b. Organizational development
  - c. Youth engagement

#### 8.6 Resourcing projects in the Fall 2021 and Winter 2022 terms

A discussion was held regarding co-op students for the fall term and if a current student could continue on a part-time basis, instead of a co-op.

The group supported the Information Officer's suggestion of offering part-time employment to currently employed co-op students in the MIC as a means of bridging to January with already knowledgeable staff. Questioned if the resources would be able to move the projects forward as we move towards implementation and if it would be better to look at the student on an annual basis.

The Innovation Officer will provide a report on the initiative at the August 12, 2021 meeting.

## 9 Closed Meeting

Nothing Scheduled

## 10. Meeting Schedule

Thursday August 12, 2021 -1:30-3:30pm Co-op and graduate student presentations  
 Thursday September 30, 2021- 2:30-4:30pm  
 Thursday October 21, 2021 – 2:30 – 4:30 pm  
 Thursday November 25, 2021- 2:30-4:30pm  
 December – delegations to all partner Councils

## 11. Adjournment

Motion

Moved by: Matt Meade Seconded by: Leanne Martin



Municipal Innovation Council - Minutes  
Electronic Meeting July 15, 2021, 2:30 p.m.



THAT the MIC hereby adjourns at 3:29 p.m.

Carried

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Chair

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Secretary

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-3044

June 30, 2021

Your Worship  
Mayor Luke Charbonneau  
Town of Saugeen Shores

Dear Mayor Charbonneau,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$100,000 towards:

- Joint IT Business Analysis for municipalities in Bruce County

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by November 30, 2021.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email [municipal.programs@ontario.ca](mailto:municipal.programs@ontario.ca).

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark  
Minister

- c. Kara Van Myall, CAO, Town of Saugeen Shores  
Daniel Waechter, Chief Financial Officer/Treasurer, Town of Saugeen Shores  
Jessica Linthorne, Director, Strategic Initiatives Chair, MIC, Town of Saugeen Shores  
The Honourable Lisa Thompson, MPP, Huron—Bruce  
Steve Hammell, Mayor, Municipality of Arran-Elderslie  
Bill Jones, CAO, Municipality of Arran-Elderslie  
Chris Peabody, Mayor, Municipality of Brockton  
Sonya Watson, CAO, Municipality of Brockton  
Janice Jackson, Warden, County of Bruce  
Sandra Datars Bere, CAO, County of Bruce  
Mitch Twolan, Mayor, Township of Huron-Kinloss  
Mary Rose Walden, CAO, Township of Huron-Kinloss  
Gerry Glover, Mayor, Municipality of Kincardine  
Sharon Chambers, CAO, Municipality of Kincardine  
Milt McIver, Mayor, Municipality of Northern Bruce Peninsula  
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula  
Kara Van Myall, CAO, Town of Saugeen Shores  
Robert Buckle, Mayor, Municipality of South Bruce  
Leanne Martin, CAO/Clerk, Municipality of South Bruce

## MIC REPORT 2021-05

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**Report To:** Municipal Innovation Council (MIC)

**Report From:** Dave Shorey, Innovation Officer, MIC

**Meeting Date:** July 15, 2021

**Subject:** Engaging Existing Communities of Practice

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### Recommendation

THAT the MIC hereby receives Report No. 2021-05 - Engaging Existing Communities of Practice prepared by Dave Shorey, Innovation Officer AND,

THAT the MIC does not advance the suggested amendment to rules and procedure first presented to the MIC on June 24<sup>th</sup>, 2021 (vote deferred to July 15<sup>th</sup>, 2021 meeting) AND,

THAT the MIC approves that the Innovation Officer develop an inventory of existing Communities of Practice (CoP) and will schedule a meeting with each CoP that has been identified by the end of 2021.

### Context

At the May 27<sup>th</sup> MIC meeting, members received the Recalibration Report that was submitted by the former MIC Chair. In that report, the former Chair highlighted that the results of the 18-month check in survey that was distributed to CAOs/ representative of the CAO indicate that some municipal staff are uncertain of the MIC's mandate and focus. The former Chair provided the recommendation to leverage additional municipal staff who are champions of the MIC in each member organization.

At the June 24<sup>th</sup> MIC meeting, a motion was forwarded to amend the rules of procedure to allow for an additional staff member from each member municipality to join the MIC to support the CAO. I heard in our discussion that members are concerned about inviting additional staff into the MIC meeting in a formal capacity and would rather encourage staff to attend the meeting given that current rules allow anyone to attend.

The purpose for the recommended amendment to the rules of procedure was to 1) identify a staff member in each municipality that could support the CAO/representative of the CAO in advancing the MIC's work in their respective municipality, and 2) to identify "innovation champions" in each municipality that could work with the Innovation Officer to scan the current environment, identify opportunities for innovation, and collaborate on developing solutions.

To achieve the objectives of the MIC under our current rules of procedure, I will continue to identify existing groups (also known as communities of practice, e.g., the regional economic development committee) that I will request to join and facilitate problem identification and solutioning workshops with.

For innovation to take root, there needs to be expanded and sustained dialogue with municipal staff at all levels. What is missing from our current MIC structure is space for dialogue and problematizing of current approaches to municipal work with the desire to identify new and helpful ways to solve problems. My hope is that existing communities of practice will be open and receptive to engaging in dialogue and being actively engaged in scanning our current environment, providing insights around problem areas, and contributing to the ideation, planning, and implementation processes involved in good innovation work.



## GREY SAUBLE CONSERVATION AUTHORITY MINUTES

Full Authority Board of Directors  
Wednesday, June 23, 2021, at 1:15 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

### 1. Call to Order

Chair Scott Greig called the meeting to order at 1:16 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Harley Greenfield, Ryan Greig, Cathy Little, Scott Mackey, Paul McKenzie, Paul Vickers

Regrets: Marion Koepke

Staff Present: CAO Tim Lanthier, Administrative Assistant Valerie Coleman, Manager of Information Services Gloria Dangerfield, Manager of Financial and Human Resources Service Alison Armstrong, Manager of Conservation Lands Rebecca Ferguson, Manager of Operations Morgan Barrie, Water Coordinator John Bittorf, DSWP Coordinator Carl Seider, DSWP Program Supervisor Karen Gillan, Forestry Coordinator Mike Fry

### 2. Disclosure of Pecuniary Interest

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at the time.

### 3. Call for Additional Agenda Items

None at this time.

### 4. Adoption of Agenda

Motion No.:  
FA-21-070

Moved By: Cathy Moore Coburn  
Seconded By: Paul Vickers

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of June 23, 2021.**

Carried

## 5. Approval of Minutes

Motion No.:  
FA-21-071

Moved By: Ryan Greig  
Seconded By: Andrea Matrosovs

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of May 23, 2021, as amended.**

Carried

## 6. Business Out of Minutes

Noting at this time.

## 7. Consent Agenda

Motion No.:  
FA-21-072

Moved By: Harley Greenfield  
Seconded By: Cathy Moore Coburn

**THAT in consideration of the Consent Agenda Items listed on the June 23, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – May 2021; (ii) Administration - Receipts & Expenses – May 2021; (iii) Correspondence – Ministry of the Environment, Municipal Communications re DWSP; (vi) Recent Media Articles**

Carried

**Member Dwight Burley joined the meeting at 1:21.**

## 8. Business Items

### i. **Administration**

#### a. **CAA Regulatory Proposal Comments**

CAO, Tim Lanthier spoke to the proposed comments to the Regulatory Proposal Consultation Guide. Comments were grouped into five categories:

1. Mandatory and Non-Mandatory Programs and Services.
2. Transition Plans and MOU's.
3. Community Advisory Boards.
4. Section 29 Regulations.
5. Phase 2 Levy Regulations.

The CAO has presented to several of the GSCA member Municipal Council's to provide initial information regarding the proposed regulations and the upcoming transition plans and MOU's.

It was noted that it will be essential that communication and education activities related to all mandatory programs be maintained as part of those mandatory programs, allowing GSCA to explain, consult, and effectively communicate the various aspects of all the mandatory programs and services.

Chair Greig noted that the list of comments provided were very thorough and thanked the CAO for his work in preparing them.

Motion No.:  
FA-21-073

Moved By: Paul McKenzie  
Seconded By: Dwight Burley

**WHEREAS on May 13, 2021, the Province of Ontario released the “*Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*” on the ERO with a commenting deadline of June 27, 2021;**

**AND WHEREAS this document has a direct bearing on the operations of the Grey Sauble Conservation Authority (GSCA) and its member municipalities**

**AND WHEREAS Staff of the GSCA have reviewed this document and briefed the Board of Directors on its content and implications;**

**THAT the GSCA Board of Directors endorse the enclosed comments, as amended, and direct staff to submit these comments to the Province through the ERO website;**

**AND THAT the GSCA Board of Directors direct staff to provide a copy of these comments to Conservation Ontario, GSCA’s member municipalities and counties, MPP Walker and MPP Wilson, as amended.**

Carried

#### **b. ESG Fund Recommendations**

Manager of Finance and Human Resource Services, Alison Armstrong reported back on the Board’s expressed interest in adding ESG (Environmental, Social, Governance) funds to the GSCA investment portfolio. Having spoken with Mike Konopka from TD Wealth, staff have provided two options for the Board to consider:

1. To transfer 50% of existing equities to the ESG fund.
2. To transfer 25% of existing equities to the ESG fund and add \$200,000 to the portfolio from reserves.

After some discussion the Board chose to transfer 50% of existing equities to the ESG fund and, from reserves, add \$100,000 to the ESG fund, \$80,000 to fixed assets, and \$20,000 to the existing equities portfolio.

Motion No.:  
FA-21-074

Moved By: Cathy Little  
Seconded By: Dwight Burley

**WHEREAS GSCA currently has an investment portfolio containing an asset mix of cash, fixed income and equity components with a market value on June 15, 2021 of \$1,325,653.63.**



**AND WHEREAS GSCA, as an environmentally conscious organization is interested in investing in a fund profile of companies of like- minded consciousness.**

**AND WHEREAS a fund profile of companies best in class in environmental impact and social responsibility has been introduced.**

**THAT the GSCA Board of Director's approve Option 1 below to invest in TD North American Sustainability Equity model, and amended to add \$100,000 to the ESG fund, \$80,000 to fixed assets, and \$20,000 to the existing portfolio from reserves.**

Carried

**c. Update on Salary Review**

Manager of Finance and Human Resource Services, Alison Armstrong reported back with regard to the ongoing Salary Review by Gallagher Benefit Services (Canada) Group Inc. Staff have submitted all of the necessary documents. Gallagher has compiled a list of comparable organizations including, ten CA's, two Counties, and three Municipalities. Once all information is received, staff will prepare a report to the Board.

**d. CAO Performance Review Policy Update**

CAO, Tim Lanthier spoke to two updates to be made to the CAO Performance Review Policy. The first change was in regard to the make up of the review panel; moving from "longest standing member" to "previous Chair. If Chair not available, then previous Vice-Chair."

The second change noted was to correct an error in bullet point numbering.

Motion No.:  
FA-21-075

Moved By: Harley Greenfield  
Seconded By: Paul Vickers

**WHEREAS GSCA's CAO Performance Review Policy states that the Chair, the Vice Chair and the longest serving member of the Board will meet with the Chief Administrative Officer to provide formal, documented feedback as gathered above and to communicate the Board's compensation salary adjustment decision;**

**AND WHEREAS the Board of Directors has determined that the reference to the "longest serving member of the Board" should be replaced with the "Past Chair";**

**THAT the CAO Performance Review Policy document be updated to reflect that the Chair, the Vice Chair and the previous Chair (or Vice Chair as necessary) will meet with the Chief Administrative Officer to provide formal, documented feedback as gathered above and to communicate the Board's compensation salary adjustment decision.**

**AND THAT a typo related to the Step numbers in review process be corrected to read Step 4 instead of Step 5.**

Carried

## ii. **Water Management**

### a. **Update on Water Control Structures**

Water Coordinator, John Bittorf presented an update on the GSCA dam structures. With the aid of PowerPoint slides, John gave an overview of each dam, including when the dam went in and any information of note.

## iii. **Environmental Planning**

### a. **Initial Report on Planning Staff Needs**

CAO, Tim Lanthier provided a report and presentation regarding the workload and staffing needs of the GSCA Planning Department. As a result of recent staff turnover and ongoing increases in workload, staff have been investigating how GSCA compares to other conservation authorities (CAs) and have found that GSCA is in the top 20% of CAs for applications received, however; in the bottom 20% in resources. Additionally, current and previous staff were surveyed to further clarify what elements are contributing to the high level of stress in the department. It was found that a lack of technical support and change in skill set and corporate knowledge were significant factors. It was noted that the current workload is not sustainable. Developments in the area are becoming increasingly complex, requiring more staff resources. There has been an increase in reported violations, requiring staff to divert time away from applications.

The CAO identified three staffing needs:

- Water Resources Engineer (technical staff)
  - It was noted that this position could possibly be shared with a neighbouring CA to reduce the budgetary impact.
- Regulations Officer (multi-departmental)
  - This position could be shared with the Operations Department.
- Planning Ecologist

Three options were identified moving forward:

1. Do nothing (not preferred)
  - This would be unsustainable and lead to an increase in staff burnout and turnover.
2. Hire additional staff utilizing a levy increase (not preferred)
  - This would result in a significant increase to the levy ask.
3. Engage a consultant to undertake a review of Planning and Permitting Fee Schedules to cover the increased costs of providing consistent, high-quality service (preferred option)
  - It was proposed GSCA engage a consultant to develop an activity-based costing model. The model aligns service effort with service fees, incorporating direct costs, indirect costs, and corporate overhead and capital costs.
  - This will give the most accurate cost analysis and will result in a fee schedule that represents the true cost providing services.

The expected cost for an independent consulting firm to conduct the review is approximately \$30,000. It was proposed that the Environmental Planning Department's forecasted salary and wage surplus be redirected to fund the study.

Staff provided the Board with an option to sole source the review. Board members raised concern with single sourcing the consultant, and instead recommended going through an RFP process.

Motion No.:  
FA-21-076

Moved By: Dwight Burley  
Seconded By: Paul McKenzie

**WHEREAS GSCA is experiencing a trend of increased development and increases in applications within the Environmental Planning Department;**

**AND WHEREAS current staff capacity is unreasonably strained;**

**AND WHEREAS s. 21 of the Conservation Authorities Act provides the authority for GSCA to charge fees for services;**

**THAT the GSCA Board of Directors direct staff to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees**

**AND THAT this review of service fees consider the cost of providing an enhanced level of service as described in this report.**

**AND THAT the cost of this review be paid through forecasted in-year surplus from the 2021 Environmental Planning Department budget.**

Carried

**The Board recessed from 3:25 to 3:33.**

**iv. Conservation Lands**

**a. Hibou Playground Update**

Manager of Conservation Lands, Rebecca Ferguson provided an update on the Hibou Playground project. The Sydenham and District Optimist Club, with considerable leadership from Katie Holovaci, have reached their \$57,000 fundraising goal. Excavation of the site was completed during the last week of May by way of in-kind contribution from Walker Aggregates. The structure was installed and opened to the public in early June. Through Rebecca, the Optimist Club members expressed their gratitude to all those who supported this initiative. Rebecca, on behalf of the GSCA, also expressed her appreciation for the hard work of the Optimist Club and Katie Holovaci in particular.

Staff will be working with the Optimist Club on a plan to maintain the playground area.

**b. Christie Beach Parking Agreement**

Manager of Conservation Lands, Rebecca Ferguson spoke to a proposed parking agreement between GSCA and the Municipality of Meaford. This agreement would allow for paid parking along the Christie Beach Road and would increase the parking capacity for the Christie Beach property. To help ensure that visitors are parking in only designated areas, the Town of the Blue Mountains will be installing no parking signage on the east side of the road.

This paid parking will help to offset the cost of owning and operating this property.

Motion No.:  
FA-21-077

Moved By: Paul Vickers  
Seconded By: Andrea Matrosovs

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) is the fee-simple owner of the lands known to us as Christie Beach Conservation Area (herein, Christie Beach) in the Municipality of Meaford;**

**AND WHEREAS, under Section 21(n) of the Conservation Authorities Act, GSCA has the ability to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;**

**THAT the Grey Sauble Conservation Authority Board of Directors approve GSCA staff signing a parking agreement with the Municipality of Meaford and the Town of The Blue Mountains to charge parking fees at Christie Beach Conservation Area.**

Carried

**v. Forestry**

Nothing at this time.

**vi. Communications/Public Relations**

Nothing at this time.

**vii. Education**

**a. Children's Water Festival**

The DWSP Program Supervisor, Karen Gillan provided an update on the 2021 Children's Water Festival. After having to cancel in 2020 due to COVID-19 the organizing committee decided to organize a virtual Water Festival for 2021. It has been decided to extend the invitation to both grades 4 and 5 to include those students who could not attend last year. Thanks to fundraising efforts there will be in fees to schools for this event.

**viii. GIS/IT**

Nothing at this time.

**ix. Operations**

Nothing at this time.

**x. Drinking Water Source Protection & Risk Management**

**a. Request from the Town of North Bruce Peninsula to Provide RMP Services**

DWSP Coordinator, Carl Seider spoke to the request made by the Municipality of Northern Bruce Peninsula for delivery of Risk Management services. Services would include negotiation of Risk Management Plans, completion of land use screenings including issuing notices for activities within source protection areas, and the completion of the Municipalities annual reporting requirement. Staff recommended entering into a five-year agreement with the municipality at a rate of \$1,700 per year. This is in line with the fee for other municipalities with a similar workload.

Motion No.:  
FA-21-078

Moved By: Dwight Burley  
Seconded By: Cathy Little

**WHEREAS staff received a request from the Municipality of Northern Bruce Peninsula to provide Risk Management services on their behalf in an effort to meet Part IV responsibilities under the *Clean Water Act, 2006*; and**

**WHEREAS staff currently designated as Risk Management Officials and Risk Management Inspectors provide Risk Management services on behalf of 13 municipalities across the Grey Sauble and Saugeen Valley Watersheds;**

**THAT the Grey Sauble Conservation Authority Board of Directors endorse the delivery of Risk Management services to be provided by designated Grey Sauble Conservation staff on behalf of the Municipality of Northern Bruce Peninsula; and**

**THAT staff be directed to enter into a 5-year service Agreement with the Municipality of Northern Bruce Peninsula for the delivery of Risk Management Services.**

Carried

## **9. CAO's Report**

The CAO, Tim Lanthier reported that June was another busy month.

Staff have circulated the Spring Membership newsletter to all Members Pass holders, partners, and stakeholders.

The Information Services Department has developed and launched a MFIPPA request form on the GSCA website in an effort to improve accessibility and transparency. Since it was uploaded GSCA had received three requests.

The CAO and Chair Greig have attended council and staff meetings with many of GSCA's member municipalities to discuss the Regulatory Proposal issued by the province. Additional meetings are also scheduled.

The Forest Festival hosted at Allan Park in October has been cancelled this year due to COVID-19 concerns. This event has been attended by 700 to 800 grade 7 students with stations run by local high school students. In the past, GSCA has provided funds and staff to assist with running the festival. Packages will be prepared for participating classrooms and virtual presentations may be organized.

The CAO joined Jeff Graham at the Griersville site to plant a few trees as part of the Graham Family Tree Planting Project.

In continuing to expand GSCA's partner's and stakeholders, the CAO met with members of the Friends of Sauble Beach to discuss what they do, why they do it and what is important to them. Staff have also started a partnership relationship with staff from the M'wikwedong Indigenous Learning Center in Owen Sound.

The CAO, Chair Greig, and Vice-Chair Matrosovs attended a Conservation Ontario Council meeting. The meeting agenda largely focused on the proposed Conservation Authorities Act Regulations.

The Indigenous and GSCA Relationships Committee is scheduled to meet on June 25th and will be looking at opportunities for GSCA to assist with reconciliation and to build relationships with local indigenous communities.

The CAO fielded questions from Members. Member Vickers asked to have an update on the Agricultural Advisory Committee. Invitations have been circulated to local agricultural organizations and as of yet GSCA has received only one response. Several members inquired with regards to concerns about Gypsy Moth. Forestry Coordinator, Mike Fry, reported that there have been increased reports of Gypsy Moth activity. It was noted that Gypsy Moth targets Oak trees first and then spreads. Staff are monitoring the situation and asked if information reported to the municipalities could be shared. If required, any spraying will be done in the spring of next year.

#### 10. Chair's Report

Chair Greig commended the CAO's work on communicating with member municipalities and creating a thorough list of comments ahead of the ERO deadline. In contrast to other CAs GSCA seems to be working proactively. Gratitude was expressed to Municipalities for allowing GSCA to present to their staff and councils.

On June 11<sup>th</sup> the Grey Sauble Conservation Foundation hosted their Annual General Meeting virtually. The Foundation is looking forward to hosting their Memorial Forest ceremony and Film Festival.

#### 11. Other Business

#### 12. Resolution to Move into Closed Session

Motion No.:  
FA-21-079

Moved By: Ryan Greig  
Seconded By: Cathy Little

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:24 pm to discuss matters related to the following:**

- i. **Minutes of the Closed Session of the Regular Board of Directors meeting held on May 26, 2021; and,**
- ii. **A matter regarding an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales"; and,**
- iii. **2021 CAO Mid-Year Performance Check-In and Discussion – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**

**AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present and Manager of Conservation Lands, Rebecca Ferguson will be present for items i and ii only.**

Carried

#### 13. Declaration that the Board of Director's has Resumed Open Session

Chair Greig declared that the Board of Director's resumed open session.

Motion No.:  
FA-21-080

Moved By: Scott Mackey  
Seconded By: Paul McKenzie

**THAT the Grey Sauble Conservation Authority Board of Directors resume open session.**

Carried

**14. Resolution Approving the Closed Session Minutes of February 24, 2021**

Motion No.:  
FA-21-081

Moved By: Cathy Little  
Seconded By: Scott Mackey

**THAT the Grey Sauble Conservation Authority Board of Directors approve the May 23, 2021 Closed Session minutes as presented in the closed session agenda.**

Carried

**15. Reporting out of Closed Session**

Motion No.:  
FA-21-082

Moved By: Paul Vickers  
Seconded By: Scott Mackey

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) under Section 21(c) has the power to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;**

**THAT the GSCA Board of Directors support GSCA staff in acquiring a property in the Town of South Bruce Peninsula.**

Carried

**16. Next Full Authority Meeting**  
i. Wednesday July 28<sup>th</sup>, 2021

**17. Adjournment**

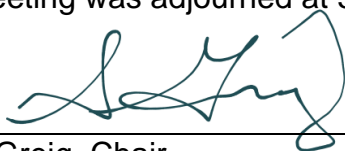
Motion No.:  
FA-21-083

Moved By: Paul McKenzie  
Seconded By: Harley Greenfield

**THAT this meeting now adjourn.**

Carried

The meeting was adjourned at 5:42 p.m.



Scott Greig, Chair



Valerie Coleman  
Administrative Assistant



# GREY SAUBLE CONSERVATION AUTHORITY (GSCA)

## Board Meeting Highlights 07/28/2021



### **Water Management**

#### *a. June 26<sup>th</sup> Flood Watch Review*

A presentation was given regarding the Flood Watch issued on June 26<sup>th</sup>, 2021. It was reported that watershed conditions prior to the storm were very dry with most systems near a Level 1 Low Water Condition with below average rainfall for the six weeks previous. Staff gave an overview of the forecasted rainfall prior to June 26<sup>th</sup> Flood Watch alert. Staff issued a Flood Watch on June 26<sup>th</sup> to Municipal and Media flood contacts. Social media messaging was also circulated. There were impacts throughout the watershed with Thornbury's urban flooding being noted.

### **GIS/IT**

#### *a. Financial Renewal and AMP Software Platform*

A request was made to move forward on the acquisition of a front-end software application that will allow GSCA to do time sheeting, payables/receivables, and the tagging of items as capital assets efficiently. The process of financial renewal began in 2017 with the aim to reduce duplication of data entry, streamline approvals and workflows, improve full cost accounting, and allow managers to better budget and track expenditures. As part of this process, the GSCA payroll software was updated and resulted in less data entry time. The next step was to create an end-user solution for timesheet submission, payables, and receivables.

Nottawasaga Valley Conservation Authority (NVCA) contacted GSCA to offer their in-house developed application at a cost-recovery rate. This system will allow GSCA to do time sheeting, payables/receivables, and capital asset tagging, and can be customized to GSCA's needs. This software has been purchased by other CAs as well. It was noted that the software has the flexibility to be used for other applications throughout the organization in the future.

### **Operations**

#### *a. Report on Spring Opening and Current Property Status*

Operations Manager, Morgan Barrie, gave an update on spring operations and the current status of properties. Gate houses and new outhouses have been installed. Incorporation of cashless payment system at high traffic sites has improved compliance. Expanded ambassador program.

### **Administration**

#### *a. Update to the GSCA Procurement Policy*

Proposed updates to the Procurement Policy were brought forward. GSCA staff identified some inconsistencies and unworkable portions of the policy, in particular the RFP process. Recommended changes will provide increased flexibility to the RFP process and help to differentiate between RFPs and RFQs.

August 17, 2021

To Whom it May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, July 13, 2021 enacted the following resolution:

**No. C-208-21**

Whereas the current joint and several liability regime as set out in the Negligence Act financially impacts all municipalities across the province whether or not a claim occurred within a municipality's borders.

Whereas municipalities are often added to claims as they are seen as having significant resources with the backing of taxpayers.

Whereas insurance companies ultimately recover their losses by way of, among other things, increased annual premiums from their insureds.

Whereas the Municipality's total annual cost of all insurance premiums has grown by \$148,869.28 over the last 5 years which equals a percentage increase of approximately 23%. Liability insurance premiums account for \$64,638.68 of this amount, an approximate 16% increase when comparing premiums from 2017 to 2021.

Whereas higher insurance costs diverts property tax dollars from delivering public services to the Municipality's residents.

Be it resolved that Council supports the recommendations proposed by the Association of Municipalities of Ontario ("AMO") to address joint and several liability reform and rising insurance costs more generally, which recommendations include:

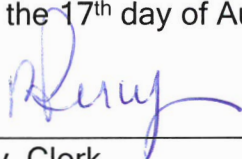
1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.

4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

Be it further resolved that Council direct Administration to forward a copy of this resolution to the Premier of the Province of Ontario and AMO

**Carried**

Dated today, the 17<sup>th</sup> day of August, 2021.




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Brenda Percy, Clerk  
The Corporation of the Municipality of Leamington

cc: Hon. Doug Ford, Premier of Ontario  
Association of Municipalities of Ontario



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

September 9, 2021

**Via email only**

To: Premier Doug Ford – [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
 Ontario Minister of Health Christine Elliott – [christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org)  
 Dave Smith, MPP Peterborough-Kawartha – [dave.smith@pc.ola.org](mailto:dave.smith@pc.ola.org)  
 David Piccini, MPP Northumberland-Peterborough South –  
[david.piccini@pc.ola.org](mailto:david.piccini@pc.ola.org)  
 Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock – [laurie.scott@pc.ola.org](mailto:laurie.scott@pc.ola.org)  
 Ontario Association of Optometrists – [oaoinfo@optom.on.ca](mailto:oaoinfo@optom.on.ca)

**Re: OHIP Eye Care Resolution R2021-593**

Please be advised that during their Regular Council meeting held September 7, 2021, Council passed the following resolution:

Resolution No. **R2021-425**

Moved by Councillor Lambshead  
 Seconded by Councillor Franzen

**Whereas** routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

**Whereas** conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

**Whereas** payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

**Whereas** the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

**Whereas** the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

**Whereas** the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting

September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

**Whereas** this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

**Now Therefore**, be it resolved that the Municipality of Trent Lakes requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

**That** the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

**That** a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

Carried.

Sincerely,



Jessie Clark, Director of Corporate Services/Clerk

cc: Ontario Municipalities



John D. Elvidge  
City Clerk

City Clerk's Office



Secretariat  
Marilyn Toft  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2

Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail: Marilyn.Toft@toronto.ca  
web: www.toronto.ca

In reply please quote:  
Ref.: 21-MM32.12

## ONTARIO MUNICIPALITIES:

**Subject: Member Motion Item 32.12  
Building the Early Learning and Child Care System Toronto Needs (Ward All)**

City Council on May 5 and 6, 2021, adopted the following:

1. City Council reaffirm the City of Toronto's support for building a system of early learning and child care services that are high-quality, public and not-for profit, affordable, inclusive and accessible for all families.
2. City Council express its support for the Government of Canada's April 19, 2021 budget announcement to invest in building a Canada wide system of Early Learning and Child Care and Indigenous Early Learning and Child Care, that builds on City of Toronto policies and service plans, and has adequate and ongoing operating and capital funding.
3. City Council communicate to the Provincial and Federal Governments, the City of Toronto's interest in working collaboratively, and participating in tri-lateral discussions as soon as possible, with the goal of achieving intergovernmental agreements by Fall 2021, and City Council make these negotiations a priority in our intergovernmental strategies.
4. City Council direct the General Manager, Children's Services to include in the June 2021 Growth Strategy Update report to the Economic and Community Development Committee and City Council, the opportunities and funding the Federal announcement could provide to expedite the Growth Strategy in Toronto, and to report to the Budget Committee on the City's share of new committed funding for child care once it is known.
5. City Council direct the General Manager, Children's Services to work closely with, and leverage the expertise of partners including the Province, City divisions, school boards and service providers to expand existing and develop new licensed child care services.



6. City Council request the City Clerk to distribute City Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.

A handwritten signature in black ink, appearing to be 'M. Toft', written over a horizontal line.

for City Clerk

M. Toft/wg

Attachment

Sent to: Prime Minister of Canada  
Premier, Province of Ontario  
Executive Director, Ontario Municipal Social Services Association  
Executive Director, Association of Municipalities of Ontario  
Municipalities in Ontario

c. City Manager

## City Council

### Member Motions - Meeting 32

<b>MM32.12</b>	<b>ACTION</b>	<b>Adopted</b>		<b>Ward: All</b>
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### **Building the Early Learning and Child Care System Toronto Needs - by Councillor Mike Layton, seconded by Councillor Shelley Carroll**

#### **City Council Decision**

City Council on May 5 and 6, 2021, adopted the following:

1. City Council reaffirm the City of Toronto's support for building a system of early learning and child care services that are high-quality, public and not-for profit, affordable, inclusive and accessible for all families.
2. City Council express its support for the Government of Canada's April 19, 2021 budget announcement to invest in building a Canada wide system of Early Learning and Child Care and Indigenous Early Learning and Child Care, that builds on City of Toronto policies and service plans, and has adequate and ongoing operating and capital funding.
3. City Council communicate to the Provincial and Federal Governments, the City of Toronto's interest in working collaboratively, and participating in tri-lateral discussions as soon as possible, with the goal of achieving intergovernmental agreements by Fall 2021, and City Council make these negotiations a priority in our intergovernmental strategies.
4. City Council direct the General Manager, Children's Services to include in the June 2021 Growth Strategy Update report to the Economic and Community Development Committee and City Council, the opportunities and funding the Federal announcement could provide to expedite the Growth Strategy in Toronto, and to report to the Budget Committee on the City's share of new committed funding for child care once it is known.
5. City Council direct the General Manager, Children's Services to work closely with, and leverage the expertise of partners including the Province, City divisions, school boards and service providers to expand existing and develop new licensed child care services.
6. City Council request the City Clerk to distribute City Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.

#### **Summary**

The lack of affordable, high-quality early learning and child care is one of the most significant challenges for families in our City. The pandemic has exacerbated the situation, and



accentuated the importance of child care for Toronto parents.

We have seen the gendered-impact of the pandemic on women. We have experienced the toll on parents, particularly mothers, because of the lack of access to child care. We know women will continue to face huge barriers to equitable participation in our economy if child care is not at the centre of COVID-19 recovery strategies. We also know that underserved communities, low-income and BIPOC families, people with disabilities, and those who are precariously-employed will not share in the benefits of economic renewal without access to affordable child care.

A broad consensus has emerged across all sectors, including business, academic, social service and feminist organizations, that a robust system of accessible, high-quality child care services is essential for Canada's economic renewal. The time is now to make long-awaited progress on child care for Toronto families.

The Government of Canada has recognized that investment in child care is urgently needed, and of national importance, for families and the economy. As part of the Budget 2021, it has committed to build a Canada-wide Early Learning and Child Care system that is affordable, high-quality and accessible for all families. The plan calls for \$30 Billion over 5 years, with an ongoing annual expenditure of \$8.3 Billion. The goal is to reduce fees by 50 percent by 2022, and achieve an average cost of \$10.00 per day by 2026.

The announcement is welcome news for women, their families, and cities across the Country. Toronto manages the second largest system of child care services in the Country, and it is important for our City to show its support for building a strong system of Early Learning and Child Care in Toronto and across Ontario – and that we are ready to work with the Federal and Provincial governments to achieve it.

City Council must reinforce the urgency, and express our willingness to be partners with all levels of government, and to act now, with urgency, to ensure this promise becomes a reality for Toronto children and families.

### **Background Information (City Council)**

Member Motion MM32.12

(<http://www.toronto.ca/legdocs/mmis/2021/mm/bgrd/backgroundfile-166359.pdf>)



City Clerk's Office

**RECEIVED**  
AUG 03 2021  
ARRAN-ELDESLIE

**John D. Elvidge**  
City Clerk

**Secretariat**  
Marilyn Toft  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2

Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail: Marilyn.Toft@toronto.ca  
web: www.toronto.ca

**In reply please quote:**  
**Ref.: 21-GL23.3**

June 24, 2021

**ONTARIO MUNICIPAL AND REGIONAL COUNCILS:**

**Subject: General Government and Licensing Committee Item 23.3  
Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial  
Offences Act (Ward All)**

City Council on June 8 and 9, 2021, adopted the following resolution and has circulated it to all Municipal City Councils and Regional Councils in Ontario for support:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

  
for City Clerk

M. Toft/wg

Attachment

c. City Manager



## General Government and Licensing Committee

GL23.3		Adopted on Consent		Ward: All
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### Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

#### City Council Decision

City Council on June 8 and 9, 2021, adopted the following:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.
4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

#### Committee Recommendations

The General Government and Licensing Committee recommend that:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal

representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

### **Origin**

(May 7, 2021) Report from the City Solicitor and the Director, Court Services

### **Summary**

This report responds to the changes to the Provincial Offences Act under Bill 177 Stronger, Fairer Ontario Act for City Council to review and consider taking action on the staff recommendations contained herein.

### **Background Information (Committee)**

(May 7, 2021) Report from the City Solicitor and the Director, Court Services on Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act  
(<http://www.toronto.ca/legdocs/mmis/2021/gl/bgrd/backgroundfile-166871.pdf>)

Attachment 1 - Bill 177 Changes to section 5.1 of Provincial Offences Act as enacted and not proclaimed  
(<http://www.toronto.ca/legdocs/mmis/2021/gl/bgrd/backgroundfile-166872.pdf>)



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Report From: Julie Reid, Deputy Clerk

Meeting Date: September 13, 2021

Subject: SRDPCLK.21.10 Revisions to the Community Flag Raising Policy

Attachments: Policy No. CLK04-2021 Community Flag Raising Policy

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### **Recommendation**

Be It Resolved that Council hereby,

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

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### **Report Summary**

The intent of this report is to provide an overview of the revisions to the Community Flag Raising Policy and establish Community Flag Pole locations.

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### **Background**

Council adopted a Community Flag Raising Policy by By-Law No. 35-2019. Since the creation of this policy, Staff are noting an increase in the requests to raise flags for various reasons. The current policy requires the request to be provided at least four (4) weeks in advance of the event or requested raising date and must be approved by Council resolution. It is also noted that there is not a designated Community Flag Pole in each of the three (3) communities.

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## **Analysis**

In many instances, Staff receive requests on short notice or outside of the Council schedule, especially during the summer months when Council meeting intervals may be reduced. This provides a challenge as the policy requires approval by Council resolution.

The policy includes some excellent guidelines and criteria for basing the approval of a request. In order to better accomodate these requests in a timely manner, Staff has made some minor revisions to the policy as noted below.

In addition, Staff have identified that not all of the three (3) communities have a designated community flag pole location. In Chesley, the flag pole at the Administration Office is deemed to be solely for flying the Canda Flag. The flag pole at the Elderslie Works Department Shop is designated as a Community Flag Pole under the current policy. Other specific locations are not noted. In Paisley, the current flag pole location is at the cenotaph, and, direction for the changing of that flag is only allowable at the permission on the Royal Canadian Legion. In Tara, there is a flag located at the Kinette Pavillion behind the arena but it is not able to be lowered to half mast if necessary. There is also a flag pole located at the Tara Rotary Park.

Staff propose the following locations be designated under the revised policy as Community Flag Poles:

- Elderslie Works Department Shop – 1925 Bruce Road 10, Chesley
- Paisley Community Centre – 391 Queen St N, Paisley
- Tara Rotary Park – 292 Yonge St S, Tara

This would require the installation of a flag pole at the Paisley Community Centre and ensure that all three communities have a location. Staff will investigate the most appropriate location for this installation.

Staff also propose that the Authority for Approval be delegated to the CAO or in their absence, the Clerk or their delegate. Upon review and approval of each request, Staff would communicate the details to Council by email prior to the raising of the flag for information purposes . The four (4) week request requirement prior to the raising date provision has been removed as well and requests must be received in writing to the Clerk's Office. Staff have also changed the provision that a flag be flown for no more than one (1) week to a period that is determined on a case-by-case basis given the nature of the request.

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**Link to Strategic/Master Plan**

N/A

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**Financial Impacts/Source of Funding**

The associated costs to install the flag pole at the Administration Building last year was approximately \$1,800.00. This included the cost to pour concrete to support the pole. Staff do not anticipate this project to exceed that amount and the funding would come from the Paisley Community Centre – Material Misc. Account #01-5414-7052.

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Approved By: Sylvia Kirkwood, CAO





## 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](mailto:info@arran-elderslie.ca)

<b>Policy Name:</b>	Community Flag Raising	<b>Policy No:</b>	CLK04-2021
<b>Department:</b>	Municipality Wide		
<b>Effective Date:</b>	July 9 <sup>th</sup> , 2018		
<b>Date Revised:</b>	September 27, 2021		
<b>Authority:</b>	By-law XX-2021	<b>Repealed Authority:</b>	By-Law No: 35-2019

### 1. Purpose:

The Municipality of Arran-Elderslie recognizes that flags are important symbols that can increase awareness of public events, activities, and organizations and that flags can also raise public awareness about significant events and historical commemorations.

### 2. Community Flag Poles:

#### Administration Office Flag Pole (1925 Bruce Road 10, Chesley)

Under this policy, the flag pole located in front of the Administration Building is solely for the flying of the Canadian Flag and is not considered a Community Flag Pole. The flag pole located in front of the Works Department Shop is considered a Community Flag Pole.

The following flag pole locations are designated as Community Flag Poles under this policy:

- Elderslie Works Department Shop – 1925 Bruce Road 10, Chesley
- Paisley Community Centre – 391 Queen St N, Paisley
- Tara Rotary Park – 292 Yonge St S, Tara

### 3. Flag Raising Criteria:

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of fund-raising drives
- Celebration achievement



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- 
- Celebration of multi-cultural and civic events
  - Increase public awareness of programs and activities
  - Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community
  - Acknowledge an organization that has helped to enhance the Municipality of Arran-Elderslie in a positive manner

The Community Flagpole will be not used to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations
- Religious organizations or religious events or celebrations
- Celebrations, campaigns or events intended for profit-making purposes
- Supporting discrimination, hatred, violence or prejudice
- In support of groups, organizations, or events that promote belief's contrary to other Municipal policies

#### 4. General Rules:

- 4.3 Approvals and use of the Community Flagpole will be granted on a first come-first served basis.
- 4.4 Flag raisings shall be in connection with a particular event by an organization.
- 4.5 An organization's flag shall be flown no more than once per calendar year.
- 4.6 The period a flag may be flown will be determined on a case by case basis given the nature of the request.
- 4.7 Flags shall only be raised and lowered on those business days that the Municipal Office is open.



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519-363-3039 Fax: 519-363-2203 [info@arran-elderslie.ca](mailto:info@arran-elderslie.ca)

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### 5. Applications for use of the Community Flagpole:

- 5.1 All requests will be made in writing to the Clerk's Department.
- 5.2 Authority for Approval is delegated to the Chief Administrative Officer or, in their absence, the Clerk or their delegate.
- 5.3 Staff will communicate the approved details of each request to Council by email communication prior to the raising of the flag for information purposes.



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: September 13, 2021

Subject: SRDPCLK.21.09 Doctor Recruitment Incentives

Report from: Julie Reid, Deputy Clerk

Appendices: None

### Recommendation

Be It Resolved that Council hereby,

1. Council directs staff to provide appropriate Doctor Incentives upon signing a four (4) year service contract between the Municipality of Arran-Elderslie and the physician candidate with the terms presented to Council on January 25, 2021:
  - i) Provide a maximum of one (1) year free rent at the Chesley Medical Clinic;
  - ii) Overhead expense allowance (which may include legal fees to set up corporation, moving expenses, housing allowance, other fees, staffing), as set out as follows:
    - a) \$20,000 upon execution of the agreement, and \$10,000 on the second and third anniversary date of the agreement and \$20,000 on the fourth anniversary with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract; or
    - b) \$50,000 payment up front if needed, that they stay for four (4) years and beyond, with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract.
  - iii) A furnished office and two (2) exam rooms located in the clinic and supply of office and diagnostic equipment not to exceed \$6,000 which shall remain the sole property of the Municipality of Arran-Elderslie at all time; and
2. That Council approve the transfer of funds from reserves (01-0000-2192) to match the terms of the executed agreements;
3. That Staff will coordinate with the Chesley Physician Recruitment Committee on future recruitment efforts and funding needs prior to the 2022 budget preparation.

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## **Report Summary**

The intent of this report is to provide a resolution to formalize the current Doctor Recruitment Incentives and provide the confirmation details of such for auditing purposes.

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## **Background**

During a Closed Council session on January 25, 2021, Council discussed the revisions to the contract requested by the Chesley Physician Recruitment Committee. Council directed Staff to make the revisions to the contract at that time. No resolution was passed at this session and for the purposes of future financial auditing these details need to be endorsed in open session.

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## **Analysis**

The recruitment process has resulted in the signing of a contract by a physician who is to begin their practice officially in Arran-Elderslie as of September 1, 2021.

To date, no formal resolution has been passed to adopt the new incentives. This resolution is necessary for Staff to provide during the annual financial audit, and to formalize the terms of the Incentive Program.

On October 23, 2017, Resolution number 19-435-2017 was passed by Council approving the following incentives for Doctor's who sign a four (4) year service contract with the Municipality of Arran-Elderslie:

- 1) Provide a maximum of one (1) year free rent at the Chesley Medical Clinic;
- 2) Overhead expense allowance (which may include legal fees to set up corporation, moving expenses, housing allowance, other fees, staffing), as set out as follows:
  - a) \$10,000 per year payment for first two (2) years, and \$20,000 per year for the last two (2) years with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract; or
  - b) \$50,000 payment up front if needed that they stay for four (4) years and beyond, with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract.

On January 25, 2021, Council directed Staff to make the following changes to the Physician Contract:

- 1) Provide a maximum of one (1) year free rent at the Chesley Medical Clinic;
- 2) Overhead expense allowance (which may include legal fees to set up corporation, moving expenses, housing allowance, other fees, staffing), as set out as follows:
  - a) \$20,000 upon execution of the agreement, and \$10,000 on the second and third anniversary date of the agreement and \$20,000 on the fourth anniversary with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract; or
  - b) \$50,000 payment up front if needed that they stay for four (4) years and beyond, with a pro-rated payback clause if the physician ceases their practice at the Chesley Medical Clinic during the term of the contract.
- 3) A furnished office and two (2) exam rooms located in the clinic and supply of office and diagnostic equipment not to exceed \$6,000 which shall remain the sole property of the Municipality of Arran-Elderslie at all time.

Staff would also like to request that the Chesley Physician Recruitment Committee discuss and report back to Staff on the continued recruitment efforts and what funding needs may be needed for future recruitment efforts prior to Staff beginning the 2022 budget process.

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### **Link to Strategic/Master Plan**

N/A

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### **Financial Impacts/Source of Funding**

The Doctor Recruitment Reserve 01-0000-2192 currently has a balance of \$70,000.

Staff recommend that funds are transferred from the reserve each year to match the payment terms of the executed agreements.

A reserve strategy will be developed during the 2022 budget based on correspondence received from the Chesley Physician Recruitment Committee.

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Approved By: Sylvia Kirkwood, CAO



## The Corporation of the Municipality of Arran-Elderslie

# Information Report

Report From: Sylvia Kirkwood, Chief Administrative Officer

Meeting Date: September 13, 2021

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

Appendices: Appendix A – Consent Application Notice and SVCA Comments

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### **Report Summary**

To provide Council with information related to a proposed consent application on Alma Street in Paisley.

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### **Background**

On May 6, 2021 Bruce County provided formal notice of a consent application (B-2020-123) for the creation of two (2) residential lots on Alma Street in Paisley. (See Appendix A.)

As part of the processing of the application it was circulated to Saugeen Valley Conservation Authority (SVCA) for comment. On May 19th SVCA provided detailed comments on the proposal.

SVCA reviewed the application as per their mandated responsibilities for natural hazard management including their regulatory role under the Conservation Authorities Act.

Based on current hazard mapping the lands are entirely within the regulatory floodplain of the Saugeen River.

The proposed consent application indicates that the lots are located wholly within the regulatory floodplain and specifically within the flood fringe. Notwithstanding the concerns raised in their comments attached the following alternative comment was

provided to assist in the approval of the application:

SVCA staff could only support the proposed severance should the Municipality's emergency services department advise future residents could be rescued in the event of a regional storm event, under 2.11 metres of flooding.

Staff contacted the SVCA to confirm how the above condition could be addressed and they indicated that our Emergency Services Department would need to state that in the event of a regional storm of 2.11 metres of flooding safe evacuation could be undertaken. SVCA also suggested that a comprehensive evacuation plan for the area should be developed should the need arise to evacuate the area in a flooding event.

Since that meeting, Arran Elderslie Fire and Emergency Services has indicated that water rescue could be provided and that there is capacity to provide rescue services in the case of such flooding event. Staff will work to develop an appropriate evacuation plan as recommended by SVCA.

Staff will be providing SVCA and Bruce County Planning support for this consent application on the basis that Arran Elderslie Emergency Services Department can support an evacuation and that we will be preparing an appropriate evacuation plan in the event of regional flooding event.

In the interim, staff shall continue to work with SVCA to seek opportunities and support a review of the existing hazard mapping within our community.

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### **Analysis**

Not Applicable

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### **Link to Strategic/Master Plan**

Not Applicable

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### **Financial Impacts/Source of Funding**

No financial impacts

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Approved By: Sylvia Kirkwood, Chief Administrative Officer





County of Bruce  
 Planning & Development Department  
 268 Berford St, P.O. Box 129  
 Wiarton ON, N0H 2T0  
[brucecounty.on.ca](http://brucecounty.on.ca)  
 226-909-5515

May 6, 2021

**File Number: B-2020-123**

## Consent Application Notice

A change is proposed in your neighbourhood: The purpose of this application is to create a new residential lot on municipal services in the primary urban community of Paisley. The application will also establish a 3.042 metre wide easement from Nelson Street to the adjacent land to the east for servicing of future development.



40 ALMA ST  
 Town Plot Paisley Lot 16,17 & 18 W Dundas Lot 18 E Nelson  
 Arran-Elderslie (Elderslie Township)  
 Roll Number 410338000106801

**COVID-19 Notice:** All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.

## Learn more

You can view more information about the applications at <https://brucecounty.on.ca/living/land-use>. Once our offices re-open, information about the application will be available in person at the County of Bruce Planning Office noted above, between 8:30 a.m. and 4:30 p.m. (Monday to Friday).

## Have your say

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and Council Agenda.

1. Please contact us if you have any questions, concerns or objections about the application. Comments received after May 19, 2021 may not be included in the Planning report but will be considered and included in the official record on file.

The Planner on the file is: Eric Steele

## Stay in the loop

If you wish to be notified of the decision of the County of Bruce Land Division Committee on the proposed consent, you must make a written request to the County of Bruce at the mailing address noted at the top of this Notice or by emailing [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca).

## Know your rights

Section 53(19) of the [Planning Act](#) outlines rights of appeal for Consent applications.

If a person or public body that files an appeal of a decision of the County of Bruce in respect of the proposed consent does not make written submissions to the County of Bruce before it gives, or refuses to give, a provisional Consent, the Local Planning Appeal Tribunal may dismiss the appeal.

For more information please visit the Local Planning Appeal Tribunal website at <https://olt.gov.on.ca/tribunals/lpat/about-lpat/>.

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**





1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY (bcplwi@brucecounty.on.ca)

May 19, 2021

County of Bruce, Planning and Development Department  
268 Berford Street, Box 129  
Warton, ON N0H 2T0

ATTENTION: Eric Steele, Planner

Dear Mr. Steele,

RE: Proposed Consent to Sever B-2020-123  
440 ALMA ST  
Roll No.: 410338000106801  
Town Plot Paisley Lot 16, 17 and 18 W of Dundas Lot 18 E of Nelson St  
Geographic Township of Elderslie  
Municipality of Arran-Elderslie (Lorentz)

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the County of Bruce representing natural hazards, natural heritage, and water resources; and the application has also been reviewed through our role as a public body under the *Planning Act* as per our CA Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

### **Purpose**

The purpose of the application is to create a new residential lot on municipal services in the primary urban community of Paisley. The application will also establish a 3.042 metre wide easement from Nelson Street to the adjacent land to the east for servicing of future development.

Staff have received and reviewed the following documents submitted with this application:

- 1) Request for Agency Comments and attached site plan

### **Background**

As part of the pre-consultation process for the application, SVCA staff conducted a site review/inspection, and provided comments to the owner, dated March 19, 2019, titled "Development Feasibility and Proposed Severance – Pre-submission Consultation". However, since that time, it has come to the attention of SVCA staff that safe access to the subject property has not been addressed.



Watershed Member Municipalities  
Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,  
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,  
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,  
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

### **Recommendation**

SVCA staff do not find the application acceptable, at this time. We recommend decision for this application be deferred until SVCA is satisfied safe access to the development is addressed in accordance with Provincial and SVCA policies. Please see below for more information.

### **Site Characteristics**

The subject property is located on the east side of Nelson street in the Town of Paisley. The property is generally even in topography. During the site inspection completed May 13, 2021 the SVCA did not observe any obvious indication of poor drainage on site. Deciduous trees extend along the north property line and low-lying shrub vegetation is scatter through the north portion of the property.

### **Delegated Responsibility and Advisory Comments**

**SVCA staff has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020). We have also reviewed the application through our responsibilities as a service provider to the County of Bruce in that we provide expert advice and technical clearance on *Planning Act* applications with regards to natural hazards, natural heritage, and water resources as set out in the PPS 2020, County Official Plan and/or local official plans. Comments below only include features/technical requirements affecting the property.**

#### **Natural Hazards:**

Based on the SVCA's current hazard mapping, the subject property is entirely within the regulatory floodplain of the Saugeen River. It is the SVCA's interpretation that the hazard mapping for the Municipality of Arran-Elderslie Official Plan and Zoning By-law generally match the SVCA hazard mapping. The Municipality of Arran-Elderslie Official Plan and Zoning By-law classify the subject property as Flood Fringe & Fill Regulated Area and Residential: Low Density Multiple (R2) respectively. The submitted site plan indicates the proposed severed parcels are located entirely within the regulatory floodplain, within the flood fringe, but outside of the floodway of the Saugeen River.

The following is a summary of Provincial, County, and local natural hazard policies affecting the proposed development:

#### **Provincial Policy Statement (PPS, 2020) – Section 3.1**

Section 3.1.1 of the PPS, 2020 states, in general, that development shall be directed to areas outside of hazardous lands (flooding hazards, erosion hazards, dynamic beach hazards), and hazardous sites (organic soils, leda clay, unstable bedrock.).

Section 3.1.2 c) of the PPS states, in general, that development and site alteration shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard.

### County of Bruce Official Plan (OP) Policies

It is SVCA's interpretation that in general, Sections 5.8.5.1 and 5.8.8.2 of the County Official Plan, do not support new development or site alteration within lands affected by natural hazards or hazardous lands and sites.

### Municipality of Arran-Elderslie Official Plan (OP) Policies

It is SVCA's interpretation that Section 3.6.5.1 and 3.6.5.2 of the Municipality of Arran-Elderslie Official Plan that within the Geographic Town of Paisley, the Hurricane Hazel Flood Event Standard (Regional Storm) floodplain is managed according to the "Two Zone Floodway – Flood Fringe Policy". According to this policy, conditional development may be permitted within the Flood Fringe of the Main Saugeen River. The Flood Fringe is the floodplain area between the 100 Year Flood Line and the Regional Storm Flood Line (Regulatory Flood Line).

#### 3.6.5.2 Paisley Flood Fringe Regulated Area

*"The Flood Fringe Regulated Area shown on Schedule "B" Paisley Land Use Plan, applies to all lands within the Regional Storm Floodplain between the limit of the Natural Environment & Hazard designation and the Regional Storm Floodline for the Teeswater and Saugeen rivers and Willow Creek.*

*Development in the flood fringe may be permitted by this Plan but does not imply that the flood risk is completely absent. Development could still experience flood damage and disruption from major flood events despite flood control dykes and flood proofing measures, with resulting consequences for landowners.*

*In the Flood Fringe Regulated Area the following policies apply:*

- a) Within the Regulated Area, lands may be used according to their underlying land use designation including development such as expansion, conversion or reconstruction of existing uses and structures, or new development, provided that sufficient flood proofing measures and/or flood damage reduction measures, are incorporated into the building or structure to the satisfaction and approval of Saugeen Conservation.*
- b) Notwithstanding the policies of subsection a) above, some types of new development or expansions of existing uses may not be permitted within the Regulated Area due to the increased risk to life and/or property damage or risk of pollution. Such land uses which may not be permitted can include: industrial uses which manufacture, store, treat, dispose, or utilize hazardous substances; sewage treatment plants; institutional uses; and emergency services. If after careful consideration the use is to be allowed in the Regulated Area, then a higher level of flood protection and/or additional flood proofing precautions may be required.*
- c) Lands designated within the Regulated Area will be zoned according to their underlying land use designation, except that every zone shall include a reference to the flood fringe constraint with the appropriate zone symbol.*
- d) New development, or redevelopment, within the Regulated Area may be subject to the Site Plan Control requirements of Section 7.11.*
- e) New development and construction must receive the permission of Saugeen Conservation in accordance with its regulations."*

The entirety of the proposed severed properties are within the Flood Fringe portion of the regional floodplain. In principal, conditional development within the Flood Fringe could be permitted on the property, subject to appropriate flood mitigation measures. However, based on the depth of flooding, the property does not have safe ingress and egress to an area outside the floodplain. Current available elevation and floodplain mapping indicates that the subject property is at an elevation of approximately 219.0 metres and the Regional storm floodplain elevation is 221.11 metres, a difference in flood depth of approximately 2.11 metres. As such, the flood depth exceeds the safe access depth criteria of 0.8 metres depth as required through the *Saugeen Valley Conservation Authority Environmental Planning and Regulations Policies Manual (May 16, 2017)*. It is SVCA staff's opinion that at this time, the subject application is not consistent with Section 3.1.2 c) of the PPS (2020

SVCA staff could find the proposed acceptable if it is the opinion of the Municipality's emergency services department that future residents could be rescued during a regional storm event, through 2.11 metres of flooding.

#### **Natural Heritage:**

It is the opinion of SVCA staff that the property is not subject to any significant natural heritage features.

#### **Statutory Comments**

SVCA staff has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). This regulation, made under Section 28 of the *Conservation Authorities Act*, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.

The entirety of the subject property is within the SVCA Approximate Regulated Area associated with Ontario Regulation 169/06. As such, development and/or site alteration on the property requires the permission from SVCA, prior to carrying out the work.

"Development" as defined under the *Conservation Authorities Act* means:

- a) the construction, reconstruction, erection or placing of a building or structure of any kind;
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure;
- c) site grading; or,
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

And;

“Alteration” as per Section 5 of Ontario Regulation 169/06 generally includes the straightening, diverting or interference in any way with a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

To determine the SVCA Approximate Regulated Area on the property, please refer to the SVCA’s online mapping program, available via the SVCA’s website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

#### SVCA Permission for Development or Alteration

Development on the property will need to be in accordance with SVCA policy 4.7.2-3, which, as mentioned above includes The Hurricane Hazel Flood Event Standard (HHFES-Regulatory Flood) elevation determined for this property (221.11 metres relative to the 1983 Village of Paisley Floodplain mapping. )

#### **New Development in the Flood Fringe – Two Zone:**

*New Development will be permitted in the flood fringe of a Two-Zone Policy Area, or within 50 metres of a spill area designated (in the geographic Town of Southampton only) and approved on engineered floodplain mapping, provided the following conditions are met:*

- a) The building or structure is floodproofed to the elevation of the Regulatory Flood;*
- b) Grading is kept to a minimum;*
- c) Structural engineering will be required should the lowest floor elevation be below the flood elevation;*
- d) Safe access is achievable where feasible.*
- e) All habitable floor space and electrical, mechanical and heating services are above the elevation of the Regulatory Flood; and*
- f) No basement is proposed, or the basement is floodproofed to the elevation of the Regulatory Flood. This may include structural engineering to ensure hydrostatic uplift and side pressure, velocity, impact loading, and waterproof design are addressed.*

#### **Safe Access/Egress:**

*The ability for the public and emergency operations personnel (police, firefighters, ambulance, etc.) to safely access the floodplain during regulatory flood events is a paramount consideration in any application for development within the riverine floodplain.*

*Ingress and egress should be "safe" pursuant to provincial floodproofing guidelines (MNRF, 2002a). Depths and velocities should be such that pedestrian and vehicular emergency evacuations are possible on a municipal roadway or private right of way. For re-development on existing lots as a minimum, access should achieve the maximum level of flood protection determined to be feasible and practical based on existing infrastructure. Redevelopment should not be permitted if it results in greater risk to safe access. Access/egress shall remain dry at all times for institutional buildings servicing the sick, the elderly, the disabled or the young and in buildings utilized for public safety (i.e. police, fire, ambulance and other emergency measures) purposes.*

#### **Safe Access for New Development**



*Safe access to and from a site may only be achieved where the following depth and velocity criteria for pedestrians and automobiles are met. Tolerable access is defined by MNRF and is premised on flood depth and velocity. SVCA has adopted the following policy for residential buildings:*

- a) That the depth of flooding to the site of the building does not exceed 0.8 metres under regulatory storm conditions;*
- b) That the building site is subject to less than 1.0 metres/second of flood flow velocity under regulatory storm conditions;*
- c) That safe access/egress is available to the site of the building as defined by the Authority.*

*Notwithstanding the above depth and velocity criteria, where the proposed development requires access onto an existing flooded roadway or access to a roadway is subject to flooding where the depth and velocity criteria for safe access cannot be met, the development may be permitted provided the following is addressed:*

- a) Access to/from the site must have flood depths and velocities less than or equal to those experienced on the existing roadway;*
- b) Safe alternate or secondary access for pedestrians and emergency vehicles that is appropriate for the nature of the development and the natural hazard is provided; or*
- c) Where the affected municipal emergency services provides confirmation that acceptable provisions for emergency ingress/egress, appropriate for the nature of the development and the flood hazard, are available for a site and/or the nature of the development is such that a significant risk to property damage and human health is not created.*

A permit from the SVCA would be required prior to development on the subject property, however, a permit from our office could not be issued until the conditions of safe access to the property are met, which must include confirmation from the Municipality's emergency services department that future residents could be rescued during a regional storm event, through 2.11 metres of flooding.

### **Summary**

SVCA staff has reviewed this application in accordance with our MOA with the County of Bruce, and as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*.

SVCA staff do not find the application acceptable, at this time, and we recommend deferral of this application until item no. 4 below is addressed

Given the above comments, it is the opinion of the SVCA staff that:

- 1) Consistency with Section 3.1, Natural Hazard policies of the PPS has not been demonstrated.
- 2) Consistency with Section 2.1, Natural Heritage policies of the PPS has been demonstrated
- 3) Consistency with local planning policies for natural hazards has not been addressed, and natural heritage has been demonstrated
- 4) SVCA staff could only support the proposed severance should the Municipality's emergency services department advise future residents could be rescued in the event of a regional storm event, under 2.11 metres of flooding

Municipality of Arran-Elderslie  
B-2020-123  
May 19, 2021  
Page 7 of 7

In the event item 4 cannot be addressed, it is SVCA staff's opinion, the application is not acceptable as the proposed would not be in conformance with Section 3.1.2 c) of the PPS, 2020 (safe access policy).

Please inform this office of any decision made by the County of Bruce with regard to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Should you have any questions, please contact the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read "L McGregor".

Lauren McGregor  
Environmental Planning Technician  
Saugeen Conservation

LM/

cc: Christine Fraser-McDonald, Deputy Clerk, Municipality of Arran-Elderslie (via email)  
Mark Davis, Authority Member, SVCA (via email)



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: September 13, 2021

Subject: SRFIN.21.30 Council Remuneration Policy Amendments

Report from: Tracey Neifer, Treasurer

Appendices: Appendix A - By-law 21-37 Council Remuneration and Expense Policy

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### **Recommendation**

Be It Resolved that Council hereby,

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

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### **Report Summary**

The purpose of the report to is to make amendments to the Council Remuneration and Expense Policy, based on comments brought forward by Council.

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### **Background**

On May 10, 2021 SRFIN.21.20 Policy – Council Remuneration and Expenses was presented to Council as the first draft of a policy, which was formally adopted by By-Law 21-37 on May 25, 2021.

The policy established the rates of pay for Council remuneration, provided definitions for the various types of meetings, identified what is included and/or excluded from Council Remuneration, and outlines when Council approval is required for Councillors to be compensated for certain types of meetings.

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### **Analysis**

As with the development of any new policy, there is an opportunity to review and update to ensure the policy captures the purpose intended. Based on recent discussions, it became apparent that the following items required amendment to the policy. The full policy, as adopted has been included in Appendix A, with sections highlighted that are being addressed through this report.

Section 1.2 Per Diem establishes the rates based on the length of a meeting.

Section 6.0 Council meetings states that Council members shall be paid a per diem for attending Council meetings.

It is recommended that Section 6.0 be amended as follows:

- Remove 6.2 "A municipal initiative lead by staff may require/request the participation of a Council member, which shall be considered as a meeting." As staff initiatives are covered under Section 11.3.
- Add to 6.1 "Regularly scheduled Council meetings are deemed to be a Full-Day, and Special Council meetings are deemed to be a Half-Day."

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### **Link to Strategic/Master Plan**

Not applicable

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### **Financial Impacts/Source of Funding**

Council remuneration was included in the 2021 Budget, \$101,111, with year-to-date expenses \$58,684, inclusive of January to July. The Special Council Meeting held on August 30, 2021 shall be considered a half-day meeting and shall be charged as such.

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Approved By: Sylvia Kirkwood, CAO

# **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 25<sup>th</sup> day of May, 2021.

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

\_\_\_\_\_  
Steve Hammell, Mayor

\_\_\_\_\_  
Christine Fraser-McDonald  
Acting CAO

Municipality of Arran-Elderslie  
Schedule "A" to By-law 37-2021

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

**Add: Regular meetings deemed to be a full-day and Special are deemed half-day.**

- 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 Councilor 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 15<sup>th</sup> 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
<b>County of Bruce</b>	
County Council	Mayor
<b>Committees</b>	
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.
<b>Boards</b>	
Chesley and Area Joint Fire Board	1. 2. 3.
<b>Agencies/Associations</b>	
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

203

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	
<b>TOTAL</b>		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

## Staff Report

Council Meeting Date: 2021-09-13

Subject: SRFIN.21.32 Historical Review of the Natural Gas Project

Report from: Tracey Neifer, Treasurer

Appendices: Appendix A – Financial Overview

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### **Recommendation**

Be It Resolved that Council hereby,

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

### **Report Summary**

In follow up to discussions at the August 30, 2021 Special Council Meeting, this report has been prepared to provide:

- a) a historical overview of the costs and financing of the Natural Gas Project,
  - b) a review of the Community Well Being Reserve Fund
- 

### **Background**

In preparation of this report, the following Staff Reports were noted with reference to the Natural Gas Project:

**SRCLK.18.18** – Update – Natural Gas Pipeline (March 12th, 2018)

**SRFIN.18.02** – Natural Gas Project Expenses and Funding (May 24th, 2018)

**SRCLK.19.27** – Legislative Update – Expansion of Natural Gas (March 25th, 2019)

Staff worked with municipal contacts to locate additional documentation regarding the terms surrounding the primary and secondary payments from EPCOR. The primary payment was received in 2016. Further discussion on this matter was In Closed Council. No further payments are owing to the municipality.

The Municipality of Arran-Elderslie entered into a Franchise Agreement with EPCOR Utilities Inc., as per the following By-Laws:

**By-Law 09-2016** being a By-Law to authorize a municipal franchise agreement between the Corporation of the Municipality of Arran-Elderslie and EPCOR Utilities Inc. (January 29th, 2016); repealed by By-Law 14-2016.

**By-law 14-2016** being a By-Law to authorize a municipal franchise agreement between the Corporation of the Municipality of Arran-Elderslie and EPCOR Utilities Inc. (February 19th, 2016); repealed by By-Law 49-2018.

**By-Law 49-2018** being a By-Law to authorize a municipal franchise agreement between the Corporation of the Municipality of Arran-Elderslie and EPCOR Utilities Inc. (July 30th, 2018).

The form of the Franchise Agreement changed from what was originally adopted on February 26th, 2016 to the final document on July 30th, 2018. The agreement was updated to a "Model Franchise Agreement" which resulted in the removal of a number of clauses. Those clauses included details surrounding termination of the agreement, the annual fee to Arran-Elderslie upon commencement of operations of the gas system, the tax rebate, and details on the assignment of the agreement.

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## **Analysis**

The costs attributed to the Natural Gas Project began in 2014 when the municipalities of Arran-Elderslie, Huron-Kinloss and Kincardine began working together to bring Natural Gas to the area. The services of BLG LLP were retained to assist in the undertaking of an RFI process that opened up the market to proponents to bid on the natural gas project. This process resulted in the Franchise Agreement with EPCOR Utilities Inc. Kincardine managed the process and each of the partnering municipalities shared 1/3 of the professional/legal fees that were incurred.

**Appendix A** provides a financial overview of the project.

From 2014 to 2020 the municipality incurred costs of \$510,008, which were largely financed by the temporary use of funds from the Water Reserve, 01-0000-2136, \$503,780, with the balance, \$6,228 being offset by municipal operations. In 2016, \$250,000 was received from EPCOR, and these funds were used to replenish a portion of the funds borrowed from the Water Reserve.

In 2018, Council passed Resolution 11-249-2018:

*"Be it resolved, That Council of the Municipality of Arran-Elderslie hereby authorize the transfer of funds from the Nuclear Waste Management Organization (NWMO) "Community Well-Being Reserve Fund" in the amount of \$226,768.84 to reimburse the water reserve for the expenses up to February 28th, 2018 for the South Bruce Natural Gas Project."*

The above resolution stemmed from the Staff Report SRFIN.18.02. The report included comment that the Paisley Classroom Rental (\$17,640) and Paisley Cenotaph (\$7,136) were intended to be funded by the Community Well-Being Reserve Fund. A resolution to support this information has not been located at this time. This transaction was not recorded in 2018, and the expenditures were financed by the Working Capital Reserve (01-0000-2101).

Based on the analysis completed, \$219,487 was transferred to the Water Reserve in 2018. After this payment, a balance of \$34,293 is left owing to the Water Reserve for the expenses incurred for the Natural Gas Project.

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### **Link to Strategic/Master Plan**

Not applicable

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### **Financial Impacts/Source of Funding**

It is the recommendation of this report, that \$34,293 is transferred from the Community Well Being Reserve Fund to the Water Reserve to pay off the remaining balance of the funds borrowed to finance the Natural Gas Project.

The Community Well Being Reserve Fund, after the transfer of \$34,293 and inclusive of interest earned to September 3rd, has a balance of \$95,466.

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Approved By: Sylvia Kirkwood, CAO

## Financial Overview - Natural Gas Project (Project ID 01-7300)

Continuity of Funds Borrowed from Reserves - Water							
	2014	2015	2016	2017	2018	2019	2020
Balance, Beginning of Year	-	135,910	256,272	166,904	219,343	34,293	34,293
Funds Borrowed from Reserves	135,910	120,362	160,632	52,439	34,437	-	-
Repayments to Reserves:							
Epcor Funds Received (February 29, 2016)			(250,000)				
Community Well Being Reserve Fund					(219,487)		
Balance, End of Year	135,910	256,272	166,904	219,343	34,293	34,293	34,293

	2014	2015	2016	2017	2018	2019	2020	2021
<b>Balance, Beginning of Year</b>	-	-	401,899	405,054	362,802	125,603	128,032	129,161
<u>Contributions Received</u>								
Nuclear Waste Management	-	400,000	-	-	-	-	-	-
Bank interest earned	-	1,899	3,155	3,863	5,522	2,429	1,129	598
	-	401,899	3,155	3,863	5,522	2,429	1,129	598
<u>Allocation of Funds:</u>								
Electronic Signs				31,024	4,110			
Allenford Playground					19,124			
Chesley Ball Diamond				15,091				
Chesley Cenotaph								
Paisley Classroom Rental								
Natural Gas Project					219,487			34,293
	-	-	-	46,115	242,721	-	-	34,293
<b>Balance, End of Year</b>	-	401,899	405,054	362,802	125,603	128,032	129,161	95,466

### Recommendation





# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: September 13, 2021

Subject: SRFIN.21.31 Grant Match Agreement

Report from: Tracey Neifer, Treasurer

Appendices: Appendix A - Grant Management Services Agreement.  
Appendix B - Letter of Support, Municipality of Brockton

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### **Recommendation**

Be It Resolved that Council hereby,

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

### **Report Summary**

To provide Council with an overview of the services that are offered by GrantMatch Corp and to obtain Council's support to enter into an agreement with GrantMatch Corp. as an opportunity to maximize grant funds to support capital initiatives. To provide an overview of the PSD Citywide Maintenance Manager and to submit a grant with the assistance of GrantMatch to support the purchase of this software.

---

### **Background**

Throughout the year staff are diligent in pursuing grants to offset operating or capital costs and minimize the funds used from taxation.

On a weekly basis, we receive an email notification from PSD Citywide for their Municipal Grant Service, which provides a listing of new grants and upcoming deadlines with a description of the grant, eligibility criteria, and amount of funding available.

Staff work collaboratively to identify initiatives and submit for grants. GrantMatch provides an opportunity to support our work efforts, secure strong grant writing skills and knowledge to an organization that specializes in knowing the federal and provincial grant opportunities, and the pairing of grants, where possible to maximize funding. GrantMatch:

- ☐ has 25+ years of experience,
- ☐ has \$250+ million in tax, grants and incentives recovered for clients
- ☐ 30+ staff and offices across Canada
- ☐ Operates in all Provinces
- ☐ Maintains a live interactive database

GrantMatch defines the solution for municipalities as “the development of a proactive grant strategy to identify, triage, and maximize government funding”, to move the average application success rate from 25% to 75% with their Sprint Funding Approach, and 94% with their Strategic Funding Approach. Working with Staff, they will develop a high level overview and understanding of the municipality's upcoming investment projects planned for 12-15 months and complete a Funding Strategy that will highlight priority action items, and the ability to stack and pair grant applications. Their deliverables include:

- ☐ Communication with government representatives and funding agencies, as needed
- ☐ Prepare any communications required on the Municipality's behalf
- ☐ Complete and file applications
- ☐ Manage compliance reporting process

There is no limit on the number of grant applications that they will submit or the dollar value of a capital project, however, there may be a priority set to maximize funding opportunities. Within the terms of the agreement, it provides for the Municipality to determine whether it involves GrantMatch in a certain government funding application

---

## **Analysis**

GrantMatch offers a two year service agreement that is renewable annually, with the cost of service only applicable upon successful grant applications. Their fee structure is 10% on the first \$1,000,000 of government funding approved, and 5% on the remaining government funding approved, greater than \$1 million. The question was posed about these fees being considered an eligible expense for grants, and we were advised that they are not eligible.

The management team has been reviewing Citywide Maintenance Manager (CMM) as a capital initiative that would fit within the priorities of the Municipal Modernization Intake 3 that closes on October 19th. CMM is a service request, work order and preventative maintenance application designed to enable departments to prioritize, schedule and track work. In addition, it calculates resources utilized, inventory consumed, as well as direct and indirect labour, and integrates with our Citywide Asset Management and GIS modules. The link to Asset Management will be an important enhancement as we start to monitor lifecycle events/costs that extend the life of an asset, thus deferring replacement costs. Some of the functionality includes:

- ☐ Create and track service requests and work orders
- ☐ Range of reports and graphs to help identify areas of improvement and high cost to improve efficiency
- ☐ Mobile workforce to view and edit workorders in the field in real time; mark locations; take pictures
- ☐ Additional features – built in route patrol, manage vendors and suppliers, attach documents, pictures or manuals, and built in GIS viewer (integrated to our GIS module)

### Citizen Request Portal

Citywide Maintenance Manager not only provides efficiencies and automation for staff and management, it also provides a Citizen Request Portal. Service requests can be linked to the Municipality's website, route and receive requests via the Citizen Request Portal – a self-serve form. Requests can be directly routed to the appropriate person (staff and/or vendor). The resident submitting the request receives an email acknowledging the request and a request number that they can use for any follow up. Reports can be developed to assist Council in knowing what requests have been received.

### Municipal Modernization Program Intake 3

The Municipality has been successful in receiving grants in the first two intakes under this funding program. The third intake is focused on two areas; the "Review Stream", third party reviews and the "Implementation Stream", projects that increase efficiency and effectiveness and lower costs in the long term. There are four priorities identified:

- ☐ Digital Modernization
- ☐ Service Integration
- ☐ Streamlined Development Approvals
- ☐ Shared Services/Alternative Delivery Models

Citywide Maintenance Manager meets the priority of Digital Modernization, and PSDCitywide is confident that the project is a good fit for Intake 3.

To be eligible for funding under Intake 3, an implementation project must:

- ☐ Be based on a demonstrated evidence of savings or efficiencies that the municipality intends to realize through the project.
- ☐ Begin no earlier than August 16, 2021 and be completed by February 28, 2023.
- ☐ Include a high level work plan with project milestones.

- Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion.
- Include a commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.

The Municipality must also confirm that it has fully spent or allocated the unconditional modernization funding provided by the Province in 2019. Arran-Elderslie, through the approval of Council, has successfully allocated the funds to approved projects.

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### **Link to Strategic/Master Plan**

Not Applicable

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### **Financial Impacts/Source of Funding**

The Grant Management Services Agreement does not have any upfront costs, as the cost of service is directly linked to the successful award from a grant application. The benefit being the minimization of tax dollars/reserves needed to fund capital projects.

Proceeding with Citywide Maintenance Manager (staff are working with PSDCitywide to finalize project costs) at an estimated cost of \$100,000 including software license, implementation and year-2 annual support and maintenance:

Project Cost - \$100,000

Grant Award - \$65,000 and Municipal Contribution \$35,000

Grant Services - \$6,500 based on 65% funding award

Total Project Cost - \$106,500

Municipal Contribution - \$41,500 (without the grant award it would be \$100,000)

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Approved By: Sylvia Kirkwood, CAO

## Grant Management Services Agreement

Between

**GrantMatch Corp.**

(hereinafter called "GrantMatch")

And

**Municipality of Arron-Elderslie**

(hereinafter called "the Client")

### The Parties Hereto Covenant and Agree as Follows:

1. **Services:** GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. GrantMatch is permitted to review the Client's relevant records and discuss with relevant staff (as directed by Client) in order to determine what, if any, possibility exists of securing Government Funding. The Client agrees to provide access to all the relevant supporting documentation necessary to complete the work in a timely manner. For example, the following types of information will be requested in order to make application submissions: Business Numbers, Articles of Incorporation, Financial Statements, Equipment Quotes Etc.
2. **GrantMatch Involvement:** The Client and GrantMatch agree to proceed with a review of the Client's existing and future projects with respect to potential filings. The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation by Client, via email, that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement.
3. **Service Fees:** In consideration of GrantMatch providing the above services, the Client will pay, per funding application approved by the government, or government agency, a tiered percentage, plus applicable sales taxes, as follows:
  - i) **10%** on the first \$1,000,000 of Government Funding approved; and
  - ii) **5%** on the remaining Government Funding approved, greater than \$1 million

Fees are payable upon written approval. Client will retain a 25% holdback, which will be payable upon the first receipt of government funding.

The first round of compliance reporting is included in the above contingency fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr.

Invoices are due within 30 days of invoice date. Invoices outstanding beyond 30 days will incur interest at the rate of 2% per month.

4. **No Recovery:** In the event no Government Funding approval is obtained through the above services of GrantMatch, no fee shall be due or payable by the Client to GrantMatch.
5. **Confidentiality:** GrantMatch shall keep confidential all information disclosed by the Client and use information solely for the services provided hereunder. The Client agrees to keep confidential the terms of this Agreement as they relate specifically to fee structures, amounts and rates, as applicable.

Client Initial \_\_\_\_\_



2265 Upper Middle Rd E, Suite 101  
Oakville, ON L6H 0G5

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6. **Disclosure:** GrantMatch is permitted to use the Client's logo on GrantMatch marketing materials and communicate that the Client has utilized GrantMatch services. Should there be an opportunity for additional marketing material development that specifically involves the Client, GrantMatch will involve and seek approval prior to marketing distribution (i.e. Letters of Reference/Support, Success Stories, or Feature Articles).
7. **Errors & Omissions:** GrantMatch agrees to partner with the Client by providing ongoing grant management services for the term of the Agreement. GrantMatch will not be responsible for errors or omissions and expressly disclaims any and all liability in connection with the use of these services. GrantMatch will complete best efforts to maximize the Client's total Government Funding.
8. **Agreement Term:** The Client and GrantMatch agree that the initial term of this Agreement is two (2) years from the date of this agreement, which shall automatically renew on an annual basis unless terminated in writing by either GrantMatch or the Client with 30 days prior written notice to the other party. If GrantMatch is actively developing a funding application, GrantMatch shall be permitted to complete the application until it is filed and earn the associated service fees specified in clause 3.

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AUTHORIZED SIGNATURE FOR THE CLIENT

---

AUTHORIZED SIGNATURE OF GRANTMATCH

---

NAME, TITLE

---

NAME, TITLE

---

DATE

---

DATE

## Appendix: A

### Government Funding:

Government Funding is defined as, but is not limited to: government grants, non-repayable contributions, tax incentives, tax credits, interest free loans and/or low-interest loans.

### Interest Free/Low Interest Loans Benefit Calculation:

**GrantMatch fees are only applicable to the savings due to the reduction from Client's current rate of borrowing.**

The monthly benefit is calculated using the Client's current annual rate of borrowing for the proposed project, less the annual interest rate on the government loan, multiplied by the outstanding principal, divided by twelve. A discount factor of four percent is then applied to each monthly benefit amount, as calculated above, in order to determine Net Present Value for that monthly period. The sum of the Net Present Value of all periods is then subject to the declining tiered fees outlined in Section three above.

### Funding Approval:

Funding Approval is defined as written approval from a government authority that specifies the approved amount.

### Currency:

The currency for the GrantMatch fee will be the currency of the country in which the funding is approved.

### Government Failed Projects:

Should the funding not be received as a result of the Government not fulfilling its obligations as specified in the contribution agreement, the associated service fees will be based on the Client's received amounts and a balance of payments will occur if necessary.

### Contingency Free Funds:

Notwithstanding any other clause in this Agreement, in the event that GrantMatch identifies Government Funding for the Client where the funding program disallows contingency fee arrangements, and the Client agrees to pursue the Government Funding application in any event, the Client agrees to pay the current GrantMatch hourly rate for its services to obtain the government funding. In this case, the fee will be capped and cannot exceed the fees that would have otherwise been payable under Section 3. Payment is due within fifteen (15) days of invoice date. Invoices unpaid thirty (30) days after the respective invoice date will accrue interest at a rate of two (2) % per month.

### Lobbying

GrantMatch employees and/or its authorized agents will not communicate directly with Public Office Holder(s) on behalf of Clients. GrantMatch will not communicate with, arrange meetings with, or attempt to influence, Public Office Holders. GrantMatch will not be considered a Consultant Lobbyist, will not be required to register its activities with the Lobbyist Registration System, and will, therefore, remain in compliance with the Lobbying Act. [https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h\\_00008.html](https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h_00008.html)

To whom it may concern:

The Municipality of Brockton appreciates that Fairtax Grants & Incentives presented us with funding opportunities outside of our awareness, assisting our municipality in being more successful in grant applications than ever before. Prior to our partnership with Fairtax, our Municipality was unaware of several funding opportunities available in Canada.

Our Funding Specialist Lynda Rickard kept our team members up to date with deadlines, information requests, review process milestones and provided an informed perspective on the Canadian funding landscape.

Lynda identified a range of grants and funding opportunities that our municipality was eligible for, but had not had the time or resources to pursue. Fairtax is skilled at making the daunting programming application process seem less overwhelming for our team, who have limited time available to dedicate to such an important area of development.

We are very happy with our specialist Lynda Rickard's performance, as well as Fairtax's initiative in introducing government funding into our overall strategy. Fairtax has provided a level of knowledge and expertise that would be very difficult to duplicate on our own.

We would recommend Fairtax's services to any Municipality who is considering out sourcing this critical function.

Regards,

Trish Serratore





## The Corporation of the Municipality of Arran-Elderslie

# Information Report

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

Meeting Date: September 13, 2021

Subject: SRW 21-31 Adverse Water Sample Arran-Elderslie Drinking Water System.

Attachments: None

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### **Report Summary**

The intent of this report is to provide Council with information regarding an adverse water sample collected in the Arran-Elderslie Drinking Water System.

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### **Background**

On Monday August 9 2021, regular weekly samples taken from the Arran-Elderslie Drinking Water System resulted in an adverse sample.

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### **Analysis**

The sample was collected in the Chesley distribution system at the Arena East location. The sample confirmed two (2) Total Coliform within the system. Notification was provided to the local Health Unit, Ministry of Environment, Parks and Conservation Office, and the Spills Action Centre. Staff increased disinfection within the system, flushed and collected residuals, and re-sampled as per 170/03 Guidelines. Three (3) additional samples were collected and the results confirmed no bacterial contamination within the water system.

---

**Link to Strategic/Master Plan**

The report complies with DWQMS module (12) twelve of Owner Communications.

---

**Financial Impacts/Source of Funding**

The financial impacts from the event are minimal. Re-sampling and flushing were completed during regular business hours resulting in no additional labour costs. There will be minimal lab costs for the three (3) samples to be processed and confirmed and courier costs for shipping samples.

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Approved By: Sylvia Kirkwood, CAO



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Report From: Scott McLeod, Public Works Manager

Meeting Date: September 13, 2021

Subject: SRW.21.28 Invermay Bridge

Attachments: NONE

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### **Recommendation**

Be It Resolved that Council hereby,

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

---

### **Report Summary**

The purpose of this report is to provide Council with an update regarding the Invermay Bridge and allow Council to confirm their position with respect to the future of the bridge.

---

### **Background**

Miguel Pelletier, Director of Transportation and Environmental Services for Bruce County completed a presentation to Arran-Elderslie Council at the first meeting in January on

the Arran Township Shed Bridge (Invermay). A follow up, Report SRW.21.01, was presented to Council the following meeting on January 25, 2021. From the report presented, the following resolution was passed.

Moved by: Councillor Nickason  
 Seconded by: Councillor Kanmacher

Be it Resolved that Council:

- 1) Receives the report SRW.21.01– Invermay Bridge Follow-up; and
- 2) That Arran-Elderslie Council informs Bruce County that regardless of the preferred options selected as it pertains to the Invermay Bridge, the Municipality does not want ownership now or in the future;
- 3) Council Selects option 4 “Repair, install multi purpose deck” as their preferred options and option 3 “Close the Bridge” as the second preferred option.

Carried Resolution #03-38-2021

In July, there were further discussion between the Bruce County and Arran-Elderslie CAO's on the possible conversion of the Paisley Teeswater Temporary Bridge to this location. This was determined to not be a viable option.

In August, Miguel presented three preferred options and estimated costs for the Invermay Bridge.

- 1) Close and remove the bridge - \$150,000.
- 2) Repair truss and Install multi-purpose deck for pedestrians, ATVs and snowmobiles.  
 Not for vehicle traffic - \$511,000.
- 3) Remove truss and install pedestrian bridge - \$348,000.

Options 2 and 3 would see the converted bridge transferred to the Municipality as this is not a County roadway or trail system.

Bruce County would like to report back to the County's Transportation Service Committee the following three questions:

- 1) Which bridge conversion option would the Municipality prefer to pursue, if any?
- 2) Would the Municipality consider accepting the ownership of the converted bridge?
- 3) Would the Municipality consider entering into a cost share agreement for the bridge conversion work?

---

## **Analysis**

Arran-Elderslie presently owns and maintains 64 structures (bridges) over a 3 metre span. Of the 64 structures, three are presently pedestrian bridges.

According to the 2020 Ontario Structure Inspection Manual (OSIM) completed on the Arran-Elderslie bridges, probable repair costs were estimated at that time to be \$6,721,400 for the total number of bridges municipally owned.

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### **Link to Strategic/Master Plan**

Not Applicable

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### **Financial Impacts/Source of Funding**

As indicated in report SRW.21.01 Invermay Bridge, Bruce County was not imposing any financial implications on the Municipality at the time of the initial presentation.

Of the options provided in August, Option #1 requires no Municipal funding. Options #2 and #3 will require future costs to inspect, maintain and repair the bridge in the future.

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Approved By: Sylvia Kirkwood, Chief Administrative Officer



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Report From: Scott McLeod, Public Works Manager

Meeting Date: September 13, 2021

Subject: SRW.21.29 Award Winter Sand Tender

Attachments: None

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### **Recommendation**

Be It Resolved that Council hereby,

1. Award the contracts for winter sand and salt as per the terms and conditions posted by Bruce County to Ed Karcher Construction in the amount of \$31,080 plus HST, based on a volume of 2400 tonnes of sand and \$7,692 plus HST for the salt from Compass Minerals, and
2. That this purchase will be financed from account #01-2520-7052 – Winter Sand/Salt – Material.

---

### **Report Summary**

Staff are seeking Council approval to award the tender for the 2021/2022 Winter Sand supply to Ed Karcher Construction.

---

### **Background**

Each year, Bruce County includes Arran-Elderslie when posting for winter sand tenders. This year, the Municipality requires 1400 tonnes of winter sand at the Arran shop and 1000 tonnes at the Elderslie shop. Tenders recently closed for the 2021/2022 Winter Sand Supply. There were four bids for supply of the materials received.

---

## **Analysis**

The four bids received were as follows:

Ed Karcher Construction	\$12.95 per tonne excluding HST
Ron Gibbons Construction	\$13.95 per tonne excluding HST
Cedarwell Construction	\$16.00 per tonne excluding HST
Walker Industries Ltd	\$17.00 per tonne excluding HST

The 2020/2021 Winter Sand pricing was \$10.95 per tonne excluding HST.

Salt will be added to the sand for a 5% mixture. The Municipality will use Bruce County's contract for salt from Compass Minerals at \$64.10 per tonne.

---

## **Link to Strategic/Master Plan**

Not Applicable

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## **Financial Impacts/Source of Funding**

The Municipality will fund these expenses from account #01-2520-7052 Winter Sand/Salt – Material:

- Total cost for the sand will be \$31,080.
- Total cost for 5% salt mixture will be an additional \$7,692.

The combined sand and salt total is \$38,772 plus HST.

---

Approved By: Sylvia Kirkwood, Chief Administrative Officer



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: 2021-09-13

Subject: Culvert Tender

Report from: Scott McLeod, Public Works Manager

Appendices: None

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### **Recommendation**

Be It Resolved that Council hereby,

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

---

### **Report Summary**

Staff are seeking Council approval to award the tender for the 2021 culvert quote to Carson Supply.

---

### **Background**

Each year, Arran-Elderslie gets quotes on culverts for various replacements and to have in stock throughout the year. Bids were received up until September 1st, 2021. There were three bids for supply of 35 various sizes of HDPE culvert pipe.

---



## **Analysis**

The three bids received were as follows:

Carson Supply, Port Elgin	\$17,153.11 excluding HST
J. A. Porter Holdings	\$20,445.24 excluding HST
E. S. Hubbell	\$22,291.06 excluding HST

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## **Link to Strategic/Master Plan**

Not Applicable

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## **Financial Impacts/Source of Funding**

The Municipality will fund these expenses from account #01-2514-7052 Bridge and Culvert Account – Material and 01-2514-7102 Contracts. The combined annual budget for 2021 is \$20,000.

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Approved By: Sylvia Kirkwood, CAO



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Council Meeting Date: 2021-09-13

Subject: SRW.21.33 Lallemand Agreement

Report from: Scott McLeod, Public Works Manager

Appendices: Appendix A – Lallemand Bio-Ingredients Sewer and Water Agreement

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### **Recommendation**

Be It Resolved that Council hereby,

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

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### **Report Summary**

Staff are seeking Council approval to enter into an Environmental Agreement for Water and Sewer services with Lallemand Bio-Ingredients.

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### **Background**

When Lallemand purchased the former Sensient Flavors plant in Tara to start the processing of yeast, they assumed the existing Water and Sewer Agreement. As the plant developed, flows and effluent sample results increased. The Municipality's Public Works Department instigated the development of a new agreement with Lallemand Bio-Ingredients with the assistance of GSS Engineering Consulting Ltd.

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### **Analysis**

The proposed agreement as attached as Appendix A retains the same water portion to the Sensient agreement. However, additional requirements have been identified on the sewage portion of the agreement. Flow and Effluent criteria were increased, and a surcharge was added for non-compliance of effluent, incorporating the flow volume as well. The Municipality and Lallemand have been working on this agreement since early 2021, along with confirmation of adequate sample results with flows, and the upgrading of certain components in the plant. Lallemand is a large volume and financial contributor to the Tara Water and Wastewater system, it is an advantage to the Municipality that effluent requirements are met.

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### **Link to Strategic/Master Plan**

Not applicable.

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### **Financial Impacts/Source of Funding**

There are currently no financial impacts to the Municipality. GSS Engineering's work was completed on behalf of Lallemand, by accessing and giving advice on their wastewater management. No additional costs were incurred by the municipality.

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Approved By: Sylvia Kirkwood, CAO

This AGREEMENT made this 1<sup>st</sup> day of September 2021

Between:

The Corporation of the Municipality of Arran Elderslie  
1925 Bruce Rd. 10, Chesley, Ontario N0G 1L0

Hereinafter called the "Municipality" Of the first part

And: Lallemand Bio-Ingredients

107 Union Street, Tara, Ontario N0H 2N0

Hereinafter called the "Company" Of the second part

WHEREAS the Municipality amended the Municipal Code Schedule D  
Environmental Services-Sewer and Water: Regulate use of Sewer and Water  
Works, on the 1<sup>st</sup> day September, 2021 relating to the discharge of sewage in the  
Municipality; and

WHEREAS the said By-law prohibits the discharge of industrial sewage containing certain substances  
in quantities in excess of the limits set by the Bylaw.

WHEREAS the company carries on an industrial activity within the Municipality at the premises  
located at 107 Union Street, known as processing food products which activity produces a treated  
sewage discharge which the Company wishes to discharge into the Municipalities sewage works.

NOW THEREFORE THIS INDENTURE WITNESSETH that the parties hereto mutually covenant  
and agree as follows:

- 1.) During the currency of this agreement the **QUANTITY OF SEWAGE DISCHARGED** by the Company  
from its premises at 107 Union Street, Tara, to the sanitary sewer or combined sewer system shall not exceed  
as follows:
  - a) The flow discharge shall not exceed 1500 m<sup>3</sup>/month (34.7 L/min).
  - b) Flow discharge may be permitted to increase periodically to 1700 m<sup>3</sup>/month (39.4 L/min) only if,  
Lallemand is in compliance with effluent discharge criteria identified in section 2) for at least 60  
consecutive days prior to discharge increase.
  - c) The flow discharge is capped at 1700 m<sup>3</sup>/month and may only be modified by further mutual discussions  
and agreements.

(2) In calculating the quantity of sewage for this agreement, storm water shall be excluded. Lallemand shall  
ensure that no stormwater runoff enters the sanitary sewer.

- 2.) During the currency of this agreement only, the **QUALITY OF THE SEWAGE** discharged from the company  
from the said premises to the sanitary sewer or combined sewer system **MAY NOT EXCEED THE LIMITS SET  
BY THE BY-LAW** and in addition **SHALL NOT EXCEED THE FOLLOWING LIMITS AT ANY TIME.**

(A) Suspended Solids -40mg/L

(B) CBOD5. -40mg/L

(C) Total Phosphorus -5mg/L

- 3.) **THE DISCHARGE OF THE SEWAGE** by the company from the said premises containing suspended solids  
or CBOD5 or Total Phosphorus., **IN EXCESS OF THE ABOVE LIMITS** shall constitute a contravention of this  
agreement and thus a contravention of the By-law.

The Municipality MAY implement the following surcharges as listed below to recover its additional manpower and other direct costs. Both parties agree that the surcharges can only be applied as long as the municipal sewage treatment and handling facilities remain in compliance with applicable government laws and regulations. Furthermore, the surcharge is not intended to encourage Lallemand to ignore the provisions of this agreement or by-law by paying the surcharge amount.

- ★ CBOD or TSS or TP loading in excess of 2 kg/day (0.25 kg/day for TP) shall be levied at \$100 per kg/day and the amount shall be adjusted annually for inflation, etc. The loading shall be calculated based on daily flow reading and composite sample results. The surcharge amount will be a daily charge until the plant complies based on flow, lab results or COD sampling. For interim lab results, cBOD<sub>5</sub> loading computation, COD results can be utilized by using a cBOD<sub>5</sub>/COD conversion factor of 0.80. Refer to Appendix A for "Sample Calculations".
- ★ Any additional sampling, endured by the Municipality due to exceedance of CBODs, TSS or TP shall be levied at \$250/day. In the event of violation, Arran-Elderslie shall collect samples AS REQUIRED, until effluent discharge is compliant with limits specified in the agreement.

4.) The Company shall provide results of testing for composite samples of CBOD, Total Suspended Solids and Total Phosphorus in treated effluent, collected and analyzed on weekly basis, summarized on an approved form and be given to the Municipality on monthly basis. Lallemand shall install and maintain a 24 hour, refrigerated composite sampler, that will hold samples for 7 days (Mon-Sun). Friday, Saturday & Sunday samples shall not be dumped before end of Monday. Municipality shall have unhindered access to samples for collecting audit samples or any grab samples, at the discretion of municipality.

5.) The Company shall provide sewage flows recorded by flow monitoring equipment calibrated annually, with the report given to the Municipality. Flow monitoring device shall continuously monitor and record effluent flow to sanitary sewer. IF REQUESTED, Lallemand shall provide electrical power and space to municipality, for it to install a device that will relay the flow data directly to municipality. Lallemand shall check and maintain daily flow record and provide a summary of data in an acceptable format every month. Lallemand shall immediately notify municipality of any flow exceedance surpassing 55 m<sup>3</sup>/day (38 L/min).

6.) The Company shall install two Water Meters and Reduced Pressure Backflow Preventers approved by the Municipality at 82 and 107 Union Street, Tara, Ont. The Reduced Pressure Backflow shall be tested annually, with the report being copied to the Municipality annually.

7.) THIS AGREEMENT SHALL REMAIN IN FORCE from September 1, 2021 and annually thereafter, on the same terms unless a new agreement is reached, or this agreement is terminated as hereafter provided.

8.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE MUNICIPALITY at any time on 90 (Ninety) days written notice sent by registered mail addressed to the Company at the said premises if, discussion with the company has taken place and sufficient time has been given to correct the problems and corrections are not to the satisfaction of the Municipality, where

- (a) The sewage is causing a health or safety hazard to a sewage works employee; or
- (b) The sewage is causing damage to the sewers, materially increasing their maintenance costs or causing a dangerous condition; or
- (c) The sewage is causing damage to the sewage treatment process or causing a dangerous condition in the treatment works; or
- (d) The sewage is causing a sludge from the sewage works, to fail to meet criteria relating to contaminants for spreading the sludge on agricultural lands as stipulated in the current edition of "Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land"
- (e) The sewage is causing the sewage works effluent to contravene any requirement by or under the ONTARIO WATER RESOURCES ACT, RSO 1990, C.O.40 or the ENVIRONMENTAL PROTECTION ACT/ RSO 1990, C.E.19j or

- (f) The sewage is causing a hazard to any person, animal, property, environment or vegetation; or
- (g) The sewage is contrary to this By-law in any way other than as provided herein.

9.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE MUNICIPALITY at any time where there is an emergency of immediate threat or danger to any person, property, plant or animal life, or waters. Every effort will be made to consult with the company as to the best course of action, to minimize danger and property damage during an emergency shut down.

10.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE COMPANY at any time on 90 days written notice sent by registered mail addressed to the Chief Administrative Officer (CAO) of the Municipality.

11.) IN THE EVENT OF A RENEWAL IF THE MUNICIPALITY GIVES WRITTEN NOTICE sent by registered mail to the Company as aforesaid at any time within 90(ninety) days before or after the start of each calendar year, THAT THE AMOUNT OF THE FEE OR ANY OF THE LIMITS HEREINBEFORE SET OUT ARE TO BE CHANGED and no new agreement can be reached between the Municipality and the Company, this agreement, and the service provided as a result of this agreement, may be terminated at the option of the Municipality at any time without notice 90 (ninety) days after the registered notice was sent.

12.) EXCEPT AS HEREIN OTHERWISE EXPRESSLY PROVIDED THE COMPANY SHALL CONFORM TO THE PROVISIONS OF THE SAID BY -LAW of the Municipality relating to the discharge of sewage and in the event of termination of this agreement the Company shall conform to the provisions of the said By-law.

13.) THE COMPANY HEREBY COVENANTS AND AGREES TO PAY TO THE MUNICIPALITY a fee based on the effluent discharge in cubic meters. This cost will be set by the Municipality from the Fees and Services Charge By-law on a year to year basis. The said fee shall become due and be paid quarterly on the last day of March, June, September and December in each year of any renewal until terminated as herein provided.

14.) (1) THE COMPANY COVENANTS AND AGREES TO PAY TO THE MUNICIPALITY on demand interest on overdue amounts at the prime rate existing for the day on which such amount is due and calculated from such date to the date of payment.

(2) In subsection (1), "Prime Rate" means the lowest rate of interest quoted by chartered banks to the most creditworthy borrowers or prime business loans as determined and published by the Bank of Canada in the periodic publication entitled, the Bank of Canada Review.

15.) THE MUNICIPALITY MAY TERMINATE THIS AGREEMENT, and the service provided as a result of this agreement, at its option without notice if the Company fails for more than two months to pay an overdue amount but such termination shall not relieve the Company from its liability to make such payment.

16.) (1) Where it is determined that the quantity of the substances discharged under the terms of this agreement has substantially increased, the Municipality shall be entitled to increase the charge so that payments shall be based on the increased quantity discharged.

17.) The Municipality in the case of an emergency has the right to temporarily terminate service to the industry without incurring any liability with respect to losses or damage that the industry may suffer. This emergency condition could develop in the case of sewer, pumping station, or force main failure.

18.) This Agreement shall endure to the benefit of, and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto.

19) Both parties agree that this agreement is valid only as long as the existing Environmental Compliance Approval (ECA) is in effect. ECA could be revised/updated by government agencies and more stringent criteria for municipal sewage treatment plant discharge can apply in future. In such case(s), both parties agree to revise this agreement in the true spirit of co-operation.

20) This Agreement is not automatically transferable to Lallemand's successor. Municipality's consent is required which shall not be withheld unreasonably. Municipality reserves the right to substantially modify this agreement after mutual negotiations and depending upon the nature of business to be conducted by the successor.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals attested to by the hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE and LALLEMAND BIO-INGREDIENTS.

Municipal Official and Company Official

Municipal Official (CAO)

Company Official

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## The Corporation of the Municipality of Arran-Elderslie

# Information Report

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

Meeting Date: September 13, 2021

Subject: SRW. 21.30 Paisley Sewage Plant Monthly Exceedance

Attachments: None

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### **Report Summary**

The intent of this report is to provide Council with information regarding a monthly exceedance of E-Coli at the Paisley Sewage Plant.

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### **Background**

The Paisley Sewage Plant is required, through the current Certificate of Approval, to sample weekly for E-Coli. In the summer months, the allowable limit of Geomean concentration is 200cfu.

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### **Analysis**

In June 2021, the Municipality had a monthly Geomean average of 1330cfu. The exceedance was reported to the local Ministry of Environment, Conservation and Parks Inspector.

The exceedance occurred during the installation of the new UV Treatment System at the sewage plant. This project was a planned capital project for 2021. Due to the work that needed to occur, the sewage effluent being discharged to the river was not receiving full treatment which caused the exceedance.

Ministry Staff both locally and provincially were aware that the work was being completed on the system, and the shortfall in treatment.

The UV system was commissioned in early August, and although it is early, the initial results for E-Coli look excellent with the new treatment system.

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**Link to Strategic/Master Plan**

N/A

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**Financial Impacts/Source of Funding**

N/A

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Approved By: Sylvia Kirkwood, CAO



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Council Meeting Date: September 13, 2021

Subject: SRREC.21.21 Recreation Fencing Projects

Report From: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: Appendix A – Modern Fencing Quote  
Appendix B – Built Wright Fencing Quote

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### **Recommendation**

Be It Resolved that Council hereby,

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

### **Report Summary**

The purpose of this report is to receive Council approval to proceed with the quotes provided for the 2021 remaining recreation fencing projects.

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### **Background**

Funds have been allocated within the 2021 Capital Budget to replace the backstop on the main ball diamond in Tara. Funds for the Paisley tennis court have been approved for the completion of the playing surface, however, additional funding is required for necessary fencing repair and upgrades.

## **Analysis**

Staff requested quotes for both projects from multiple suppliers. Two (2) quotes have been received for each project. Below is a breakdown of the cost for each project, and additional information is included as Appendix A and Appendix B to this report:

	Tara Main Ball Diamond Backstop	Paisley Tennis Court Fence
Built Wright Fencing	\$11,995 plus HST	\$10,995 plus HST
Modern Fencing	\$18,000 plus HST	\$10,500 plus HST

Staff will explore options to generate revenue at the Paisley Tennis Court to help offset the cost.

## **Link to Strategic/Master Plan**

Recreation Master Plan

## **Financial Impacts/Source of Funding**

Funds were allocated in the 2021 Capital Budget for the Tara Main Ball Diamond Backstop and will be drawn from Capital ID 3925 which has a budget of \$20,000.

Additional funds for the Paisley Tennis Court fence will be drawn from Reserve Account 01-0000-2177, Recreation General.

Staff will be required to remove the existing fencing and overgrown areas around the tennis court in Paisley. Staff have indicated that this can be completed prior to fence installation.

Approved By: Sylvia Kirkwood, Chief Administrative Officer

RESIDENTIAL  
&  
COMMERCIAL

# MODERN FENCING

A DIVISION OF B & L FARM SERVICE

239

107 1st. Avenue South  
CHESLEY, ONTARIO  
N0G 1L0  
519-363-2872  
1-800-269-2561

DATE June 15/21

CUSTOMER Arran - Elderslie

ADDRESS \_\_\_\_\_

ATTN: Carly Steinhoff

PH. (519) 270-1569

PROJECT \_\_\_\_\_

ADDRESS Backstop 25' off

Home plate

recreation@arran-elderslie.ca

PH. ( )

Tara **SPECIFICATIONS**

[ ] Linear Feet New 20'x20'x20' Galv Backstop

20Ft+ high.

4 1/2" post

Bottom half wire 2"x 6ga x 10' Galv

Top half 2"x 9ga x 10' Galv

Top-Middle Strike + Bottom Rail

\$18000.00

Note: All posts are set in concrete footings unless otherwise specified.

[ ] End/Gate Posts Tear out + Dispose \$1200.00

of old Backstop

[ ] Corner Posts \_\_\_\_\_

Paisley Tennis Court -

you have the old wire taken down

[ ] Gates + Tree Removed.

We straighten post fix 2-3-15/16  
Top rail.

New 1 3/4 x 9ga x 10' Black Chainlink  
Fence

\$10500.00

HST ( ) Included ( ) Exempt # \_\_\_\_\_

TOTAL JOB PRICE ..... \$ 29700.00

[ ] % Deposit with order ..... HST \$ 3861.00

Balance Due on Completion ..... \$ 433561.00

Extras ..... \$ \_\_\_\_\_

Extras ..... \$ \_\_\_\_\_

Sales Representative Name Noel Johnson

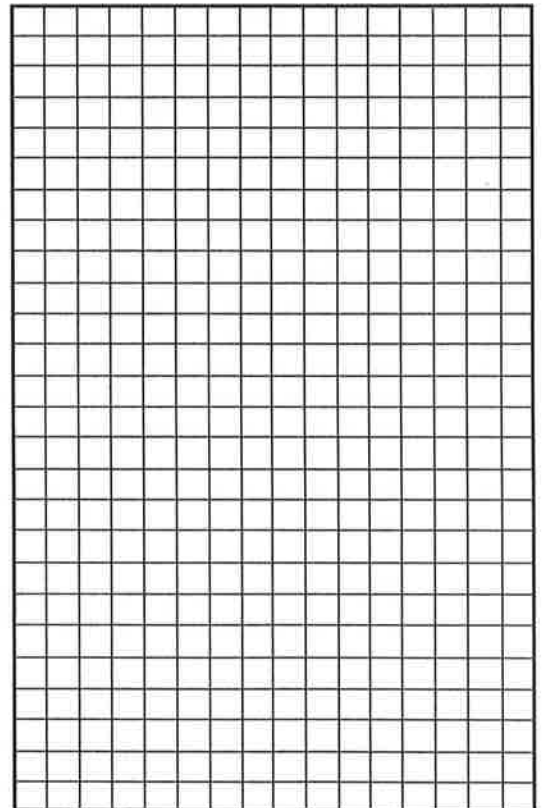
Signature x [Signature]

Date \_\_\_\_\_ Customer P.O# \_\_\_\_\_

Name (Title) \_\_\_\_\_

Signature x \_\_\_\_\_

BACK



FRONT

The purchaser will advise the contractor of the location of all buried utilities, cables, telephone lines, fuel lines etc. Failure to inform shall oblige customer to indemnify **MODERN FENCING** from against all claims for damage.

NOTE: SUBJECT TO THE TERMS AND CONDITIONS OF SALE AS PRINTED ON THE REVERSE SIDE, PURCHASE ORDERS MUST REFER TO OUR CONTRACT NUMBER AND DATE.

**BUILT WRIGHT FENCING**

124 8<sup>TH</sup> St. S.E., Box 665  
Chesley, ON N0G 1L0  
Phone: 519-387-5022 | Fax: 519-363-2453

**Date: August 17, 2021**

**Hi Carly.**

Here is the quote you requested for the Tara backstop, Paisley Dog Park and Paisley Tennis Courts.

Pricing based on the lay out shown to me by you and measurements given to me by you at our site meeting.

**Scope of work for Tara backstop:**

Supply and install 1 – 20' x 20' x 20' x 20' high backstop as per your specs sent to me.

**\$ 11995.00 + H.S.T.**

**Scope of work for the Paisley Tennis Courts:**

Supply and install 460' of 1 ¾" x 9 gauge x 10' high black chain link. Work to be completed as per specs sent to me by you. We will also re-cement the post in the playground that has exposed concrete and fix the bent top rail in the playground area as well at no charge.

**\$ 10995.00 + H.S.T.**

Locates for any buried utilities will be required which I will look after.

We require a 50% down payment with the remainder due on completion.

We are booking for installation as we receive the down payments.

**This quote is based on current material prices and is subject to change.**

Any questions please reply or you can reach me on my cell @ **519-387-5022**.

Thank you for your time and the opportunity.

**Doug Wright / Built Wright Fencing**



## The Corporation of the Municipality of Arran-Elderslie

# Information Report

Report From: Laura Fullerton, Community Development Coordinator

Meeting Date: September 13, 2021

Subject: SRECDEV.21.08 September 2021 Economic Development Update

Attachments: Appendix A -Economic Development September 2021 Update.pdf

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### **Report Summary**

In accordance with the adoption of the Economic Development Strategic Plan in 2021, quarterly economic development updates are presented to Council on projects identified within the Plan. The quarterly updates also include any associated or additional economic development related projects.

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### **Background**

The Strategic Plan identified five (5) overarching Economic Development goals for Arran-Elderslie - increasing our capacity to compete, preparing for population growth, supporting business attraction and retention, making efficient use of resources and creating vibrant downtowns.

Each of the goals corresponding projects have been provided to Council through this report. Each project is linked back to an objective and action in the Economic Development Strategic Plan.

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### **Analysis**

Each of the goals, projects and actions that have been identified in this update link back to our mission to attract, retain and expand Arran-Elderslie's population, businesses and services with a focus on building local economic development capacity, collaboration and supporting the Municipalities needs.

This mission will help us to obtain our vision of becoming a distinct community with vibrant and attractive downtowns and a thriving agricultural economy, as well as providing real opportunity for entrepreneurs and a superior quality of life for residents.

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**Link to Strategic/Master Plan**

Economic Development Strategic Plan, 2021

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**Financial Impacts/Source of Funding**

None.

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Approved By: Sylvia Kirkwood, CAO



# MUNICIPALITY OF ARRAN-ELDERSLIE

## SEPTEMBER 2021 ECONOMIC DEVELOPMENT UPDATE



**Increase  
Capacity to  
Compete**



**Prepare for  
Population Growth**



**Create Vibrant  
Downtowns**



**Support Business  
Attraction and  
Retention**



**Make Efficient  
Use of Resources**



[WWW.ARRAN-ELDERSLIE.CA](http://WWW.ARRAN-ELDERSLIE.CA)



# INCREASE CAPACITY TO COMPETE

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## Economic Development Website Updates

- Updated directory of funding and related support programs
- Express Your Talents in Paisley page

### Goal 1: Build Capacity

**Action 2:** Expand economic development section of the AE website to include IEDC's critical economic development data (short term, high priority)

**Action 3:** Create and maintain a detailed online directory of available land and buildings... (short term and ongoing, high priority)

**Action 4:** Compile a directory of funding and related support programs for prospective investors and existing businesses (short term and ongoing, high priority)

## Investment Packages

- Chesley & Tara in-progress
- Paisley completed and available for viewing

### Goal 1: Build Capacity

**Action 8:** Build Arran-Elderslie's municipal brand

a) Establish the value propositions for retail and services, agriculture related businesses, residential development and living in Arran-Elderslie... (short term, medium priority)

## Tourism Website Project

- Updates to Chesley and Paisley websites
- Development of villageoftara.ca
- Updating of all business profiles to enhanced listings

### Goal 1: Build Capacity

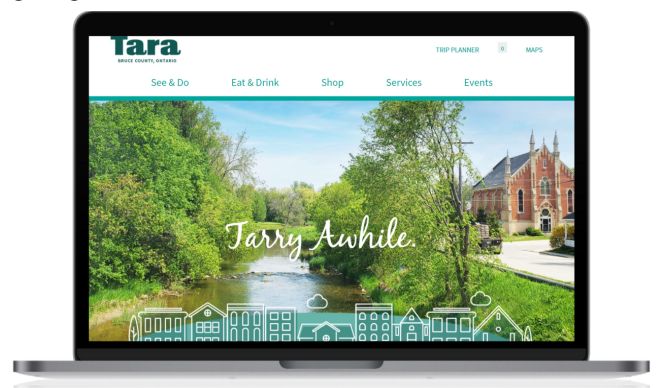
**Action 8:** Build Arran-Elderslie's municipal brand

a) Position Arran-Elderslie as the home of Paisley, Chesley, Tara and the various hamlets and surrounding rural areas (short term, high priority)

### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:  
a) Community based organizations (Chambers, DIA, Artscape etc.)

(ongoing, critical)



## Advocate for Arran-Elderslie's share of future residential and commercial development and supporting economic development policy framework

- Participation in Bruce County's Official Plan update
- Participation in Bruce County's Economic Development Strategic Plan update
- Participation in Bruce County's Community Development program update

### Goal 1: Build Capacity

**Action 9:** Advocate for Arran-Elderslie's share of future residential and commercial development and supporting economic development policy framework as part of the Bruce County Official Plan (immediate, critical)



## PAISLEY VOICES

What's it really like to live and create business opportunities in Paisley? Local business owners share how bringing their business dreams to life in Paisley helps them express their talents today and for the foreseeable future. Of course, a better way to hear what our business owners have to say is to actually speak with them – we can make that happen through Business to Bruce.



**PAISLEY ARTSCAPE SOCIETY**  
Ken Cormack

After a successful career as a local educator, Ken Cormack focused his energy on his passions – currently as the President of the non-profit Paisley Artscape Society. "We're a community that gets things done," says Ken. "With help from Arran-Elderslie and Bruce County, we've refreshed the downtown, and there's a vibe and enthusiasm that is tangible – a magic that allows creativity to thrive here. And it's not just in the arts – we see that creativity in every business type; local manufacturing to agriculture from field to fork."



**BONFIRE ON QUEEN**  
Jen Christie and Chris Shaw

Jen Christie and her partner Chris opened Bonfire On Queen offering Neapolitan style pizza to great acclaim; they are both big fans of Paisley. "The community and surrounding area are very supportive," says Jen. "They want you to succeed and have made us feel so welcome. There's more though. There is an eclectic vibe here – it is naturally creative and you can't help but feel that energy and want to be a part of it. It sparks ideas and creativity you didn't know you had!"



**RAK THAI KITCHEN**  
Lin Hakosee

It's quite a journey from Thailand to Bruce County. But ten years in, Paisley is where Lin finally realized her dream and opened a unique take on Thai cuisine. "You come to Paisley if you are both creative and business-minded," says Lin. "When I got here, I found a picturesque location with drive-by traffic and within easy reach of many other communities. But it's the local residents and surrounding area that makes Paisley special. They have been beyond supportive and welcoming to me. They are open to new ideas, and the mix of young families and older residents energizes the town."



**TOMBOI ARTISAN ICE CREAM**  
Tammie McFarlane and Rob Scapin

Former Steel Town business woman Tammie and Australian wine maker Rob operate Tomboi Artisan Ice Cream on the picturesque main street of Paisley. "Rob and I were looking for a community in which to launch a new idea after 30 year-careers in the Wine and Tourism sectors. Not only is Paisley a beautiful village of rivers, but also a little 'fringe' where random acts of creativity happen every day. You have the freedom here to be unique without judgement. And you have great support from the County and the community to bring ideas to life."

Talk to the business owners of Paisley and learn more about bringing your business to life here.



PAISLEY, MUNICIPALITY OF ARRAN-ELDERSLIE  
1905 BRUCE ROAD 10, P.O. BOX 70, CHESLEY ON, N0B 1L0  
TEL: 519-363-3039  
WWW.ARRAN-ELDERSLIE.CA

BUSINESS to BRUCE

## Chesley Physician Recruitment

- Physician welcome packages
- Physician Recruitment video

## Participation in Grey Bruce Local Immigration Partnership

- Employment subcommittee and related immigration workforce attraction events and projects
- Welcoming Week September 10-19 2021



### Goal 2: Population Growth

**Action 5:** Promote the case for living in Arran-Elderslie through the Municipality's website and other partner organizations (medium term, high)

## Bruce County Workforce Development and Attraction Strategy

Participating in implementation of strategy

- Data collection
- Attraction
- Retention
- Skills Building
- 

### Goal 2: Population Growth

**Action 6:** Work with Bruce County to ensure Arran-Elderslie is well represented in its population attraction efforts (short-term and ongoing, high)

## Real Estate Agent COVID-19 Response Survey

- In partnership with Saugeen Economic Development Regional Working Group

# CREATE VIBRANT DOWNTOWNS

## Downtown Revitalization Projects

- Tara Pool Mural Project
- Chesley Bridge Flowers
- Paisley Signage



## Paisley Bridge Construction Working Group

- To address developing a marketing, communications and wayfinding strategy in response to the Paisley Teeswater Bridge construction

### Goal 5: Vibrant Downtowns

**Action 7:** Develop a marketing, communications and wayfinding strategy in response to the Paisley Teeswater Bridge construction in collaboration with Paisley residents and business owners and Bruce County staff.

## Municipal Innovation Council Revitalizing Downtowns Research Project

- Paper surrounding revitalizing vacant properties in Bruce County

Research Questions:

- What are the challenges and opportunities associated with rehabilitating vacant derelict downtown buildings in rural communities?
- What are the best practices for rehabilitating vacant derelict downtown buildings in rural communities?
- Arran-Elderslie was used as an example in this study in response to our comprehensive economic development strategic plan

Paper is available for viewing upon request



# SUPPORT BUSINESS ATTRACTION AND RETENTION

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- **Paisley Business Attraction Strategy**
- Print ads- Rampt, Grey Bruce Escape and Paisley Advocate
- Express Your Talents in Paisley facebook- business features and paid ads
- Posters throughout downtown
- Investment package



## Goal 3: Business expansion and attraction

**Action 2:** Support and participate in Bruce County's entrepreneur attraction efforts with opportunity identification and matching (ongoing, high priority)

## Agriculture Projects

- ConnectON Agriculture Asset Mapping
- Rural business mapping and groundwork for larger project in 2022

## Goal 3: Business expansion and attraction

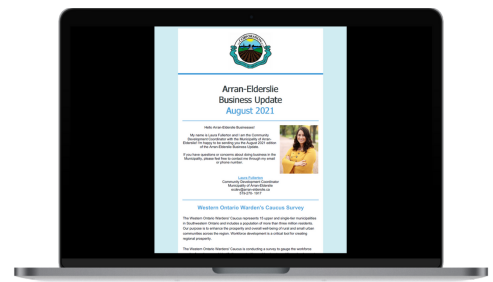
**Action 6:** ... integrate the agriculture sector into the people and business attraction efforts...

## Spruce the Bruce Grant Promotion

- Promotion of Bruce County Spruce the Bruce grant program for business owners
- \$30,000 allocated to Arran-Elderslie projects
- 16 grants distributed in Arran-Elderslie

## Arran-Elderslie Business Update E-Newsletters

- 14 Business eblasts sent in 2021 (127 businesses)



## Goal 3: Business Attraction and Expansion

**Action 4:** Identify a list of key economic development influencers and provide them with regular economic development updates...(medium term and ongoing, medium priority)

## Digital Main Street Collaborative Grant Application

- Collaborative application submitted in partnership with fellow Bruce County municipalities to bring Digital Main Street Program to Arran-Elderslie in 2021/2022

## Teeswater Bridge Construction Business Assistance

- Background work for Paisley Teeswater Bridge Working Group to be developed in fall 2021 to support bridge construction project

## Goal 5: Vibrant Downtowns

**Action 7:** Develop a marketing, communications and wayfinding strategy in response to the Paisley Teeswater Bridge construction in collaboration with Paisley residents and business owners and Bruce County staff.

## Tourism Product Development

- Chesley and Tara Trail Guides
- Chesley Tourism Map
- Paisley Trail Signage and downtown signage projects
- Paisley Visitors Centre and corresponding social media



## Goal 4: Effective Use of Resources

**Action 3:** Leverage RTO7 product development and marketing programs and offerings to support tourism activity in Arran-Elderslie (ongoing, high priority)

**Working with developers and new businesses to facilitate partnerships, connect with resources, answer questions. 9 new businesses in Arran-Elderslie in 2021.**

# MAKE EFFECTIVE USE OF RESOURCES

## Arran-Elderslie Business Association

- Committee established with representation from Paisley and Chesley Chambers of Commerce and TDIA to collaborate on projects and discuss amalgamation

### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:

a) Community based organizations (Chambers, DIA, Artscape etc.) (ongoing, critical)

## Economic Development Presentations and Committee Representation

- Tara Rotary Club Chesley Chamber of Commerce
- Arran-Elderslie Youth Council Chesley Horticultural Society
- Paisley Chamber of Commerce TDIA
- Saugeen Economic Development Corporation Regional Working Group
- Paisley Artscape Society Bruce County Tourism Operators Committee

### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:

a) Community based organizations (Chambers, DIA, Artscape etc.) (ongoing, critical)



## Paisley Visitor Centre

- Chesley and Tara Tourism Print Pieces developed
- Summer Student answering questions and sharing information
- Art for sale to represent Artistic River Village brand

### Goal 4: Effective Use of Resources

**Action 3:** Leverage RTO7 product development and marketing programs and offerings to support tourism activity in Arran-Elderslie (ongoing, high priority)

## Arran-Elderslie Youth Council

- Milne Crawford Reboot
- AEYouthHub.ca launch
- Open meeting
- Artists on the River booth
- Explore AE
- Recruitment for 2021/22 Council
- Municipal Innovators Series Feature-
  - Empowered youth in Arran-Elderslie are making positive, lasting change"



### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:

a) Community based organizations (Chambers, DIA, Artscape etc.) (ongoing, critical)

## Saugeen Connects

- Saugeen Student Start Up Program
  - Two Arran-Elderslie students received small business grants- 58 students participated in Saugeen Connects program
- Newcomer Welcome Package
- Succession Matching program

### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:

d) neighboring economic development staff and committees (ongoing, high)

## Grant and Donation Management

- Implementation of grant and donation policy

### Goal 4: Effective Use of Resources

**Action 1:** Build and maintain collaborative relationships with:

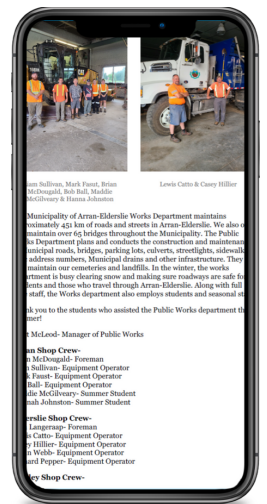
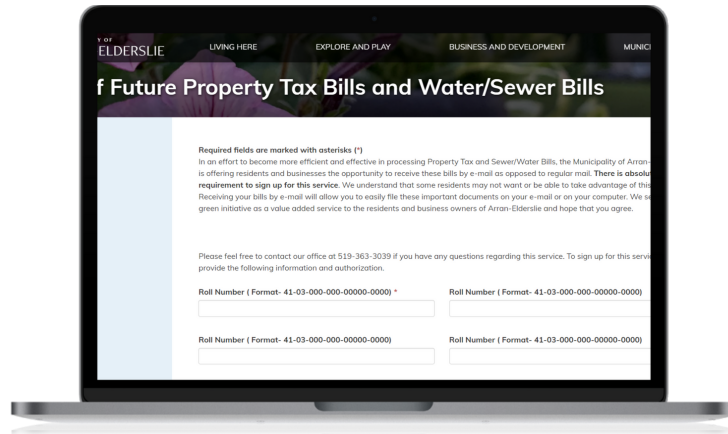
a) Community based organizations (Chambers, DIA, Artscape etc.) (ongoing, critical)

## Joint Grant Application for Shop Local Campaign Fall 2021

- Joint application for shoulder season tourism promotional campaign with fellow Bruce County municipalities led by Saugeen Shores Chamber of Commerce

# MARKETING AND COMMUNICATIONS PROJECTS

- **Corporate Website management-** daily updates, news and public notice postings, seasonal photo changeout, form development



- **Social Media Management-** facebook page posts, answers to inquiries
- **Quarterly Corporate Newsletter**
- **Staff E-blasts**
- **Grant and Donation Policy Management**
- **Electronic Sign Management**
- **Public Notices, Media Releases and Press Releases**
- **Corporate Workplan Development Assistance**
- **Positive Ticketing Campaign**



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

**BY-LAW NO. 56-2021**

BEING A BY-LAW TO ADOPT A COMMISSIONING DOCUMENTS 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 Commissioning Documents Policy as contained in the attached Schedule “A” to this by-law.
2. THAT Schedule “A”, the Commissioning Documents Policy, forms part of this by-law.
3. THAT this By-law may be cited as the “Commissioning Documents 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 Staff Code of Conduct.

\*\*\*\*\*

READ a FIRST and SECOND time this 13th day of September, 2021.

READ a THIRD time and finally passed this 13th day of September, 2021.

\_\_\_\_\_  
Steve Hammell, Mayor

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk



## Schedule "A" to By-law 56-2021

<b>Policy Name:</b>	Commissioning Documents Policy	Policy No: C L K 02-2021
<b>Department:</b>	Clerks	
<b>Effective Date:</b>	September 13, 2021	
<b>Date Revised:</b>		
<b>Authority:</b>	By-law 56-2021	

**POLICY STATEMENT:**

The Municipality of Arran-Elderslie provides document commissioning services for ratepayers.

**PURPOSE:**

The purpose of this policy is to provide a clear framework for processing documents for commissioning by the Municipality of Arran-Elderslie Municipal Officials and staff under the Commissioners for Taking Affidavits Act, R.S.O. 1990, C. 17.

**SCOPE:**

This policy applies to all Municipal Officials and staff of the Municipality of Arran-Elderslie who, by virtue of office, or by appointment by the Attorney General under the Commissioners for taking Affidavits Act, R.S.O. 1990, C. 17, commission documents within the Municipality of Arran-Elderslie.

**BACKGROUND INFORMATION:**

Municipal Officials and Town staff are provided the authority to act as Commissioners of Oaths within the Municipality of Arran-Elderslie under the Commissioners for taking Affidavits Act (the Act).

The following Municipal Officials, by virtue of office, are commissioners for taking affidavits in the Municipality of Arran-Elderslie:

- CAO
- Clerk
- Deputy Clerk
- Treasurer





## The Corporation of the Municipality of Arran-Elderslie Commissioning Documents Policy

- Deputy Treasurer

### **APPLICATION OF POLICY:**

1. Commissioning services are provided at the Municipality of Arran-Elderslie Municipal Office located at 1025 Bruce Road 10, Chesley, during regular business hours.
2. The public is strongly encouraged to book appointments for commissioning services to ensure commissioner availability. If an appointment is not booked, the individual understands that there may not be a commissioner available to provide the service.
3. The fees for commissioning services (including certified true copies) are outlined in the Fees and Charges By-law.
4. Only those Commissioners that, by virtue of office, or by appointment by the Attorney General and that have a stamp indicating they are a commissioner, shall act as a commissioner.
5. Municipal Officials and staff are provided the authority to act as a commissioner under Provincial Legislation within the boundaries of the Municipality of Arran-Elderslie; therefore, they are not permitted to act as a commissioner when outside of the geographic boundaries of the Municipality of Arran-Elderslie.
6. Each person requiring commissioning services must provide at least one piece of valid Canadian government issued photo identification that includes their signature at the time commissioning services are requested. If the document being commissioned is to verify the address of an individual, the identification must also contain the individuals address information.
7. The content of all affidavits and documents are the responsibility of the deponent; they must understand the details contained in the affidavits that they are attesting to and that they are swearing or affirming an oath that the details are correct. The Commissioner is not responsible for any content of the document.
8. Should a deponent have any questions related to their document they will be referred to the agency or party requiring the document.
9. All affidavits presented for commissioning must be the entire document; no incomplete document will be commissioned.



## The Corporation of the Municipality of Arran-Elderslie Commissioning Documents Policy

10. The deponent must sign the document in the presence of the commissioner only after swearing or affirming an oath. If the document has already been signed, the person will be asked to sign a second time in front of the commissioner.
11. Any changes that have been made in the body of the document that are present at the time of signing must be initialed by both the deponent and the Commissioner. Any changes that are not initialed may be deemed to have been fraudulently changed after being commissioned and invalidate the document.
12. Notwithstanding this policy, it is at the discretion of the individual Commissioner whether or not they choose to sign the document. If a commissioner is uncomfortable about the identity of the deponent or the content of the documents for any reason, the Commissioner may refuse to sign the document.

### **DUTIES OF THE COMMISSIONER:**

Commissioners shall:

1. Ensure that their appointment as a commissioner is current and valid.
2. Ensure that the declaration or affidavit is genuine and that they have authority to sign as a commissioner.
3. Ensure that the deponent is qualified to sign the document.
4. Ensure the deponent, who is taking the oath or declaration, is present before the Commissioner.
5. Review one piece of Canadian government issued photo identification (e.g. Current drivers licence or passport), that includes their signature, as presented by the deponent.
6. Satisfy themselves of the genuineness of the signature of the deponent.
7. Administer the oath or declaration before signing the document.
8. Charge the appropriate fee for service as outlined in the Fees and Charges By-law.

Commissioners shall not:

1. Provide any legal advice.
2. Prepare or edit affidavits.



## The Corporation of the Municipality of Arran-Elderslie Commissioning Documents Policy

3. Counsel or assist the deponent with completing their document(s).
4. Provide interpretation services for the signing of documents.
5. Commission a document that has not been signed in their presence.
6. Sign a document that requires a Notary Public signature.

### **DOCUMENTS:**

The Commissioner may sign documents related, but not limited to, the following:

1. Pension documents (proof of life)
2. Vehicle transfers
3. Change of Ownership
4. Canadian Government related forms
5. Municipality related forms
6. Bruce County related forms (i.e. planning documents)

The Commissioner **will not** sign documents related, but not limited to, the following:

1. Wills
2. Living Wills
3. Codicils to Wills
4. Power of Attorney
5. Divorce, Separation or Custody Agreements
6. Real Estate related documents
7. Court documents or documents related to court proceedings
8. Documents that require a Notary Public signature
9. Travel consent letters
10. Statement of Conscience or Religious Beliefs

### **CERTIFIED TRUE COPIES**

1. Municipal Clerks are authorized by the Municipal Act, 2001 to certify copies of municipal records as "True Copies" of the original document. There is no legislated authority for a Municipal Clerk to 'certify' any other documents.
2. All documents presented for a 'true copy' must be original document(s) in order to validate that it is a true copy of the original.
3. The Municipality will not provide Certified True Copies of documents that are not issue at the Municipality other than Bruce County related forms such as planning documents.



## The Corporation of the Municipality of Arran-Elderslie Commissioning Documents Policy

### **EFFECTIVE DATE:**

This policy shall become effective immediately upon approval by the Council of the Municipality of Arran-Elderslie.

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

**BY-LAW NO. 57-2021**

**A BY-LAW TO OPT-OUT OF THE VACANT UNIT REBATE PROGRAM AND TO  
TERMINATE THE VACANT AND EXCESS LAND SUBCLASS PROPERTY TAX  
DISCOUNTS STARTING IN 2022**

WHEREAS Section 364 of the Municipal Act, 2001, as amended, provides that tax rebates may be granted to eligible properties in the commercial, industrial, or other prescribed property classes, for their eligible vacant portions and periods of said properties.

WHEREAS Section 364 (1.1) of the Municipal Act, 2001, as amended, was revised to no longer require a local municipality to have a program to provide tax rebates to owners of a property that has vacant portions, provided that the local municipality passes a by-law to end the rebate.

WHEREAS The Ministry of Finance amended Ontario Regulation 580/17 which provided the County with the authorization to remove discounts on vacant and excess land subclasses. This followed on the Province indicating that the discounts on the education rates for the vacant and excess land subclasses would be phased out.

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

1. In this by-law the Commercial classes shall be considered a single property class and the Industrial classes shall be considered a single property class.
2. The Vacant Unit Rebate Program shall be terminated starting with the 2022 taxation year and no rebates shall be made under Section 364 of the Municipal Act commencing January 1, 2022 except for applications relating to the 2021 taxation year.
3. The cancellation of the Vacant Unit Rebate Program shall apply to any properties in the commercial or industrial property classes and to any other property in any other class identified as a prescribed class.
4. Vacant and Excess Land Subclasses Property Tax Discounts for Commercial and Industrial property classes shall be terminated starting with the 2022 taxation year.
5. This by-law shall come into effect on the date it is passed by Council.

\*\*\*\*\*

READ a FIRST and SECOND time this 13<sup>th</sup> day of September, 2021.

READ a THIRD time and finally passed this 13<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
Steve Hammell, Mayor

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk



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

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**BY-LAW NO. 58-2021**

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

Whereas the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

And Whereas Section 326 of the Municipal Act, 2001, c 25, allows a municipality to enact a by-law to identify a special service charge, and to determine the costs, including capital costs related to that special service, and to designate the area of the municipality in which the residents and property owners will receive an additional benefit from the special service;

And 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 the Municipality of Arran-Elderslie deems it expedient to establish a capital levy charge;

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

1. THAT in this by-law the following definitions shall apply:
  - a. "Capital Cost" means all costs attributable to the Municipality for the decommissioning of the BDWS;
  - b. "Capital Levy Charge" means a charge imposed for the purpose of recovering the capital costs of the BDWS
  - c. "Service Area" means the property owners connected to the BDWS
2. That a Capital Levy Charge for the BDWS be charged upon the basis of equal allocation amongst the 21 property owners which is payable according to Schedule "A":
  - a. This Capital Levy Charge will be payable on or before January 31<sup>st</sup>, 2021 in full;
  - b. If this Capital Levy Charge is not paid in full on or before January 31<sup>st</sup>, 2021, and written notification of intent to debenture was received at December 31<sup>st</sup>, 2020, then the Capital Levy Charge shall be debentured in accordance with Schedule "B";
  - c. If the Capital Levy Charge is not paid in full on or before January 31<sup>st</sup>, 2021, and written notification of intent to debenture was not received at December 31<sup>st</sup>, 2020, then the full amount of the Capital Levy Charge shall be added to the property tax account of the respective property owner and collected in the same manner as municipal taxes;
3. That the debenture of the Capital Levy Charge shall incur an annual interest rate of 3.15%.

4. That all outstanding capital levy charges are due and payable upon the sale of a property.
5. THAT By-Law 20-2021 being a by-law to establish a capital levy charge for Burgoyne Drinking Water System ("BDWS") is hereby rescinded.
6. THAT this By-law shall come into force and take effect on with final passing.

\*\*\*\*\*

READ a FIRST and SECOND time this 13<sup>th</sup> day of September, 2021.

READ a THIRD time and finally passed this 13<sup>th</sup> day of September, 2021.

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk



**Schedule A**

Capital Levy Charge	\$1,864.65
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Schedule B

Payment No.	Payment Date	Beginning Balance	Total Payment	Principal	Interest	Ending Balance
1	2021	1,864.65	408.90	350.16	58.74	1,514.49
2	2022	1,514.49	408.90	361.19	47.71	1,153.30
3	2023	1,153.30	408.90	372.57	36.33	780.73
4	2024	780.73	408.90	384.31	24.59	396.42
5	2025	396.42	408.91	396.42	12.49	-

# THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

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## BY-LAW NO. 59-2021

### BEING A BY-LAW TO ADOPT A COVID-19 CASH HANDLING AND PAYMENT PROCESSING 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 Covid-19 Cash Handling and Processing Payments Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Covid-19 Cash Handling and Processing Payments Policy, forms part of this by-law.
3. THAT this By-law may be cited as the "Covid-19 Cash Handling and Processing Payments 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 13th day of September, 2021.

READ a THIRD time and finally passed this 13th day of September, 2021.

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk

## Municipality of Arran-Elderslie

## Schedule "A" to By-law 59-2021

<b>Policy Name:</b>	Covid-19 Cash Handling and Processing Payments	Policy No: E-11
<b>Department:</b>	All	
<b>Effective Date:</b>	September 13, 2021	
<b>Date Revised:</b>		
<b>Authority:</b>	By-Law No. 59-2021	<b>Repealed Authority:</b>

**POLICY STATEMENT:**

The Municipality of Arran-Elderslie shall provide safe and effective measures to all staff handling cash and processing payments.

**PURPOSE:**

To provide guidance to staff who will be handling cash and processing payments during the COVID-19 pandemic.

**NOTE:** *The World Health Organization states there is no evidence of COVID-19 being transmitted by cash. While it may be possible for a person to acquire the COVID-19 virus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, the Centers for Disease Control and Prevention (CDC) has indicated that this is not the main way the virus spreads. The CDC has determined that the virus spreads largely through person-to-person contact and that the chance of being infected after handling cash is low.*

**SCOPE:**

This procedure applies to all Municipality of Arran-Elderslie locations, facilities, and events, where cash handling and processing payments is being provided.

Cash handling and other similar tasks could include but are not limited to:

- Accepting cash from customers, providing customers with change (i.e. pool and landfill fees)
- Start of day cash handling (organizing till/float)
- Opening mail
- Closing Off Procedures (counting cash and preparing bank deposit)



## The Corporation of the Municipality of Arran-Elderslie Covid-19 Cash Handling and Processing Payments

- e) Handling of deposit bags (going in/out of safe, taking deposits to bank)
- f) Handling cheques

### DEFINITIONS:

N/A

### PROCEDURE:

#### 1. General Cash Handling

- 1.1. To help reduce the spread of the COVID-19 virus, the Municipality of Arran-Elderslie is encouraging patrons to pay via cashless methods (i.e. debit cards, online/preauthorized payments, credit card where available).
- 1.2. While debit/online will be the preferred method of payment, cash will still be accepted.
  - Ensure you [wash your hands](#) or use alcohol-based sanitizers before and after performing cash handling tasks.
  - Use [Personal Protective Equipment](#) as outlined below in Sections 3 and 4.
  - [Disinfect workstations](#) and high touch surfaces before and after performing tasks as outlined below in Section 5.
  - Closing off procedures should be performed at end of shift.
- 1.3. Run double floats to isolate all coin and bills for at least 24 hours.
  - At a minimum, keep cash and cheques received during the shift separate from the till for at least 24 hours.
- 1.4. Only one person should be using a till during a shift.
  - If this is not feasible, the till must be thoroughly disinfected between users.
- 1.5. Large cash deposits from departments or facilities (i.e. program registration fees, pool admissions)
  - Are to be handled on a separate, dedicated countertop and not processed on an individual staff member's workstation, where possible. Follow appropriate disinfecting procedures.
  - Are to be scheduled with advance notice to adequately prepare the cash receiving/handling counter and ensure physical distancing and PPE requirements are met.
- 1.6. Deposits to the bank should be made regularly
- 1.7. The plastic deposit bags should be wiped down using disinfectant wipe/spray.
- 1.8. Only one person should be counting cash and preparing a deposit slip.

#### 2. Physical Distancing

- 2.1. When interacting with the public and processing payments, staff shall maintain physical distancing requirements of 6 feet (or 2 metres) at all times.



## The Corporation of the Municipality of Arran-Elderslie Covid-19 Cash Handling and Processing Payments

- 2.2. Where physical distancing measures cannot be maintained, acrylic/plexiglass shields will be installed to protect workers.
- 2.3. In situations where physical distancing measures cannot be established, staff will also be provided with personal protective equipment that includes gloves and a face mask/ shield.
- 2.4. Extension poles will be provided for POS machines, where staff identify the need.

### **3. Personal Protective Equipment – Gloves**

- 3.1. When processing payments and handling cash, all staff shall wear latex/nitrile gloves.
  - If this is not feasible, staff must wash hands or sanitize using alcohol-based sanitizers, after handling cash.
- 3.2. While wearing latex/nitrile gloves, employees shall avoid touching their face and eyes throughout the duration of their shift
- 3.3. When processing payments and handling cash, all staff shall wear latex/nitrile gloves.
  - A cash basket can be used in lieu of wearing gloves, providing that the cash/cheques are not being handled at the time and appropriate protective measure are followed at end of shift.
- 3.4. Latex/nitrile gloves shall be changed and disposed of safely if they become visibly dirty, as well as after the employee has used the washroom, or prior to/returning from breaks/lunch.
- 3.5. After handling cash, staff must sanitize gloved hands using alcohol-based sanitizers.

### **4. Personal Protective Equipment – Face Mask/Face Shield**

- 4.1. If a face mask is worn, it shall fit over the face to cover the nose and mouth and shall be secured to not hinder breathing or vision.
- 4.2. At no time should the wearer touch the face mask or face shield with visibly soiled hands.
- 4.3. Prior to donning the face mask/face shield, employees shall thoroughly wash their hands with soap and water for a minimum of 20 seconds or use an alcohol-based sanitizer.
- 4.4. If soiling happens to occur, face shields shall be immediately disinfected.
- 4.5. The soiling of a face mask would require the wearer to dispose of it and obtain a new mask.
- 4.6. After removing soiled face masks/shields, staff shall clean and disinfect their hands.
- 4.7. COVID-19 signage/fact sheets promoting public health measures (i.e. physical distancing, hand hygiene) shall be posted in visible areas (i.e. near entrances and if possible adjacent parking lots to ensure patrons respect COVID-19 protocol).



## The Corporation of the Municipality of Arran-Elderslie Covid-19 Cash Handling and Processing Payments

### **5. Cleaning/Disinfection Procedures**

- 5.1.** Staff shall treat all forms of payment (i.e. credit cards, cash) as if they are potentially contaminated and adhere to sanitization procedures between each transaction.
- 5.2.** Staff shall sanitize the POS machine using disinfectant wipe/spray, after each customer transaction.
- 5.3.** Other areas to sanitize regularly include: all high touch areas of the computer (i.e. the mouse/ keyboard) and the till, including the drawer.

### **6. Relevant Documents**

- 6.1.** Washing your hands
- 6.2.** Putting on Personal Protective Equipment (PPE)
- 6.3.** Disinfecting Workstations

### **7. Referring Policies**

- 7.1.** E-04 Cleaning and Disinfection
- 7.2.** E-06 Pandemic Physical Barriers
- 7.3.** E-08 Wearing of Face Coverings
- 7.4.** E-09 Mail and Parcel Handling

### **8. References:**

- 8.1.** World Health Organization:
  - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- 8.2.** Health Canada:
  - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
- 8.3.** Health Canada List of hard-surface disinfectants for use against coronavirus (COVID-19):
  - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- 8.4.** Ministry of Health:
  - [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_case\\_definition.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf)
- 8.5.** Public Health Ontario
  - : <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- 8.6.** Grey Bruce Health Unit:
  - <https://www1.publichealthgreybruce.on.ca/COVID-19>
- 8.7.** Centres for Disease Control (CDC):
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>
- 8.8.** Ontario Occupational Health & Safety Act:



## The Corporation of the Municipality of Arran-Elderslie Covid-19 Cash Handling and Processing Payments

- <https://www.labour.gov.on.ca/english/hs/>

### **9. Effective Date**

This policy shall come into force and take effect immediately under Bylaw 59-2021 on the 13th day of September, 2021.

### **10. Review**

The Policy shall be reviewed in accordance with the Municipality's policy review schedule.



# Hand washing is the best way to prevent infections!

A close-up photograph of two hands being held under a stream of water from a faucet. The water is clear and the hands are slightly cupped.

**1**

Wet hands with warm water to melt the soap

A close-up photograph of two hands, palms facing each other, with a dollop of white soap being rubbed between them.

**2**

Apply soap to produce lather

A close-up photograph of two hands being rubbed together, creating a thick, white lather of soap foam.

**3**

Rub for 10-20 seconds to remove 80% of germs

A close-up photograph of two hands being held under a stream of water, with soap suds being washed away.

**4**

Rinse away germs

A close-up photograph of two hands being dried with a white paper towel.

**5**

Dry hands with paper towel

A close-up photograph of a hand using a paper towel to turn off a faucet handle.

**6**

Turn off tap with paper towel

## Recommended Steps:

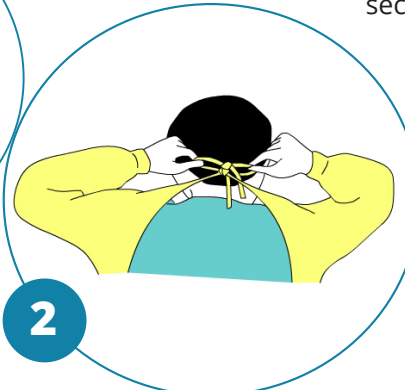
# Putting On Personal Protective Equipment (PPE)

### 1. Perform Hand Hygiene



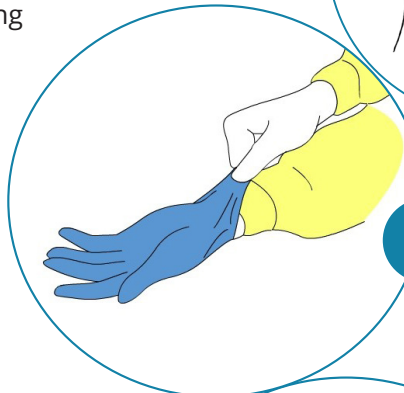
### 2. Put on Gown

- Tie neck and waist ties securely



### 5. Put on Gloves

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff



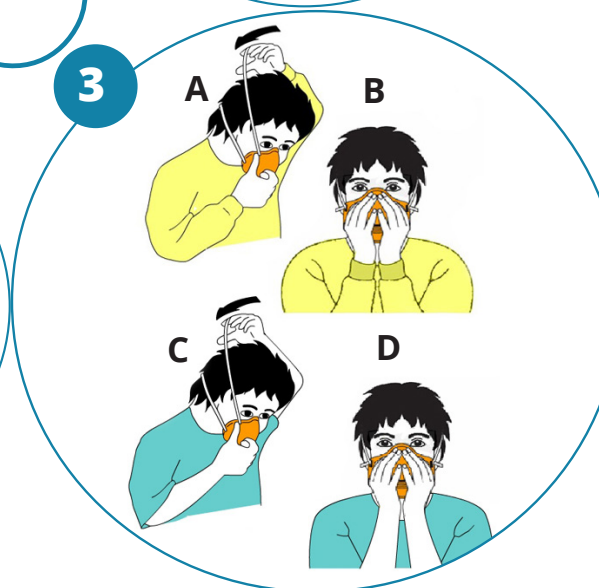
### 4. Put on Protective Eyewear

- Put on eye protection and adjust to fit
- Face shield should fit over brow



### 3. Put on Mask/N95 Respirator

- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check

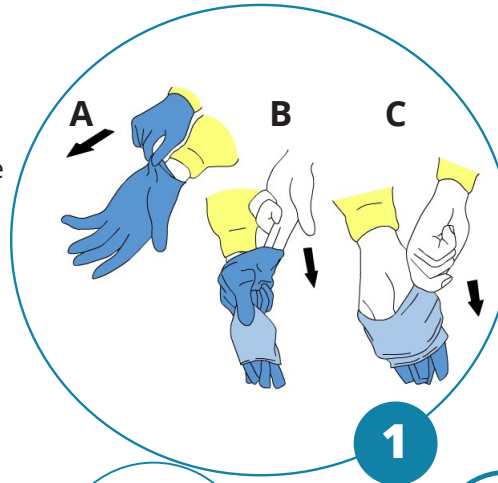




# Recommended Steps: Taking Off Personal Protective Equipment (PPE)

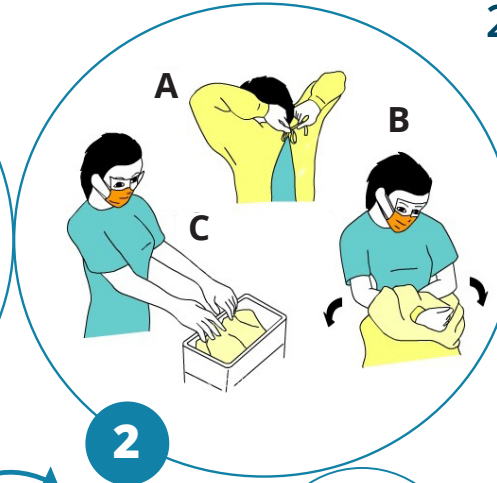
## 1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



## 2. Remove Gown

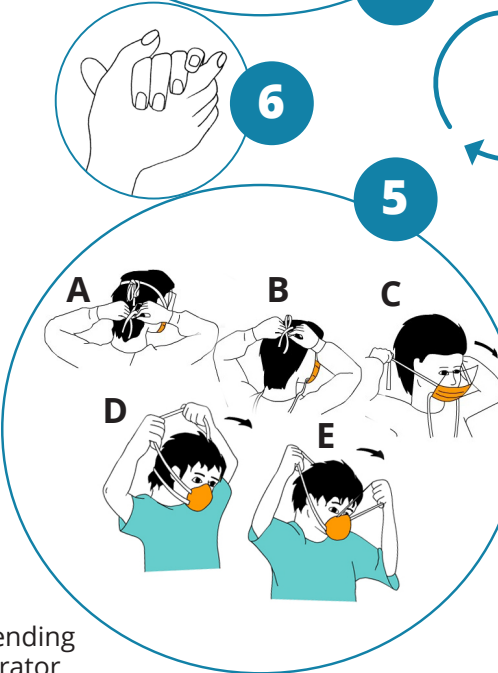
- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



## 6. Perform Hand Hygiene

## 5. Remove Mask/ N95 Respirator

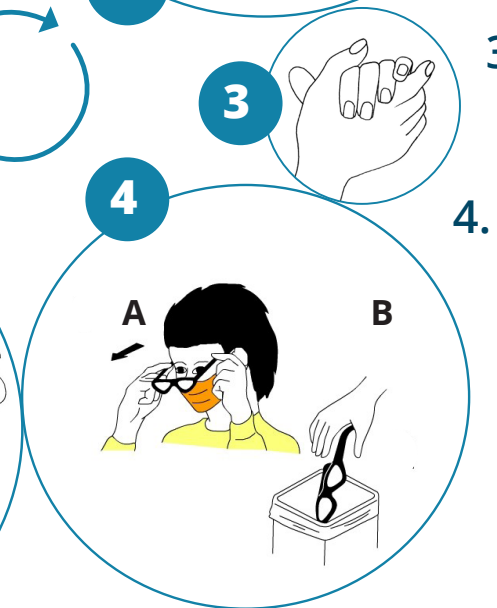
- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/ respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



## 3. Perform Hand Hygiene

## 4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



# Coronavirus Disease 2019 (COVID-19)

## Cleaning and Disinfection for Public Settings

This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities, retail locations and other workplaces in Ontario. For more information, please contact your local public health unit.

### What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Although touching contaminated surfaces is not the main way COVID-19 is spread, cleaning your hands is important after handling surfaces and objects that are not or cannot be cleaned and disinfected (e.g., porous objects).
- Use disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Household bleach may not have a DIN, but is an effective disinfectant.
- Check the expiry date and safety instructions of products you use and always follow manufacturer's instructions.

### Establish a cleaning schedule

- Identify surfaces, objects and equipment that need routine cleaning as well as disinfection.
- Indoor surfaces that are frequently touched should be cleaned and disinfected at least once per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check for any specific cleaning and disinfection protocols for your setting.



## Select products

### Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

### Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN), excluding bleach.

### Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

## Prepare products for use

- Where possible, use ready for use, pre-mixed solutions.
- Never mix different chemical products together.
- Read and follow manufacturer's instructions to:
  - properly prepare solution
  - allow adequate contact time (time the surface remains wet) for disinfectant to kill germs (see product label)
  - wear gloves when handling cleaning products including wipes
  - wear any other personal protective equipment recommended by the manufacturer

## Use bleach safely

- Bleach is not a cleaning agent. Surfaces must be clean in order for bleach to disinfect.
- Only dilute bleach by adding water, not other chemicals. Bleach usually comes as 5.25% or ~50,000 parts per million (ppm) sodium hypochlorite. For more information on how to dilute bleach (e.g., to 100 ppm or 0.01%), see the Public Health Ontario's [Chlorine Dilution Calculator](#).
- Store bleach solutions in closed, labeled containers, away from heat and light. Dilute bleach with water just before use as it loses potency within 24 hours.

The information in this document is current as of July 30, 2021

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

**BY-LAW NO. 60-2021**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT  
BETWEEN LALLEMAND BIO-INGREDIENTS AND THE CORPORATION  
OF THE MUNICIPALITY OF ARRAN-ELDERSLIE FOR THE  
ENVIRONMENTAL SERVICES OF WATER AND SEWER**

WHEREAS Section 9 of the *Municipal Act, 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 Council is authorized by section 10 as well as sections 78 to 93 of the *Municipal Act, 2001 as amended*, to pass by-laws for services that the municipality considered necessary or desirable for the public which includes public utility services including but are not limited to prohibiting, regulating and inspecting the discharge of any gaseous, liquid or solid matter into land drainage works, private branch drains and connections to any sewer system or sewage works for the carrying away of municipal sewage; and

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enter into an agreement with Lallemand Bio-Ingredients for the Environmental Services of Water and Sewer;

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

1. That the Corporation of the Municipality of Arran-Elderslie hereby enter into an agreement with Lallemand Bio-Ingredients for the Environmental Services of Water and Sewer;
2. That Schedule "A", the Agreement ("Agreement"), forms part of this by-law;
3. That signing authority of this agreement is delegated to the Chief Administrative Officer for the Corporation of the Municipality of Arran-Elderslie;
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 13<sup>th</sup> day of September, 2021.

READ a THIRD time and finally passed this 13<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
Steve Hammell, Mayor

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk



This AGREEMENT made this 1<sup>st</sup> day of September 2021

Between:

The Corporation of the Municipality of Arran Elderslie  
1925 Bruce Rd. 10, Chesley, Ontario N0G 1L0

Hereinafter called the "Municipality" Of the first part

And: Lallemand Bio-Ingredients

107 Union Street, Tara, Ontario N0H 2N0

Hereinafter called the "Company" Of the second part

WHEREAS the Municipality amended the Municipal Code Schedule D  
Environmental Services-Sewer and Water: Regulate use of Sewer and Water  
Works, on the 1<sup>st</sup> day September, 2021 relating to the discharge of sewage in the  
Municipality; and

WHEREAS the said By-law prohibits the discharge of industrial sewage containing certain substances  
in quantities in excess of the limits set by the Bylaw.

WHEREAS the company carries on an industrial activity within the Municipality at the premises  
located at 107 Union Street, known as processing food products which activity produces a treated  
sewage discharge which the Company wishes to discharge into the Municipalities sewage works.

NOW THEREFORE THIS INDENTURE WITNESSETH that the parties hereto mutually covenant  
and agree as follows:

- 1.) During the currency of this agreement the QUANTITY OF SEWAGE DISCHARGED by the Company  
from its premises at 107 Union Street, Tara, to the sanitary sewer or combined sewer system shall not exceed  
as follows:
  - a) The flow discharge shall not exceed 1500 m<sup>3</sup>/month (34.7 L/min).
  - b) Flow discharge may be permitted to increase periodically to 1700 m<sup>3</sup>/month (39.4 L/min) only if,  
Lallemand is in compliance with effluent discharge criteria identified in section 2) for at least 60  
consecutive days prior to discharge increase.
  - c) The flow discharge is capped at 1700 m<sup>3</sup>/month and may only be modified by further mutual discussions  
and agreements.

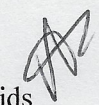
(2) In calculating the quantity of sewage for this agreement, storm water shall be excluded. Lallemand shall  
ensure that no stormwater runoff enters the sanitary sewer.

- 2.) During the currency of this agreement only, the QUALITY OF THE SEWAGE discharged from the company  
from the said premises to the sanitary sewer or combined sewer system MAY NOT EXCEED THE LIMITS SET  
BY THE BY-LAW and in addition SHALL NOT EXCEED THE FOLLOWING LIMITS AT ANY TIME.

(A) Suspended Solids -40mg/L

(B) CBOD5. -40mg/L

(C) Total Phosphorus -5mg/L

- 3.) THE DISCHARGE OF THE SEWAGE by the company from the said premises containing suspended solids  
or CBOD5 or Total Phosphorus., IN EXCESS OF THE ABOVE LIMITS shall constitute a contravention of this  
agreement and thus a contravention of the By-law.
- 



The Municipality MAY implement the following surcharges as listed below to recover its additional manpower and other direct costs. Both parties agree that the surcharges can only be applied as long as the municipal sewage treatment and handling facilities remain in compliance with applicable government laws and regulations. Furthermore, the surcharge is not intended to encourage Lallemand to ignore the provisions of this agreement or by-law by paying the surcharge amount.

- \* CBOD or TSS or TP loading in excess of 2 kg/day (0.25 kg/day for TP) shall be levied at \$100 per kg/day and the amount shall be adjusted annually for inflation, etc. The loading shall be calculated based on daily flow reading and composite sample results. The surcharge amount will be a daily charge until the plant complies based on flow, lab results or COD sampling. For interim lab results, cBOD<sub>5</sub> loading computation, COD results can be utilized by using a cBOD<sub>5</sub>/COD conversion factor of 0.80. Refer to Appendix A for "Sample Calculations".

- \* Any additional sampling, endured by the Municipality due to exceedance of CBODs, TSS or TP shall be levied at \$250/day. In the event of violation, Arran-Elderslie shall collect samples AS REQUIRED, until effluent discharge is compliant with limits specified in the agreement.

4.) The Company shall provide results of testing for composite samples of CBOD, Total Suspended Solids and Total Phosphorus in treated effluent, collected and analyzed on weekly basis, summarized on an approved form and be given to the Municipality on monthly basis. Lallemand shall install and maintain a 24 hour, refrigerated composite sampler, that will hold samples for 7 days (Mon-Sun). Friday, Saturday & Sunday samples shall not be dumped before end of Monday. Municipality shall have unhindered access to samples for collecting audit samples or any grab samples, at the discretion of municipality. 5.) The Company shall provide sewage flows recorded by flow monitoring equipment calibrated annually, with the report given to the Municipality. Flow monitoring device shall continuously monitor and record effluent flow to sanitary sewer. IF REQUESTED, Lallemand shall provide electrical power and space to municipality, for it to install a device that will relay the flow data directly to municipality. Lallemand shall check and maintain daily flow record and provide a summary of data in an acceptable format every month. Lallemand shall immediately notify municipality of any flow exceedance surpassing 55 m<sup>3</sup>/day (38 L/min).

6.) The Company shall install two Water Meters and Reduced Pressure Backflow Preventers approved by the Municipality at 82 and 107 Union Street, Tara, Ont. The Reduced Pressure Backflow shall be tested annually, with the report being copied to the Municipality annually.

7.) THIS AGREEMENT SHALL REMAIN IN FORCE from September 1, 2021 and annually thereafter, on the same terms unless a new agreement is reached, or this agreement is terminated as hereafter provided.

8.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE MUNICIPALITY at any time on 90 (Ninety) days written notice sent by registered mail addressed to the Company at the said premises if, discussion with the company has taken place and sufficient time has been given to correct the problems and corrections are not to the satisfaction of the Municipality, where

- (a) The sewage is causing a health or safety hazard to a sewage works employee; or
- (b) The sewage is causing damage to the sewers, materially increasing their maintenance costs or causing a dangerous condition; or
- (c) The sewage is causing damage to the sewage treatment process or causing a dangerous condition in the treatment works; or
- (d) The sewage is causing a sludge from the sewage works, to fail to meet criteria relating to contaminants for spreading the sludge on agricultural lands as stipulated in the current edition of "Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land"
- (e) The sewage is causing the sewage works effluent to contravene any requirement by or under the ONTARIO WATER RESOURCES ACT, RSO 1990, C.O.40 or the ENVIRONMENTAL PROTECTION ACT/ RSO 1990, C.E.19j or
- (f) The sewage is causing a hazard to any person, animal, property, environment or vegetation; or
- (g) The sewage is contrary to this By-law in any way other than as provided herein.



9.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE MUNICIPALITY at any time where there is an emergency of immediate threat or danger to any person, property, plant or animal life, or waters. Every effort will be made to consult with the company as to the best course of action, to minimize danger and property damage during an emergency shut down.

10.) THIS AGREEMENT, and the service provided as a result of this agreement, MAY BE TERMINATED BY THE COMPANY at any time on 90 days written notice sent by registered mail addressed to the Chief Administrative Officer (CAO) of the Municipality.

11.) IN THE EVENT OF A RENEWAL IF THE MUNICIPALITY GIVES WRITTEN NOTICE sent by registered mail to the Company as aforesaid at any time within 90(ninety) days before or after the start of each calendar year, THAT THE AMOUNT OF THE FEE OR ANY OF THE LIMITS HEREINBEFORE SET OUT ARE TO BE CHANGED and no new agreement can be reached between the Municipality and the Company, this agreement, and the service provided as a result of this agreement, may be terminated at the option of the Municipality at any time without notice 90 (ninety) days after the registered notice was sent.

12.) EXCEPT AS HEREIN OTHERWISE EXPRESSLY PROVIDED THE COMPANY SHALL CONFORM TO THE PROVISIONS OF THE SAID BY -LAW of the Municipality relating to the discharge of sewage and in the event of termination of this agreement the Company shall conform to the provisions of the said By-law.

13.) THE COMPANY HEREBY COVENANTS AND AGREES TO PAY TO THE MUNICIPALITY a fee based on the effluent discharge in cubic meters. This cost will be set by the Municipality from the Fees and Services Charge By-law on a year to year basis. The said fee shall become due and be paid quarterly on the last day of March, June, September and December in each year of any renewal until terminated as herein provided.

14.) (1) THE COMPANY COVENANTS AND AGREES TO PAY TO THE MUNICIPALITY on demand interest on overdue amounts at the prime rate existing for the day on which such amount is due and calculated from such date to the date of payment.

(2) In subsection (1), "Prime Rate" means the lowest rate of interest quoted by chartered banks to the most creditworthy borrowers or prime business loans as determined and published by the Bank of Canada in the periodic publication entitled, the Bank of Canada Review.

15.) THE MUNICIPALITY MAY TERMINATE THIS AGREEMENT, and the service provided as a result of this agreement, at its option without notice if the Company fails for more than two months to pay an overdue amount but such termination shall not relieve the Company from its liability to make such payment.

16.) (1) Where it is determined that the quantity of the substances discharged under the terms of this agreement has substantially increased, the Municipality shall be entitled to increase the charge so that payments shall be based on the increased quantity discharged.

17.) The Municipality in the case of an emergency has the right to temporarily terminate service to the industry without incurring any liability with respect to losses or damage that the industry may suffer. This emergency condition could develop in the case of sewer, pumping station, or force main failure.

18.) This Agreement shall endure to the benefit of, and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto.

19) Both parties agree that this agreement is valid only as long as the existing Environmental Compliance Approval (ECA) is in effect. ECA could be revised/updated by government agencies and more stringent criteria for municipal sewage treatment plant discharge can apply in future. In such case(s), both parties agree to revise this agreement in the true spirit of co-operation.

20) This Agreement is not automatically transferable to Lallemand's successor. Municipality's consent is required which shall not be withheld unreasonably. Municipality reserves the right to substantially modify this agreement after mutual negotiations and depending upon the nature of business to be conducted by the successor.



IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals attested to<sup>276</sup>  
by the hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:


THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE and LALLEMAND BIO-  
INGREDIENTS.

Municipal Official and Company Official

Municipal Official (CAO)

Company Official

\_\_\_\_\_



13-AUG-202

ANDRÉ LAMBERT

Vice-Président OPERATIONS

LALLEMAND BIO-INGREDIENTS

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

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**BY-LAW NO. 61-2021**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
REGULAR COUNCIL MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
HELD SEPTEMBER 13, 2021**

WHEREAS by Section 5(1) of the *Municipal Act 2001, S.O. 2001, c. 25, as amended*, grants powers of a Municipal Corporation to be exercised by its Council; and

WHEREAS by Section 5(3) of the *Municipal Act, S.O. 2001, c.25, as amended*, provides that powers of every Council are to be exercised by By-law unless specifically authorized to do otherwise; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Arran-Elderslie for the period ending September 13th, 2021, inclusive be confirmed and adopted by By-law.

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

1. The action of the Council of the Municipality of Arran-Elderslie at its regular meeting held September 13th, 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 13<sup>th</sup> day of September, 2021.

READ a THIRD time and finally passed this 13<sup>th</sup> day of September, 2021.

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk