



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

No. 14-2022

Monday, June 13, 2022, 9:00 a.m.

Council Chambers and via Teleconference

1925 Bruce Road 10, Chesley, ON

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1. Call to Order	
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June 27, 2022

July 11, 2022

August 8, 2022

September 12, 2022



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

No. 13-2022

Tuesday, May 24, 2022, 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
Councillor Brian Dudgeon - Present Electronically - left at 11:00 a.m.
Councillor Melissa Kanmacher
Councillor Ryan Greig
Councillor Ryan Nickason

Staff Present: Sylvia Kirkwood - CAO
Christine Fraser-McDonald - Clerk
Julie Hamilton - Deputy Clerk
Scott McLeod - Public Works Manager
Tracey Neifer - Treasurer
Carly Steinhoff - Recreation Manager
Pat Johnston - Chief Building Official - Present Electronically
Steve Tiernan - Fire Chief

1. Call to Order

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

2. Mayor's Announcements (If Required)

Mayor Hammell noted that as per the Municipality of Arran-Elderslie's Procedural By-law, electronic devices are permitted in Council chambers during open sessions of a meeting only, provided that they are turned to silent or vibrate during the meeting and are not used to record any aspect of the Council unless the Clerk has given consent prior to the meeting and the recording is otherwise in accordance with the Procedure By-law 76-2021.

Congratulations to Len Philippe who was the Top Driver from Bruce County at the 2022 Safety Truck Rodeo at the Bayshore Community Centre in Owen Sound. All the best to Len who will be attending the AORS Provincial Safety Truck Rodeo this September in Napanee.

The Kinsmen's 1st Annual Fish Fry is being held on June 9 from 5-7 p.m. at the Chesley Community Centre.

Supportive Outreach Service at Chesley Baptist Church being held on May 26th from 12-4.

3. Adoption of Agenda

Council passed the following resolution:

166-13-2022

Moved by: Councillor Nickason

Seconded by: Councillor Greig

Be It Resolved that the agenda for the Council Meeting of Tuesday, May 24, 2022 be received and adopted, as distributed by the Clerk.

Carried

4. Disclosures of Pecuniary Interest and General Nature Thereof

Mayor Hammell declared an interest on Agenda Item No. 9.1. as the applicant is his father.

6. Minutes of Previous Meetings

6.1 May 9, 2022 Council Minutes

Subsequent to further discussion, Council passed the following resolution:

167-13-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held May 9, 2022.

Carried

9. Public Meeting(s)

9.1 Zoning By-Law Amendment – Z-2022-032 (Hammell)

Mayor Steve Hammell declared a conflict and turned the meeting over to Deputy Mayor Mark Davis. Mayor Hammell left the Council Chambers.

Deputy Mayor Mark Davis called the public meeting to order at 9:06 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law amendment Z-2022-032 for Jim Hammell.

Megan Stansfield, Planner for the County of Bruce, joined the meeting by teleconference. The purpose of this application is to facilitate a surplus farm dwelling severance of a 1 hectare lot. A Zoning By-Law is required to rezone the retained parcel from General Agriculture (A1) and Environmental Protection (EP), to General Agriculture Special with holding provision (A1-XX-2022-H1) to prevent the development of a future dwelling for the retained farm parcel.

The holding provision is to require an archaeological assessment be completed within areas of high archaeological potential, or confirmation that an archaeological assessment is not required as per the Province's 'Criteria for Evaluating Archaeological Potential'. The severed parcel is proposed to be rezoned to General Agriculture (A1-XX-2022-H2) and would apply a similar holding provision related to archaeological potential as the retained farmlands.

The related consent file (B-2022-015) will be considered by the County at a later date.

Miss Stansfield reviewed the Staff Report with Members of Council.

Comments were received from the following agencies:

- Municipality of Arran-Elderslie - No Comments
- Grey Sauble Conservation Authority - No objection

The Deputy Mayor asked Members of Council if they had any questions.

There were no questions from Members of Council.

The Deputy Mayor asked if the applicant or agent were present and wished to make a submission.

The Deputy Mayor asked if any members of the public wished to make a submission either in favour or opposed to the proposed application.

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

There were no members of the public present in the Council Chambers or on the telephone.

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 9:16 a.m.

Subsequent to further discussion, Council passed the following resolution:

168-13-2022

Moved by: Councillor Nickason

Seconded by: Councillor Bell

Be it Resolved that Council approve Zoning By-law Amendment Z-2022-032 and the necessary By-law be forwarded to Council for adoption.

Carried

10. Delegations/Presentations

10.1 Carol Littlejohn - Paisley Skate Park

Carol Littlejohn made a presentation to Council regarding the Paisley Skate Park.

The skateboard park was in memory of her relative. She is disappointed that the skateboard parts are sitting at the compost pile. The memorial plaque has also disappeared and she is not happy about the state of the park. If the equipment is not replaced, then the family would be interested in putting up a pavilion for the new splash pad. They have been in contact with the Paisley Splashpad Committee.

Derek Sawyer also noted that there is only a concrete pad left.

Recreation Manager, Carly Steinhoff, noted that the sign will be replaced. The equipment was removed due to safety concerns. She has applied for three different grants for the park, but has been unsuccessful. The plaque will be replaced.

Council directed the Deputy Clerk and Recreation Manager to look into a plaque replacement for the proposed pavilion for the splashpad.

11. Correspondence

11.1 Requiring Action

11.1.1 Tara Splashpad Committee - Waiver Request

Subsequent to further discussion, Council passed the following resolution:

169-13-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be it Resolved that Council hereby approves the waiver of the fees for the Tara Curling Club rental for the evening of September 23, 2022 as requested by the Tara Splashpad Committee in the

amount of \$722.44 to be paid from Council donations 01-7410-7601.

Carried

11.2 For Information

170-13-2022

Moved by: Deputy Mayor Davis

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

12. Staff Reports

12.1 CAO/Clerks

12.1.1 SRCLK.2022.16 - Holiday Closure 2022-2023

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

Subsequent to further discussion, Council passed the following resolution:

171-13-2022

Moved by: Councillor Nickason

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. That Council supports the closure of the administration building between Christmas and New Year's Day for 2022/2023 (December 26th – January 2nd) inclusive;
2. At the time of the closure, staff will be required to use their vacation time, lieu time or take time unpaid, based on availability or any combination to cover the closure of the office December 28th, 29th, 30th ; and
3. That the actual days of closure, from one year to the next, shall be determined by Council.

Carried

12.2 Finance

12.2.1 SRFIN.22.18 Financial Report, December 31, 2021

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

Subsequent to further discussion, Council passed the following resolution:

172-13-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be It Resolved that Council hereby,

1. Approves the year-end reserve transfers as recommended within report SRFIN.22.18 Financial Report, December 31, 2021, Schedule F:
 1. That the 2021 Operating surplus for Storm Water of \$23,330.41 be transferred to Reserve 2129, and that the surplus transfer takes place annually thereafter; and
 2. That the 2021 Operating surplus for each of the Community Centres and Pools, totalling \$146,871.98 be transferred to Reserve 2181, and that the surplus transfer takes place annually thereafter.
2. Approves the transfer of the WSIB Surplus Funds \$33,347 to Reserve 2106, and that the Reserve be renamed to Employment Matters; and
3. Approves the transfer from Reserves for the purpose of financing Capital Projects totalling \$104,469.03.

Carried

12.3 Public Works

Paving contracts have commenced in the Municipality as well as water/sewer construction for Chesley.

"A" gravel is also being put down Municipal roads.

Street sweeping has commenced for the Municipality as well. Works Manager Scott McLeod will follow up on this.

12.3.1 SRW.22.19 Tender for Brook Street West, Tara

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

Subsequent to further discussion, Council passed the following resolution:

173-13-2022

Moved by: Councillor Bell

Seconded by: Councillor Greig

Be It Resolved that Council hereby:

1. That the 2022 Brooke Street West storm sewer design and road reconstruction be postponed to the 2023 Budget review process; and
2. That staff will continue to seek opportunities for grant funding and opportunities for collaboration with adjacent development applications.

Carried

12.3.2 SRW 22.19. Paisley Sewage Plant Enclosure

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

Subsequent to further discussion, Council passed the following resolution:

174-13-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Nickason

Be It Resolved that Council hereby,

1. Approve Staff to direct Calhoun Super Structure to commence with the building of a 60ft x108ft enclosure at the Paisley Sewage Plant for a total cost of \$196,518.30 inclusive of HST; and
2. That the funds for this project be drawn from capital ID 02-3796 and 02-3400.

Carried

12.4 Building/Bylaw

12.4.1 SRCBO.22.02 – Building Permit Quarterly Report for January through April 2022 and Building Permit Statistics

Chief Building Official, Pat Johnston, responded to questions from Members of Council regarding his information report.

He noted that the year started slowly for building, but expects the summer to be busier.

12.7 Economic Development and Planning

12.7.1 Major Revision to Draft Plan of Subdivision and Zoning By-law Amendment – 41T-2010-04.09 and Z-2021-046 (Riverview Estates)

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

She noted that the application proposes a major revision to an existing Draft Plan of Subdivision on the south side of Brook Street West in Tara.

The application proposed a net increase of eight (8) residential units by:

reducing the number of single detached dwelling lots from 31 to 29 and increasing the number of semi-detached units from 8 to 18.

Council directed staff to contact Katie Lutz to attend a Council meeting regarding school accommodations.

Staff will provide a report regarding the parkland with the subdivision.

Subsequent to further discussion, Council passed the following resolution:

175-13-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be it Resolved that Council recommend to the County of Bruce Approval Authority that the major revision to Draft Plan of Subdivision 41T-2010-04.09 be approved in accordance with the modified Conditions of Draft Plan of Subdivision Approval attached; and

That Council approve Zoning By-law Amendment Z-2021-046 as attached and the necessary by-law be forwarded to Council for adoption.

Carried

14. Members Updates

Davis:

Deputy Mayor Davis had concerns regarding by-law enforcement, participation figures from the Chesley Medical Clinic and asked about the Stormwater Report.

Bell:

Councillor Bell will be attending a SMART meeting and had concerns re: students on scooters.

Greig:

Councillor Greig met with University of Guelph students regarding the Tara Recreation Master plan, attended a GSCA meeting and attended a Tara Fire Committee meeting.

Kanmacher:

Councillor Kanmacher attended a Paisley Chamber meeting, will be attending a Paisley community meeting, attending a Teeswater Bridge meeting and received some questions regarding the bridge construction.

Nickason:

Councillor Nickason attended a Tara Fire meeting and a BASWR meeting. He requested a traffic count on the road going into Arran Lake.

Hammell:

Mayor Hammell attended the Tara Fire Committee, met with Lallemand representatives, and noted that there is a new executive for the Paisley Chamber of Commerce.

15. New Business

None.

16. By-laws

16.1 By-law 34-2022 - Kellendonk Zoning By-law Amendment

Subsequent to further discussion, Council passed the following resolution:

176-13-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 34-2022 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 34-2022 being a By-law to rezone the lands described as Part Lot 15, Concession 6, Lot 14 & Part Lot 16 Plan 204 (Arran), and Lot 17 to 19, Plan 204 (Arran) from General Agriculture 'A1' and Hamlet Residential 'HR' to General Agricultural Special 'A1-34', General Agricultural Holding 'A1-H1', General Agricultural Special Holding 'A1-34-H1', Hamlet Residential Special Holding 'HR-34-H1', and Environmental Protection 'EP' to facilitate related consent applications (B-2021-115 and B-2021-116) for these lands, which will create one new residential lot and reconfigure an agricultural parcel.

Carried

16.2 By-law 35-2022 - Agreement with Infinity Network Solutions

Subsequent to further discussion, Council passed the following resolution:

177-13-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

Be It Resolved that By-law No. 35-2022 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 35-2022 being a By-law to enter into an agreement with 1792930 ONTARIO LTD. (operating as "Infinity Network Services") to provide Information Technology services to the Municipality of Arran-Elderslie.

Carried

16.3 By-Law 36-2022 Authorize Agreement - Teeswater Bridge Replacement Detour Route Agreement

Subsequent to further discussion, Council passed the following resolution:

178-13-2022

Moved by: Councillor Bell

Seconded by: Deputy Mayor Davis

Be It Resolved that By-law No. 26-2022 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 36-2022 being a By-law to Being A By-Law to Authorize the Execution of Agreement Between the Corporation of the County of Bruce And the Corporation of The Municipality of Arran-Elderslie, For the maintenance of the Teeswater Bridge Replacement Detour Route

Carried

17. Closed Session (if required)

The Mayor advised that Council go into Closed Session at 1:02 p.m. for the purpose of matters identified in the motion below.

Subsequent to further discussion, Council passed the following resolution:

179-13-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

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

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

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

() proposed or pending acquisition or disposition of real property

() labour relations or employee negotiations

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

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

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

() education or training of members of Council

Staff Authorized to Remain: CAO Sylvia Kirkwood, Clerk Christine Fraser-McDonald and Municipal Solicitor Allan Rouben

Carried

18. Resolution to Reconvene in Open Session

Mayor Hammell confirmed that Council discussed only those matters identified in the above motion regarding an update from the CAO and the Municipal Solicitor.

Council passed the following resolution:

180-13-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 2:05 p.m.

Carried

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

Direction was given to staff in Closed Session for items

21. Confirming By-law

21.1 By-law 37-2022

Subsequent to further discussion, Council passed the following resolution:

182-13-2022

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that By-law No. 37-2022 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 37-2022 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Tuesday, May 24, 2022.

Carried

22. Adjournment

Subsequent to further discussion, Council passed the following resolution:

183-13-2022

Moved by: Councillor Nickason

Seconded by: Councillor Greig

Be It Resolved that the meeting be adjourned to the call of the Mayor at 2:10 p.m.

Carried

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



MUNICIPALITY OF ARRAN-ELDERSLIE

Special Council Meeting

MINUTES

Meeting No. 13-2022
Thursday, May 26, 2022, 3:00 p.m.
Council Chambers and via Teleconference
1925 Bruce Road 10, Chesley, ON

Council Present: Mayor Steve Hammell- present electronically
 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

1. Call to Order

Mayor Hammell called the meeting to order at 3:00 p.m. A quorum was present.

2. Adoption of Agenda

Council passed the following resolution:

184-14-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of Thursday, May 26, 2022 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 3:07 p.m. for the purpose of matters identified in the motion below.

185-14-2022

Moved by: Councillor Kanmacher

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
- () advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- () a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act
- () education or training of members of Council

Staff Authorized to Remain: CAO Sylvia Kirkwood and Clerk Christine Fraser-McDonald

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:

186-14-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 3:30 p.m.

Carried

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

Subsequent to further discussion, Council passed the following resolution:

187-14-2022

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie supports and approves the Minutes of Settlement, and supporting materials, as reached during the mediation held on May 25, 2022.

Carried

7. Confirming By-law

Subsequent to further discussion, Council passed the following resolution:

188-14-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 38-2022 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 38-2022 being a By-law to confirm the proceedings of the Special Council meeting of the Municipality of Arran-Elderslie held Thursday, May 26, 2022.

Carried

8. Adjournment

Subsequent to further discussion, Council passed the following resolution:

189-14-2022

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that the meeting be adjourned to the call of the Mayor at 3:37 p.m.

Carried

9. List of Upcoming Council meetings

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Public Meeting Notice for Disposal of Lands Surplus to the Needs of the Municipality of Arran-Elderslie

This Notice is given pursuant to By-law No. 32-2021, being a by-law to establish a policy and procedure governing the sale and disposition of lands for the Municipality of Arran-Elderslie and By-law 33-2021 being a by-law to establish a policy and procedure governing the sale and disposition of Original Road Allowances.

The Municipality proposes to dispose of the following lands in accordance with Resolution #152-12-2022 approved by Council at its regular meeting on Monday, May 9, 2022:

- unopened road allowance known as the unopened portion of Maria Street, between County Road 10 and North Street, in the Village of Tara, as surplus to the Municipality's needs.

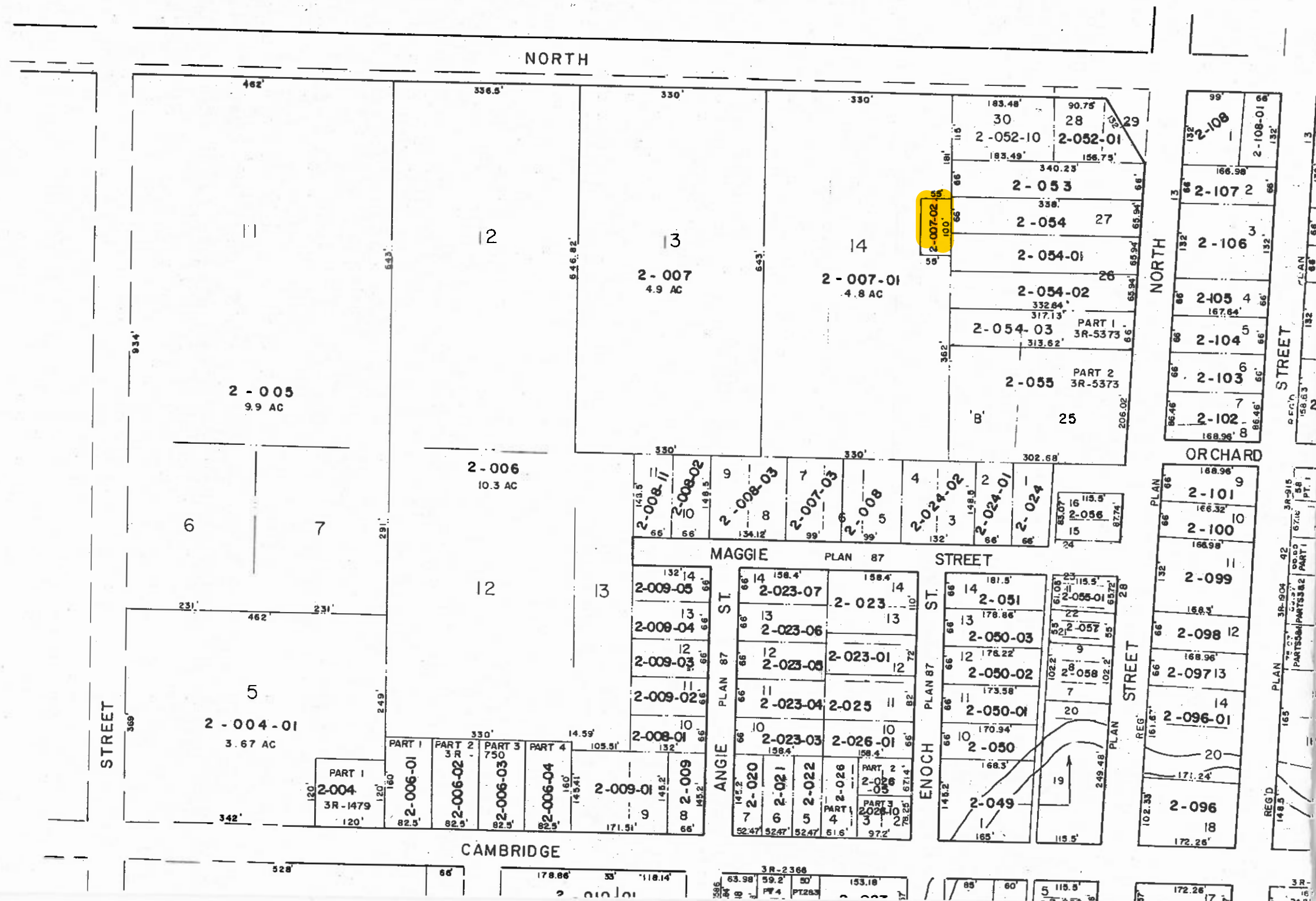
The Municipality proposes to dispose of the following lands in accordance with Resolution #127-10-2022 approved by Council at its regular meeting on Monday, April 25, 2022:

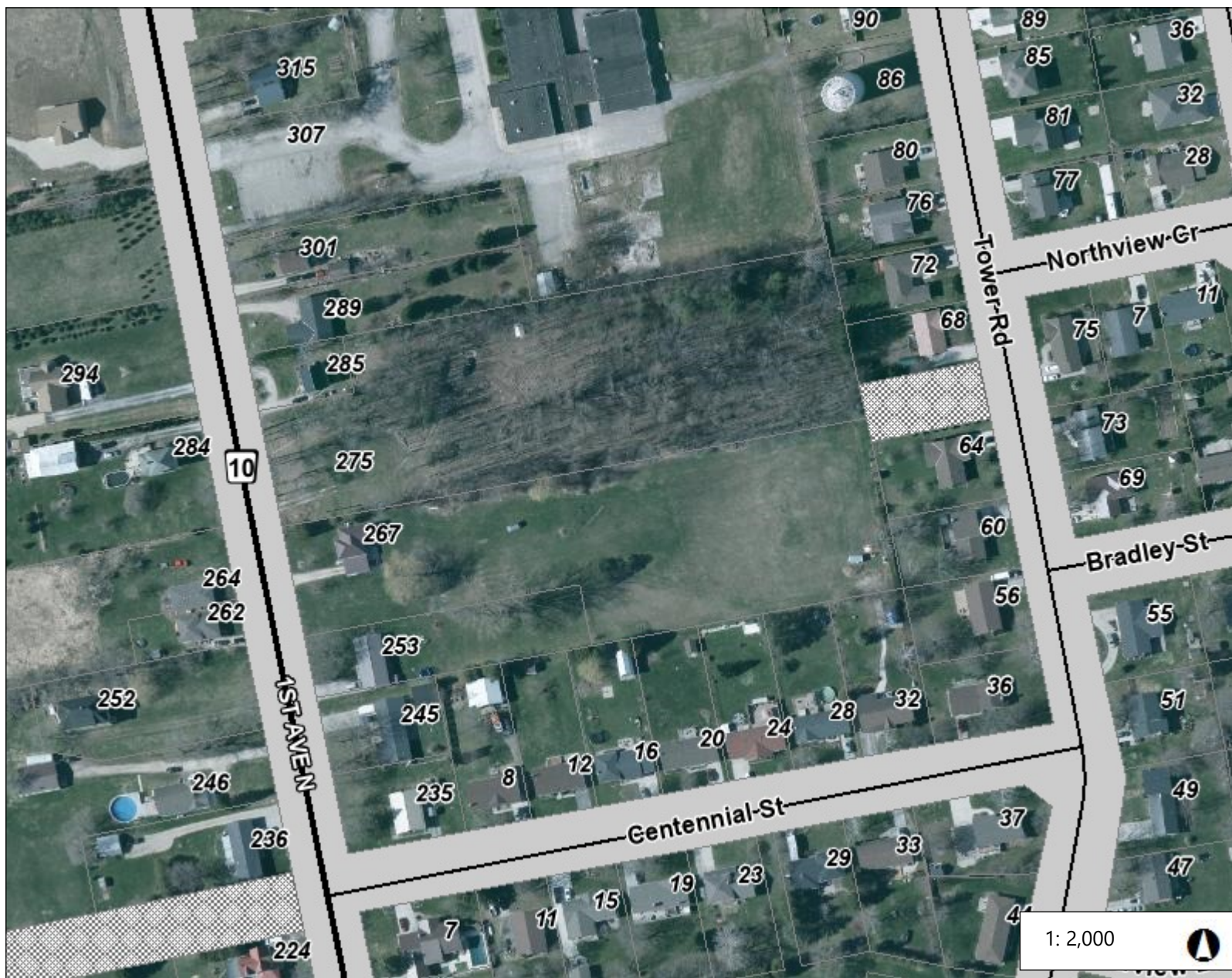
- property located between 64 Tower Road and 68 Tower Road, known as North Street on Plan 3M106, PIN0073 be declared surplus to the Municipality's needs.
- property known as 187 Balaklava Street, Roll No. 4103-410-001-02200 be declared surplus to the Municipality's needs.
- property known as Part Park Lot 14, South of North Street, Village of Paisley, Roll No. 4103-410-002-00702, as surplus to the Municipality's needs.

Public comments will be presented to Council at its regular meeting on **June 13, 2022** at 9:00 a.m. in the Council Chambers. Written comments will be received by the Clerk to clerk@arran-elderslie.ca no later than **June 6, 2022** at 12 Noon. Please contact the Clerk with any additional questions.

Christine Fraser-McDonald
Clerk
Municipality of Arran-Elderslie
519.270.4922
clerk@arran-elderslie.ca
May 18, 2022







Legend

- Rural Community point, labelled
- Ferry
- Provincial Highway
- County Road
- Municipal or Other Road
- Road Allowance/Right-of-way
 - Private Road Allowance
 - Right-of-Way
 - Road Allowance or Condo Road
 - Unopened Road Allowance
- Wetland
- Body of Water
- Built-up area
- Adjacent Counties
- Lake Huron and Georgian Bay

Notes

unopened road allowance - Tower Road

0.1 0 0.05 0.1 Kilometers

Maria Street, Tara



GREY SAUBLE CONSERVATION AUTHORITY MINUTES

Full Authority Board of Directors
Wednesday, April 27, 2022, at 1:15 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held in a hybrid format of in-person at the Grey County Council Chambers and virtually via the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:17 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Vice Chair Matrosovs, Dwight Burley (2:05), Harley Greenfield, Scott Mackey, Paul Vickers

Directors Present Virtually: Cathy Little, Ryan Greig

Regrets: Marion Koepke, Paul McKenzie, Cathy Moore Coburn

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong, Manager of Conservation Lands, Rebecca Ferguson.

Guest: Mike Konopka

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

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-22-035

Moved By: Harley Greenfield
Seconded By: Scott Mackey

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of April 27, 2022.

Carried

5. Approval of Minutes

Motion No.: FA-22-036	Moved By: Seconded By:	Scott Mackey Paul Vickers
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THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of March 23, 2022.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.: FA-22-37	Moved By: Seconded By:	Cathy Little Harley Greenfield
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THAT in consideration of the Consent Agenda Items listed on the April 27, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – March 2022; (ii) Administration – Receipts & Expenses – March 2022; (iv) Conservation Ontario – Annual Report; (v) Minutes – Friends of Hibou Minutes; (vi) Recent Media Articles

Carried

8. Business Items

i. Administration

a. Investment Update with Mike Konopka

Mike Konopka spoke to the provided portfolio review, GSCA's equity range and style, and GSCA's established goals. It was noted that GSCA's portfolio is a balanced portfolio with a moderate risk level. Current market value is \$1.5 million with a one-year return of 1.21%. It was noted that investments have been impacted by rising interest rates and global economic and political instability. Some adjustments have been made to safeguard investments and minimize potential losses.

Mike expanded on some of the pressures and risks facing investments and markets.

Mike will consult with Tim Lanthier, CAO, and Alison Armstrong, Manager of Financial and Human Resources, regarding any changes that are deemed prudent. It was recommended that GSCA consider what amount of cash the organization may need access to within the next 12 months.

A member asked how much of GSCA investments are dependant on (or affected by) the conflict between Russia and Ukraine? Mike answered that it is a fluid situation and analysts do not expect to see the situation getting better until there is a resolution.

A member asked Mike to confirm the percentage of cash. Mike answered that cash makes up 9.5% or \$100,000 (actual \$143,525). Would it be advised to a larger percentage to

cash? Mike agreed that moving additional investment funds would be beneficial and will seek direction with Tim and Alison.

A member asked for clarification from staff on the Building RFP process and what type of budget.

Tim clarified that staff had ear-marked \$100,000 in the 2022 capital budget for the administration building costs. Staff will not know what the initial costs will look like until the RFP comes back. Additionally, \$100,000 from foreign equities was transferred to cash in response to emerging trends and to accommodate expected expenditures in the 2022 budget.

Chair Greig asked staff if they required any additional direction from the Board or if the motion provides enough flexibility. Staff responded that the motion stated in the provided report was sufficient to move forward.

Chair Greig thanked Mike for his report and advice.

Motion No.:
FA-22-038

Moved By: Paul Vickers
Seconded By: Harley Greenfield

WHEREAS, every calendar year near the anniversary date of Grey Sauble Conservation Authority's investment of reserve funds with TD Wealth Management our portfolio manager reviews the portfolio structure and reconfirms our objectives;

AND WHEREAS, each year we renew our Investment Policy Statement (Guidelines and Solutions);

THAT, the GSCA Board of Directors accept our Portfolio Manager's market update and adjust strategy accordingly.

Carried

b. Administrative By-Law Update

The CAO, Tim Lanthier, spoke to the proposed updates to the GSCA Administrative By-Law.

In response to the continued need to meet virtually and/or in a hybrid format a new Section 7 was added to allow for this flexibility outside of a declared state of emergency.

Changes were made to Section 3(1) to reflect the ability of the Minister to appoint an agricultural representative. The wording was taken from the Act.

In order to better clarify the process of providing a delegation to the Board for the public, GSCA staff, and GSCA Board members, a new Section 5 was added. The wording in this new Section is consistent with that of the County of Grey.

A member asked if staff have heard anything regarding the agricultural representative. Tim responded that staff have not at this point.

A member asked if the upcoming election may affect the selection of the agricultural representative. Tim answered that staff do not know at this point.

A member asked if Member's thought the per diems listed are set appropriately taking into consideration the current fuel costs?

There was discussion around how per diems are determined, and how the various municipalities compensate Members for their time at GSCA meetings.

A member asked for clarity on how the per diem and mileage rates are determined and utilized. Tim clarified that the per diems are available to Members when they attend committee meetings or events outside of regular Full Authority Board meetings.

A member asked if there is the option for Members to opt to not receive the per diem. Tim responded that yes, as long as the respective municipalities are comfortable with that.

A Member asked if the milage rate could be set at the same rate as the GSCA staff rate.

It was agreed that this could be done and was added to the listed changes to the Administrative By-Law.

Motion No.:
FA-22-039

Moved By: Paul Vickers
Seconded By: Andrea Matrosovs

WHEREAS GSCA maintains Administrative By-Laws which set out the governance of the Authority;

AND WHEREAS GSCA will amend these by-laws from time to time to ensure consistency with legislation;

THAT the GSCA Board of Director's approved the proposed changes to the by-laws as expressed in Staff Report 012-2022 and in the attached, marked-up version of the by-laws.

AND THAT the Director's mileage rate, as cited in "Appendix 3" of the GSCA Administrative Bylaw, be aligned to the mileage rate of GSCA staff.

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. RFP Ad Hoc Committee Adjustment

The Manager of Conservation Land, Rebecca Ferguson, stated that the Administrative Centre RFP closes on April 28th, 2022 @ 4:00pm. Member Ryan Greig had expressed interest in joining the RFP Ad Hoc Committee. Staff asked that the Board appoint Member Ryan Greig to the Evaluation Committee.

Motion No.:
FA-22-040

Moved By: Paul Vickers
Seconded By: Dwight Burley

WHEREAS the GSCA Board of Director's passed resolution FA-21-119 at the October 27, 2021, Full Authority Meeting to direct staff to reissue the Admin Building RFP with a refined scope;

AND WHEREAS the GSCA Board of Directors passed resolution FA-22-022 at the February 23, 2022, Full Authority Meeting to select two additional Members to join the Evaluation Committee to review the new RFP.

THAT resolution FA-22-022 is amended to add three additional Members.

Carried

vi. Forestry

Nothing at this time.

vii. Communications/Public Relations

Nothing at this time.

viii. Education

Nothing at this time.

ix. GIS/IT

Nothing at this time.

x. DWSP

Nothing at this time.

9. CAO's Report

The CAO, Tim Lanthier reported that Conservation Ontario (CO) conducted their AGM in April. Chair Greig joined Tim in attending. Appointments are:

- Alan Revill – Chair
- Alan Dale – Vice Chair
- Linda Laliberte, Rob Baldwin, and Samantha Lawson – New Directors

GSCA's Transition plan had been submitted at the end of 2021. The Program and services inventory was approved in January, circulated to municipal partners and issued to the Ministry. Staff are commencing meetings with senior staff at all member municipalities. Staff proposed that municipal staff report back to their respective municipal councils with support provided by GSCA staff.

Tim provided a high-level overview of the new (phase 2) regulations that were released by the Ministry on April 22, 2022. There were four regulations and one policy document released. Staff will provide a report to the Board in May.

The Ministry is hosting a workshop on Programs and Service Inventories on May 2, 2022, from 1:00 to 2:30pm for CA staff and Board Members.

Staff received guidelines from the Ministry better defining the partnership between CA's and MECP for the Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network. These programs were added as mandatory programs under the Phase 1 regulations (Ontario Regulation 686/21).

Staff have been negotiating a more cost-effective prosecution process for both Section 28 and Section 29 offences. A staff report will be forthcoming in the near future.

Tim reported that dam installations have been moving forward well with Berford Lake and the Owen Sound Mill Dam completed. Bognor and Clendenan are planned to be installed shortly. Rankin Dam will be installed in a few weeks depending on rain and water levels.

Rebecca Ferguson hosted the first Steering Committee meeting for the Eugenia Falls Management Plan. Tim passed along kudos to Rebecca for an excellent job. The commitment and engagement from the committee and public are also appreciated.

Rebecca Ferguson presented at the Healthy Communities Partnership group on nature accessibility and conservation, and the current management plans.

Member's pass sales have exceeded 370.

Staff received a letter from MacKay pay that the company will be dissolving. This will impact day use pass sales. Staff are working on solutions, however; it is a tight timeline.

A member asked Tim if GSCA is collecting data around the value of social cultural assets. Tim responded that CO has stated that EcoHealth has put out several reports that can be circulated to members.

A member asked Tim about meeting with senior staff at member municipalities and the adjusted approach to presenting to councils. Will this be used during the budget process. Tim clarified that this approach was specific to the program and services inventory, and the associated costs being communicated to municipal councils. These meetings are needed in advance of the agreements being drafted and executed.

A member expressed their approval of the approach, however; encouraged GSCA staff to speak with councils occasionally throughout the year.

10. Chair's Report

Chair Greig commented that one of the disadvantages of the new shorter CO terms is that it may reduce the long-term knowledge and relationships that CO Board Members have or will have established. Additionally, it may also discourage new members from opting to serve.

Chair Greig relayed some upcoming GSC Foundation events.

The GSC Foundation's Earth Day Film Festival will be in the evening of May 19th at the Roxy featuring the Flight of the Butterflies and Bruce Grey Monarchs with Audrey Armstrong. Tickets are available at the Roxy.

The GSC Foundation's Memorial Tree Ceremony will be held on June 11th and 12th at the Arboretum Pavilion starting at 2:00. The Foundation opted to host a two-day event to be able to properly recognize those honourees from the past three planting seasons.

Member Vickers acknowledged a conflict of interest regarding Receipts and Expenses document within the consent agenda. Chair Greig confirmed that Member Vickers did not move or second the motion to approve the consent agenda and that there was quorum without Member Vickers' vote.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Nothing at this time.

13. Resolution Approving the Closed Session Minutes

Nothing at this time.

14. Next Full Authority Meeting

Wednesday May 25th, 2022

15. Adjournment

The meeting was adjourned at 2:45 p.m.

Motion No.:
FA-22-041

Moved By: Harley Greenfield
Seconded By: Dwight Burley

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, April 22, 2022, 1:30 p.m.

Board Members Present: Councillor Warren Dickert, Town of Hanover Councillor, Board President
 Councillor Beth Hamilton, Municipality of West Grey, Board Vice-President
 Councillor Dave Cuyler, Municipality of Kincardine
 Councillor Doug Bell, Municipality of Arran-Elderslie
 Councillor Jim Frew, Township of Southgate
 Councillor Dean Leifso, Municipality of Brockton
 Mayor Scott Mackey, Township of Chatsworth
 Councillor Ed McGugan, Township of Huron-Kinloss

Board Members Absent: Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores, Board Past President

Others Present: Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

President Warren Dickert called the meeting order at 1:30 p.m..

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2022-027

Moved by Scott Mackey; Seconded by Beth Hamilton

That the agenda for April 22, 2022 be accepted as circulated.

Carried

4. Minutes of Previous Meeting – April 8, 2022

Motion #2022-028

Moved by Dave Cuyler; Seconded by Beth Hamilton

That the minutes of the April 8, 2022 Special Board Meeting be amended to replace the two paragraphs in item 9 B with more general wording as proposed by Beth Hamilton.

Carried

5. Business Arising from the Minutes

A. 2021 Audited Financial Statements

i. Review of Final Statements

Motion #2022-029

Moved by Ed McGugan; Seconded by Doug Bell

That the Board of Directors of Saugeen Mobility and Regional Transit approve the Financial Statements for the Year Ended December 31, 2021 as presented by BDO Canada LLP.

Carried

ii. Revised Management Letter

It was noted that the Management Letter is included on pages 2 – 3 of the Auditor's Report.

iii. 2023 Bus Purchase

The President advised that he had consulted Chris Walker, Director of Corporate Services/Treasurer, Town of Hanover, who provided advice on the source of the funds to purchase the bus. No change is required to the funding.

B. Policy Sharing

Ed McGugan spoke to the CAO of Huron Kinloss who agreed to share their policies. He noted that as time goes on, there will likely be less and less need for SMART to access municipal policies as it develops its own policies.

C. Memorial Donations

i. Member Municipalities' Policies

Board members reported on their respective municipal policies.

Motion #2022-030

Moved by Scott Mackey; Seconded by Dave Cuyler

That SMART adopts a policy of making a memorial donation of up to \$100 on the death of an active staff member and up to \$50 on the death of an immediate family member of an active staff member.

Carried

The President will ensure that a donation is made in memory of an employee who recently passed away.

ii. Tree Planting & Plaque

The President advised that SMART employees will look after this matter.

D. Replacement Van

The President advised that the van recently damaged in an accident has to be replaced or the funds returned to the provincial and federal governments. Subsequent to the meeting, Ms. Walker of the Town of Hanover confirmed that SMART will need to purchase a replacement vehicle before year end to avoid having to pay back the ICIP (Investing in Canada Infrastructure Program) funding.

E. Scheduler/Dispatcher Recruitment

It was agreed that filling the vacant dispatcher position should be deferred until a new Manager is in place. This will allow the Manager and the new Scheduler/Dispatcher to attend training on the NOVUS system at the same time, which will reduce costs, as up to six staff can be trained for one fee.

In response to a question from Ed McGugan, the President advised that the interim management team of Board members, and the staff are coping with the current situation, and that the best approach is to continue this arrangement.

F. Bruce County Update

There was no update on this item.

G. Media Relations Policy

H. Board and Employee Meetings Policy

I. Open Board Meetings Policy

The President noted that these items require input from the new Manager and it was agreed to defer implementation of these policies until a new Manager is in place.

6. New Business

A. COVID Policy Review

The President informed the Board that he had consulted Ward & Uptigrove for guidance on the policy and that the best available information varies depending on the public health unit and the industry. Ward & Uptigrove advised that there are some compliance issues regarding SMART's current screening.

Scott Mackey said that the policy is in need of review and in congregate care settings, employees have to do a rapid antigen test three times per week, as it is the only way to tell if the person should be coming into the workplace. Dave Cuyler agreed with Scott Mackey, saying that getting vaccinated and wearing a mask are personal choices, but the policy does need to be reviewed.

The President asked if Board members are in agreement with dropping the requirement for the rapid antigen test and completing the screening form as of April 27. Beth Hamilton explained that the HR consultant's recommendation is to follow guidelines for transit which require masks for drivers in vehicles, rather than following guidelines for long term care.

It was agreed that testing and completing the form will not be required as of April 27, 2022. Staff will be so advised and encouraged to stay home if they are sick, continue to physically distance, and continue masking, and cleaning/sanitizing protocols. It was also agreed that the web site will be updated to be consistent with the practice and to provide more general information.

Dean Leifso noted that government requirements are minimum standards and that employers can set their own requirements. He added that a person can get COVID if they are vaccinated and SMART could ask a person who has been sick with COVID to provide a negative test before returning to work. He said that security protocols should be in place around testing. Also, he noted that the law is still developing on liability and employers have to take reasonable steps, but the question is what is reasonable. He suggested maintaining masking in vehicles even if the provincial guidelines do not require it, and noted that a ride sharing service has decided to keep masking, but others have done away with it. He suggested that SMART consult with the places where clients are picked up, adding that a mask is required in hospitals, but questioned if it should be required of a driver in a vehicle carrying one passenger. Scott Mackey suggested that responsible and competent drivers won't want to transport anyone if they are sick and that the rapid antigen tests should be made available to drivers, but without the requirement to send in the result. This ensures that SMART is fulfilling its obligation to its clientele but eliminating the privacy concerns resulting from having to submit test results. The President clarified that the requirement to submit test results was being eliminated, not the testing itself. Employees are responsible to ensure a safe environment and making tests available to them is one way to do this. It was noted that tests are available free of charge from drug stores. The province originally planned to stop providing them free as of April 21, although that deadline was extended. Beth Hamilton explained that SMART had been buying tests, but drivers had to pay a fee for them, and that work was being done with the HR consultant to develop a message to staff. Dean Leifso suggested that the message should include the need to provide test results if requested or required and the need to keep test results in the event someone gets COVID. Scott Mackey said that the current policy penalizes people who did not get vaccinated, adding that vaccinations did not stop the spread of COVID but rather reduced hospitalizations. He supports taking the policy back to the HR professionals and updating it as soon as possible.

B. Mileage Reimbursement Outside of Board Meetings

The President noted that a policy is required to cover reimbursement for mileage by Board members travelling outside of Board meetings. The policy needs to address who should approve mileage

claims and it was suggested that a policy of one of the municipal partners be adopted. The Board requested that Catherine McKay develop a policy based on that of other municipalities.

C. Covering Letter for 2021 Annual Report to Municipalities

The covering letter and report will be put on hold until a new manager has been hired. The President noted that the final audited financial statements will be sent to the municipalities once they are received from the auditor. This item will be deferred to a future meeting.

D. GTR Request

The President informed that Board that he and Beth Hamilton had met with Charles Fitzsimmons Acting Manager of Community Transportation, Grey County which operates the GTR. GTR provides transit along fixed routes and clients call in to set up a pick up time. GTR does not have accessible vehicles and although there is not a lot of demand for accessible vehicles, they are looking for a partner service to provide accessible rides. Mr. Fitzsimmons estimated that there might be four calls a month. Beth Hamilton noted that GTR's hours of service exceed those of SMART and some of their service area falls outside of SMART's service area. It was agreed, however, that an arrangement between the two services might be mutually beneficial. A trial partnership for a year was suggested, providing that SMART was paid for all hours and time, and that staff be consulted to ensure that this is feasible.

The President noted that a complaint under the Accessibility for Ontarians with Disabilities Act could be filed regarding a service that is not compliant with this legislation. Discussion ensued about the practicalities of providing rides along a fixed transit route and the fragmented transit system that currently exists in Grey Bruce. It was suggested that this may be an opportunity to reduce duplication of service, eventually move towards a single transit system, and work together with the GTR to make things better in the end. Beth Hamilton described the situation as an opportunity to collaborate on a small scale and go from there. She said that the GTR will pay SMART for rides, and the GTR client will pay the \$5 GTR fee. She suggested leaving it to Grey County staff to draft a memorandum of understanding that can then come back to the Board.

Discussion covered various implications of such a partnership. Beth Hamilton noted that GTR is a fixed route system which does not work for most SMART clients and cannot replace the SMART system. She added that the new Manager of Home and Community Support Services reached out to SMART asking how it can help. Several Board members suggested that the best end result would ultimately be the amalgamation of various transit services to create a single service with accessible buses.

Motion #2022-031

Moved by Scott Mackey; Seconded by Dave Cuyler

That the President and Vice President work with Grey County Transit Route (GTR) to develop an MOU for SMART service for GTR clients for a trial period of one year and that the draft MOU be on a future Board agenda for approval.

Carried

7. Correspondence

There was no correspondence.

8. Reports and Recommendations

There were no reports and recommendations.

9. Committee Reports and New Business

A. Manager Recruitment Committee

Ed McGugan reported that he and Past President Mike Myatt, as the Recruitment Committee, worked with Ward & Uptigrove on steps in the recruitment. The Committee would like the position to be filled as soon as possible, but there are processes to be followed which take time.

B. Not-For-Profit Requirements

The President noted that he had been in touch with the law firm of Loucks & Loucks and one of their staff will attend an upcoming Board meeting to advise on the new requirements regarding not-for-profit corporations.

10. Closed Session

Motion #2022-032

Moved by Beth Hamilton; Seconded by Dave Cuyler

That the Board of Directors of SMART move into Closed Session at 2:43 p.m. to discuss personal matters about an identifiable individual.

The Board of Directors of SMART reconvened in open session at 3:13 p.m. and the President confirmed that the Board had gone in closed session and discussed personal matters about an identifiable individual and that no other matters were discussed.

Motion #2022-033

Moved by Ed McGugan; Seconded by Scott Mackey

That the Board of Directors of SMART confirm direction as provided in the closed session.

Carried

Motion #2022-034

Moved by Scott Mackey; Seconded by Dave Cuyler

That the Board of Directors of SMART authorize the payment of on-call pay equal to one hour's pay for each 12 hour period an employee is on call (there is a maximum of three (3) hours' pay per week) plus a minimum of two (2) hours' pay at time and a half for each time the employee is called out and has to report to the office or other required site. On-call and call out time is to be documented, and the amounts paid out reviewed monthly by the President and Vice-President.

Carried

The President requested that Board members keep Friday, May 27, 2022 at 1:30 p.m. open for the next Board meeting.

Motion

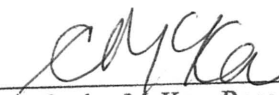
Moved by Scott Mackey; Seconded by Ed McGugan

That the Board of Directors of SMART adjourn at 3:17 p.m.

Carried



Warren Dickert, President



Catherine McKay, Recording Secretary

From: [KUNTZ Fred -SRNUCLEAR](#)
To: [KUNTZ Fred -SRNUCLEAR](#)
Subject: OPG in Bruce County – Community Update – June 2022
Date: June 3, 2022 11:08:13 AM

OPG in Bruce County – Community Update – June 2022

Working together: Ontario Power Generation (OPG) and Bruce Power recently released their annual [Collaboration Report for 2021](#), highlighting how we work together on nuclear-station refurbishments and more. The report focuses on the joint efforts of OPG and Bruce Power to keep the lights on, support the economy, and protect the environment. “Nuclear energy is one of the keys to Ontario’s clean electricity system, now and in the future,” said OPG President and CEO Ken Hartwick. “Our collaborative approach to nuclear refurbishment will ensure we continue to identify efficiencies and provide value while securing additional decades of the clean, reliable, safe power Ontarians need.”

Democracy in action: Congratulations to everyone who won a seat in the Ontario Legislature in yesterday’s [provincial election](#), as well all the runners-up, volunteers and returning officers, and all who voted. You can be proud of your commitment to civic engagement, so vital to the proper functioning of democracy. OPG, whose sole shareholder is the government of Ontario, is reaching out to new and returning MPPs alike with information about OPG operations and projects in their ridings, including in the Bruce area.

Contacting OPG: On a personal note, I’m retiring from OPG after today, at age 65. It has been my privilege to work for a utility that serves the public good, produces medical isotopes that save lives, and fights [climate change](#) by delivering clean energy. Thank you to everyone at OPG and in our community who helped make it enjoyable and interesting. Please note these continuing contacts, depending on your area of interest:

- *News coverage:* OPG Media Relations (24 hours), 1-877-592-4008 toll-free in Ontario, or 1-416-592-4008.
- *Bruce-area community relations, OPG Corporate Citizenship Program (CCP) sponsorships, OPG facility tours:* Kaitlyn Nevill, Communications Officer, kaitlyn.nevill@opg.com.
- *OPG Nuclear Sustainability Services (NSS):* Nuala Zietsma, Director of Strategy and Stakeholder Relations, nuala.zietsma@opg.com.
- *OPG Nuclear:* Jennifer Knox, Director of Stakeholder Relations, jennifer.knox@opg.com.
- *Laurentis Energy Partners:* Jessica Jones, Senior Manager, Public and Corporate Relations, jones.jessica@laurentisenergy.com.
- *Fred Kuntz:* I aim to stay active in our community, and supporting clean energy. You can reach me at my personal email address jfkuntz@rogers.com, or mobile phone 519-540-8410.

Best regards,

Fred Kuntz

Senior Manager, Corporate Relations and Projects | Bruce County

Ontario Power Generation

P.O. Box 7000, 177 Tie Road, Kincardine, ON N0G 2T0

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Office of the District Chair

SENT VIA EMAIL (premier@ontario.ca)

June 1, 2022

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

RE: Annual Emergency Exercise Exemption

On behalf of The District Municipality of Muskoka, I am writing to express key concerns regarding the requirement for Ontario municipalities to conduct an annual practice exercise for a simulated emergency incident as prescribed by Regulation 380/04. The simulations aim to validate response plans and procedures, train staff and identify areas of improvement to ensure emergency response is delivered at optimal levels. Exemptions are not currently permitted under this legislation. While the District of Muskoka acknowledges and supports the need for emergency exercises, Muskoka District Council strongly encourages the amendment of Regulation 380/04 to permit exemptions for municipalities who have responded to an actual emergency during the respective calendar year. A copy of the District's Health Services Committee resolution, as adopted by Muskoka District Council, is attached as Appendix I.

In 2021, The District's Emergency Control Group (ECG) convened twenty-four (24) times amounting to approximately 435 hours spent on emergency related activities. One of these incidents involved a watermain break in the Town of Bracebridge. Murray Advisory Services performed a critical analysis of the event and confirmed that the goals of an emergency exercise were achieved. The firm's final report included twelve (12) recommendations that helped improve the outcomes of a second water disruption event in the Town of Gravenhurst a few weeks later.

Despite the volume of actual emergencies managed by the ECG, the District of Muskoka must still conduct an annual exercise to remain compliant with the Regulation. This is not an efficient use of municipal resources and does not serve as a useful training mechanism for staff who have been over-extended by the emergency situations they have managed over the past year.

THE DISTRICT MUNICIPALITY OF MUSKOKA

70 Pine Street, Bracebridge, Ontario P1L 1N3

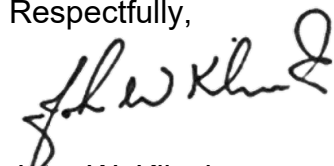
Phone: 705-645-2231 **Toll-Free:** 1-800-461-4210 (within 705) **Fax:** 705-645-5319

Email: info@muskoka.on.ca **Website:** www.muskoka.on.ca

The Solicitor General granted a one-time exemption to municipalities in 2020 recognizing that municipalities were actively engaged in and managing various COVID-19 related initiatives. If pandemic management warrants an exemption to the annual simulation, surely there must be grounds to grant an exemption for the management of other emergency situations.

On behalf of Muskoka District Council, your consideration of this matter is appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read 'John W. Klinck', written in a cursive style.

John W. Klinck

District Chair

THE DISTRICT MUNICIPALITY OF MUSKOKA

Cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Solicitor General
Norm Miller, MPP Parry Sound-Muskoka
All Municipalities in Ontario

Appendix I

R10/2022-HS

The District Municipality of Muskoka

Health Services Committee
February 24, 2022

Moved By: J. Klinck

Seconded By: R. Nishikawa

WHEREAS Ontario Regulation 380/04: Standards under the Emergency Management and Civil Protection Act sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12 (6);

AND WHEREAS Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

AND WHEREAS on August 5, 2021 the Chief, Emergency Management Ontario (EMO) issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the O. Reg. 380/04 requirement to conduct an annual exercise;

AND WHEREAS municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency Control Group and/or Emergency Operations Centre;

AND WHEREAS a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Appendix I

The District Municipality of Muskoka

AND WHEREAS planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the municipality experiences a real emergency;

NOW THEREFORE, BE IT RESOLVED THAT Muskoka District Council hereby **requests** the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures;

AND THAT a copy of this resolution **be forwarded** to the Honourable Doug Ford, Premier of Ontario; the Honourable Norm Miller, MPP for Parry Sound-Muskoka; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Sylvia Jones, Solicitor General; and all other municipalities of Ontario.

Carried

✓

Defeated



Deputy Clerk

NOTICE

The Chesley hospital Emergency Department (ED) will be returning to 24-hour service, effective June 15th, 2022.

At its most recent meeting, the South Bruce Grey Health Centre (SBGHC) Board of Directors approved the resumption of 24/7 service at the Chesley ED.

Since reopening the Walkerton ED to 24-hour service, and returning the 8 acute beds to the Chesley inpatient unit on May 8th, the stability of staffing has been monitored closely, and modelling for staffing requirements over the summer months has continued. This assessment has confirmed that with the continued dedication and support of SBGHC's staff, the use of agency nurses, casual nurses, externs, and registered midwives, a recommendation could be provided to the SBGHC Board to proceed with reopening of 24-hour service.

***For more information, please visit our website:
www.sbghc.on.ca***



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRDPCLK.22.08 Award Cemetery Mapping & Records Management RFP

Report from: Julie Reid, Deputy Clerk

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Awards the Request for Proposal for the project to CIMS Cemetery Management Solution with a total project cost of \$41,267.65;
2. Approves the use of capital funds as allocated in the 2022 Capital Budget from capital ID 3179 in the amount of \$55,000 which includes grant funding of \$41,250 and a municipal contribution of \$13,750.;
3. Directs Staff to enter into a three year operating contract for the annual amount of \$3,486.58; and
4. That staff continues to work with CIMS to complete the remaining cemeteries, to the upset limit of the approved capital budget.

Report Summary

The intent of this report is to award the Request for Proposal that was sent out for a cemetery mapping and records management solution following the successful application of grant funding for this initiative.

Background

The current records and related management of the Municipal cemeteries are currently held in paper format, including maps, internment rights records, burial records and other related documents. This system is extremely time consuming to maintain and continual repetition is necessary to perform functions related to the cemetery operations.

Additionally, with this type of records storage, in the event of a fire, the records would be destroyed, posing a large risk to the integrity of our records. Staff have identified a number of benefits and efficiencies that can be achieved by implementing an electronic cemetery management solution.

In October of 2021, Staff applied for a grant through the Municipal Modernization Program, Intake 3, (MMP3) to assist with this project and were successful in the application. Staff sent out a Request for Proposal to find the most appropriate solution for Arran-Elderslie's needs.

Analysis

Staff identified the following desired elements when looking for a cemetery management solution:

- ✓ Cloud Based System
- ✓ Streamlining of current redundant processes
- ✓ Ease of Use
- ✓ Realtime updating
- ✓ Ability for both administrative and works Staff to access information
- ✓ Electronic Mapping
- ✓ GIS integration
- ✓ Keystone Integration
- ✓ Online Public Search options

Request for Proposals were received from five (5) vendors, two (2) of which were received late and disqualified.

<i>Company</i>	<i>One-Time Project & License Cost</i>	<i>Annual Fees</i>
MARMAK	\$33,000	\$8,000
Stone Orchard (Keystone)	\$44,375	\$5,500
CIMS	\$55,100	\$3,600

Interviews and demonstrations were conducted, and it was determined that MARMAK was not an appropriate fit as it appeared to be a broader system that was adapted for cemetery use and a less user-friendly platform. Staff shifted their focus to the two (2) remaining platforms.

Stone Orchard is a server-based platform that provides many of the desired elements.

It is owned by Central Square/USTI, who also owns Keystone, our current financial software. The system has the ability to track all of the necessary data and is customizable to adapt to our needs. Since it is server based, it can only be accessed through our server which means to connect from outside of the office, a remote desktop would be required for the Works Department to access the platform which would not be achievable in the field.

There is a public search option but it can also only be accessed by a kiosk in the office, connected to the server and is not available through the internet or our website. During the interview process, it was determined that additional mapping would be needed, at an additional cost. The one-time license fee is quite a substantial commitment at \$27,500. Following the interviews and additional questions, Staff determined that a server-based solution was not a good fit for the scope of this project.

CIMS Cemetery Management solution is a cloud-based solution that provides all of the desired aspects and is also customizable. It provides a cloud-based solution that is accessible on all devices, both in the office or in the field and includes a customized report that is compatible with our financial software. Also included is a public interface that is customizable and includes a navigation to plot option for those searching for loved ones. The public would also have the option to view availability of plots within our cemeteries. Once the mapping is established, the necessary files can be downloaded for integration with our ESRI-GIS mapping. Staff identified CIMS as the most suitable platform for this project.

During discussions, Staff identified that the scope of the project may be larger than first anticipated due to the status of our current records and maps. It was decided to investigate a staged approach to this transition, and begin with the two largest cemeteries, Chesley and Tara, that we have the most data available for. Once these are implemented, a better understanding of the process and work needed to bring the other smaller cemeteries into the system could be better determined. Staff discussed the best approach to the project with CIMS and they provided some adjusted costing. This includes the one-time license cost of \$5,142.26.

One-Time Implementation and training costs:	\$ 20,064.17
Interactive Mapping	<u>\$ 16,455.87</u>
HST	\$ 4,747.61
Total Project Costs	\$ 41,267.65
Ongoing Annual Costs	\$ 3,085.47
HST	\$ 401.11
Total	\$ 3,486.58

The scope of this project is quite complex and specialized. CIMS has been providing cemetery management software solutions for over 20 years. Staff are confident that their expertise in this field will greatly benefit the municipality in modernizing our very outdated cemetery record-keeping system.

The grant funding coupled with the low licensing costs provides the Municipality with a platform to build the database and mapping with guided expertise and bring the status of our records to where they need to be for future plans. Looking forward to the future, Staff hope to bring the mapping and management solution in house.

[Link to Strategic/Master Plan](#)

6.6 Modernizing Services

This project supports the modernization of services by creating an electronic database of our cemetery records and providing a public interface that will allow the community to view cemetery information, search for loved ones, and support ancestry research. This solution will provide internal efficiencies while also providing a community benefit.

[Financial Impacts/Source of Funding/Link to Procurement Policy](#)

The MMP3 Grant provides the Municipality with \$41,250 towards the project and staff included the required \$13,750 municipal portion in the 2022 capital budget for a total of \$55,000. The revised scope of this project will see the project fall within the budget at a cost of \$44,754.23 which includes the first-year annual fee.

The remaining \$10,245.77 would be used to bring the other cemeteries online starting with Paisley and St. Andrew's and then the other smaller cemeteries as funds allow.

There is an on-going annual fee of \$3,486.58. This would be fixed for a minimum of three years provided no additional developed acreage is added, which is not expected however, it is noted that additional acreage between 20 and 50 acres would be billed at a maximum of an additional \$250.00 per year.

The project must be completed by February 28, 2023, in accordance with the grant agreement. CIMS believes this will be an attainable timeline.

Staff currently estimate time spent on cemetery paperwork and processes at approximately 14 hours per week. This does not include Work's Staff time. It is estimated that the streamlining of processes and removing the repetitive functions, staff time will be reduced by less than half. This reduction in Staff costs would offset the annual fee and allow for the time saved to be allocated to other tasks.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Tracey Neifer, Treasurer

Meeting Date: June 13, 2022

Subject: SRFIN.22.19 Financial Report April 30, 2022

Attachments:

- A. Financial Report -- Municipal Services Summary by Service Area
- B. Financial Report – By Service by Area and Department
- C. Financial Report – By Service Area and Account Type
- D. Financial Report – Protective Services - Fire
- E. Financial Report – Protective Services – by Fire Station
- F. Protective Services – Fire – Fire Calls
- G. Building Services – Building Permits
- H. Capital Financial Report

Report Summary

The purpose of this report is to provide Council with a financial review of the departmental results for the four months of operations, covering the period of January to April 2022.

The report has been prepared based on the following structure:

- ✓ Building Services, representing the Building Department which is self-funded through the issuance of permit fees,
- ✓ Municipal Services, representing the various service departments that are funded by taxation and user fees,
- ✓ Water and Sewer Services, representing the Water and Sewer Divisions that are funded by the respective property owners through user fees.
- ✓ Protective Services – Fire, representing the consolidation of the three fire stations operating as the Arran-Elderslie Fire Department.

The attachments include detailed departmental reports, separated for each of the three key areas, Building, Municipal and Water/Sewer Services.

The report format mirrors what was presented with the 2022 Budget, with data presented for the 2022 Annual Budget, 2022 Year-to-date (YTD) Budget, 2022 Year-to-date (YTD) Actuals, Year-to-date (YTD) Budget to Actual Variance, and the 2021 Actuals. With the implementation of the new budget and reporting software, the 2022 budget distribution across the months of January to December has been prepared to reflect the services provided by each department in each of those months. Monthly budgets are based on a mix of the following methodologies:

- ✓ Equal monthly distribution
- ✓ % Distribution based on prior year actuals
- ✓ Manually allocated across the months of service

The budget distribution is reflected in the reports, which now include a 2022 YTD Budget. An accurate distribution methodology becomes important in variance analysis in area such as the pools, recreation facilities and winter road maintenance.

The 2021 Actuals are based on the report SRFIN.22.18 Financial Report, December 31, 2021, as presented to Council on May 24, 2022. This report includes both operating and capital results.

The body of the report is intended to highlight significant variances on operating and capital results.

Background

This is the first financial report for the 2022 operating year. Supporting schedules can be found in the operating and budget reports presented to Council:

- ✓ SRFIN.21-47 Draft Operating and Capital Budget (December 13, 2021)
 - ✓ SRFIN.22-05 2022 Operating and Capital Budget – Update (January 31, 2022)
 - ✓ SRFIN.22-07 2022 Operating and Capital Budget – Update #2 (February 14, 2022)
 - ✓ SRFIN.22-18 Financial Report, December 31, 2021 (May 24, 2022)
-

Analysis

Building Services

On May 24th, Council received the Chief Building Official's quarterly update which indicated that the first four months of the year has been average with 36 permits in total, of which 34 are related to building. Schedule G provides a historical overview of the number of building permits issued from 2018 to 2021, plus the first four months of 2022.

Financial results are best reflected in Schedule C, which provides a departmental breakdown by account type for revenues and expenses. Most noticeably, is the decrease in revenue and expenses, compared to budget.

User fee revenue is directly related to the issuance of building permits, which has seen a slower start than expected, with budgeted fees of \$45,704 compared to actual of \$24,255. Grant revenue, however, is higher as some of the funds have been received for the Municipal Modernization Program Intake 3 grant for the service delivery review of the Building Department. Staff are working on the Request for Proposal document to secure the consultant. As a result, there is an offsetting decrease in expenses (non-TCA capital projects) as no costs have been incurred on this initiative to date.

Municipal Services

An overview of municipal services is reflected in Schedule A, which is exclusive of Building, Water and Sewer Services. In total, year-to-date net expenses are favorable with a \$305,739 savings compared to budget. The majority, 70.4% is attributed to General Government. A review of Schedule C shows that there is an increase in revenues of \$175,117 and a decrease in expenses of \$130,622.

Revenue:

- ✓ The OMPF grant payment is received quarterly, with 2 payments being reflected in this period, which accounts for the increase.

Expenses:

- ✓ The savings in expenses is largely related to Salaries and Benefits, which spans across many departmental areas; the larger ones being \$67,849 in Recreation and \$26,363 in Protective Services.
- ✓ Non-TCA capital projects include the Building Condition Assessments which has not been secured at this time, as staff are reviewing procurement options with local buying groups.
- ✓ Contracted services are largely related to legal, asset management and GIS work that is just getting started.

A few areas are showing increases in expenses, namely gas/fuel, heat/hydro and rent and financial expenses. Gas/fuel is a factor of current market conditions and fuel prices. Staff will continue to monitor as we move through the summer months. Rent and financial expenses include the municipality's share of tax adjustments and write-offs, including farm tax program and vested properties. An adjustment will be reflected in the next quarter after a review of vested property adjustments to ensure School Board and County shares have been properly accounted for.

Water and Sewer Services

An overview of Water and Sewer Services on Schedule B shows a favorable position of \$73,991, which is largely attributed to Tara Sewage and both Water Systems. Looking at Schedule C, the increase is related to user fees of \$49,706, and net savings in expenses with Salaries & Benefits, \$30,336. General materials and supplies reflect an increase in supply needs for January to April, as compared to budget.

Protective Services – Fire

In keeping with the format of the 2022 budget, the Schedules D, E and F have been included to reflect the total operating costs of the Arran-Elderslie Fire Department, while also providing comparability between the three fire stations, Chesley, Paisley and Tara. Overall, the Fire Department reflects favorably compared to budget by \$14,782.

The budget was prepared including a \$25,000 Hydro One grant application for a Prevention Program; however, the Municipality was not successful in this initiative. An offsetting expense reduction will be noted as we progress through 2022.

The Fire Chief presented SRFIRE.22.03 1st Quarter Fire Report to Council on May 9th, 2022, which spoke to the training that had taken place, which supports the increase in Education and Training costs of \$3,505. The budget assumes equal distribution throughout 2022, whereas training sessions will vary depending on availability. Staff will continue to monitor costs moving forward. Additional training needs will be identified by the Fire Chief as planning and analysis continues for the new Mandatory Certification program.

Insurance for the Fire Department includes the respective share of the Municipality's corporate policy as well as the annual charge for the fire fighters VFIS coverage with AON Canada, which totals \$4,450.

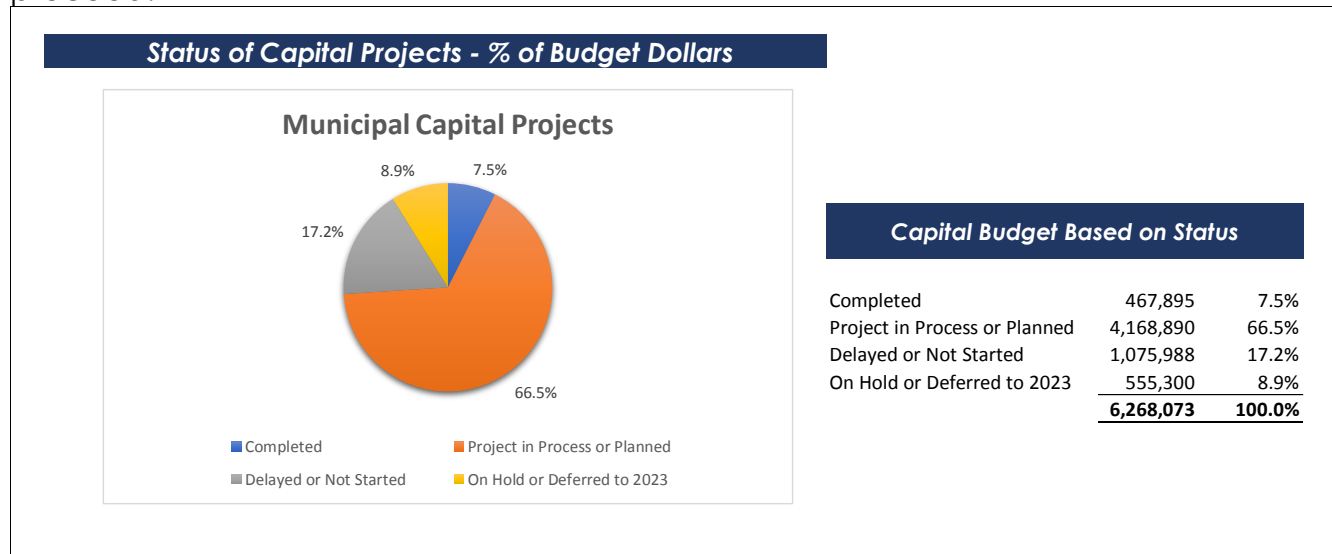
Telephone and Communications appear high compared to budget; however, this is attributed to the Owen Sound dispatch services being invoiced quarterly, with this report including 6 months coverage.

Capital Report

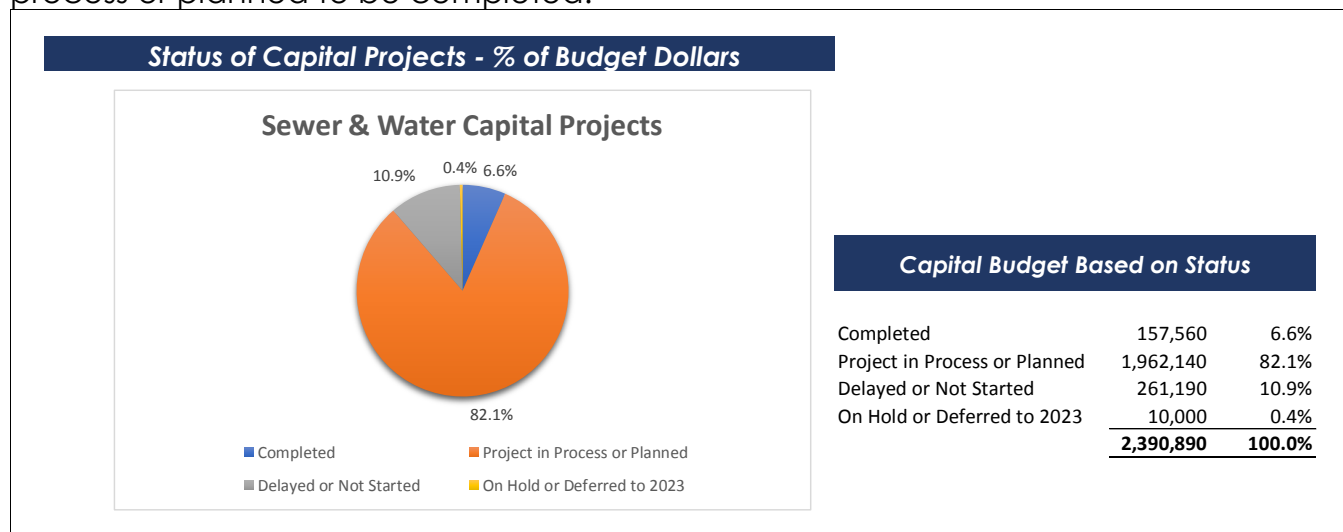
Capital expenditures have been included in Schedule H, with a comparison to Budget. On a budget of \$8,258,963, the year-to-date expenses represent only 5.65% or \$466,467. Some of the expenses will be understated for invoices that are pending from project vendors. The schedule includes comments from each of the respective managers as well as a status update that has been used to prepare the subsequent charts. Based on project status, the capital projects are in a good position moving forward to the next quarter of 2022.

The following analysis is a portrayal of the capital budget based on the status of the project and the dollars committed at each level.

The municipal capital projects are 74% either completed or in process or planned to proceed.



Similarly, capital projects for sewer and water divisions are 88.7% completed or in process or planned to be completed.



Link to Strategic/Master Plan

Arran-Elderslie's Corporate Strategic Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

Municipal Budgets and Financial Plans as adopted by Council.

Financial Impacts/Source of Funding

After four months of operations, the financial results are favorable for moving forward into the next quarter. The assessment of capital projects indicates that management expects projects to proceed as planned.

Approved By: Sylvia Kirkwood, CAO

Schedule A

2022 Financial Report - Municipal Services Summary by Service Area
For the four months ended April 30, 2022

Service Area	2022 Annual Budget	Sum of 2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actual
Environmental Services	72,699	138,521	96,122	42,400	14,824
Environmental Services - Garbage & R	27,767	125,785	92,129	33,655	(28,680)
Environmental Services - Storm	44,932	12,737	3,993	8,744	43,504
General Government	103,397	620,627	405,267	215,359	349,302
General Government	103,397	620,627	405,267	215,359	349,302
Health Services	45,238	21,419	(1,694)	23,113	19,292
Health Services - Cemeteries	45,236	11,142	(7,465)	18,607	19,292
Health Services - Clinics	2	10,276	5,771	4,506	-
Planning & Economic Development	268,858	55,026	34,869	20,157	238,377
Economic Development	231,723	51,049	9,383	41,666	198,550
Planning	37,135	3,977	25,486	(21,509)	39,827
Protection Services	1,880,018	726,920	689,545	37,376	1,804,738
Protection Services - Conservation	111,866	37,289	30,053	7,236	119,092
Protection Services - Fire	513,116	268,534	253,752	14,782	484,260
Protection Services - Other	86,112	31,457	12,140	19,316	32,952
Protection Services - Police	1,168,924	389,641	393,600	(3,959)	1,168,435
Recreation Services	1,122,092	286,630	231,655	54,975	961,470
Recreation - Ball Fields	28,112	9,972	938	9,034	14,052
Recreation - Facilities	704,535	198,248	240,529	(42,282)	651,942
Recreation - Libraries	6,809	3,029	2,257	772	(5,999)
Recreation - Museum	10,861	5,138	(2,487)	7,625	8,841
Recreation - Other	311,506	60,779	(24,983)	85,762	239,542
Recreation - Programs	60,269	9,465	15,401	(5,936)	53,092
Transportation Services	2,464,339	746,623	834,263	(87,640)	2,285,258
Transportation Services	2,143,406	585,118	571,603	13,516	1,977,046
Transportation Services - Winter Contrc	320,933	161,505	262,660	(101,155)	308,212
Grand Total	5,956,641	2,595,766	2,290,026	305,739	5,673,261

Schedule B

2022 Financial Report - By Service Area and Department
For the four months ending April 30, 2022

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Building Services	8,464	24,643	11,617	13,026	6,900
Building Services	8,464	24,643	11,617	13,026	6,900
Building Inspection Services	-	21,722	11,617	10,105	(0)
Protection Services - Building Inspection	-	21,722	11,617	10,105	(0)
Property Standards	8,464	2,921	-	2,921	6,900
Protection Services - Property Standards	8,464	2,921	-	2,921	6,900

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Municipal Services	5,956,641	2,595,766	2,290,026	305,739	5,673,261
Environmental Services	72,699	138,521	96,122	42,400	14,824
Environmental Services - Garbage & Recycling	27,767	125,785	92,129	33,655	(28,680)
Environmental-Garbage Collection	(145,245)	54,149	52,336	1,813	(136,694)
Environmental-Recycling	106,109	35,428	31,752	3,676	95,652
Environmental-Waste Disposal	66,903	36,208	8,041	28,166	12,362
Environmental Services - Storm	44,932	12,737	3,993	8,744	43,504
Environmental-Storm Water-Catch Basins	25,501	7,450	3,383	4,067	23,365
Environmental-Storm Water-Ditches	19,431	5,287	610	4,677	20,139
General Government	103,397	620,627	405,267	215,359	349,302
General Government	103,397	620,627	405,267	215,359	349,302
Gen Gov't - Asset Management / GIS	-	(27,666)	(37,534)	9,868	0
Gen Gov't - Council	129,105	26,700	8,505	18,195	116,720
Gen Gov't - Program Support	(25,708)	621,593	434,297	187,296	232,582
Health Services	45,238	21,419	(1,694)	23,113	19,292
Health Services - Cemeteries	45,236	11,142	(7,465)	18,607	19,292
Health Services-Arran Cemetery	4,442	806	(3)	809	2,983
Health Services-Cemetery-Common	6,838	343	-	343	653
Health Services-Chesley Cemetery	15,269	2,287	(2,392)	4,679	13,028
Health Services-Elderslie Cemetery	4,927	499	(26)	526	1,903
Health Services-Paisley Cemetery	6,404	1,178	631	546	6,546
Health Services-Tara Cemetery	7,356	6,029	(5,675)	11,704	(5,820)
Health Services - Clinics	2	10,276	5,771	4,506	-
Health Services-Chesley Clinic	1	8,707	9,577	(870)	0
Health Services-Paisley Clinic	1	1,569	2,193	(624)	(0)
Health Services-Physician Recruitment	-	-	(6,000)	6,000	-
Planning & Economic Development	268,858	55,026	34,869	20,157	238,377
Economic Development	231,723	51,049	9,383	41,666	198,550
Plan/Dev-Comm/Ind-Downtown Decor	53,355	15,168	8,439	6,729	40,868
Plan/Dev-Economic Development	178,368	35,881	944	34,937	157,682
Planning	37,135	3,977	25,486	(21,509)	39,827
Plan/Dev-Comm/Ind- Gravel Pits	8,858	2,472	-	2,472	4,435
Plan/Dev-Natural Gas Project	1,657	552	-	552	-
Plan/Dev-Planning-Zoning	(500)	(500)	5,597	(6,097)	-
Plan/Dev-Tile Drainage	27,120	1,453	19,889	(18,436)	35,392
Protection Services	1,880,018	726,920	689,545	37,376	1,804,738
Protection Services - Conservation	111,866	37,289	30,053	7,236	119,092
Protection Services - Conservation	22,660	7,553	-	7,553	34,343
Protection Services - Conservation - GSCA	42,226	14,075	14,075	0	40,485
Protection Services - Conservation - SVCA	46,980	15,660	15,977	(317)	44,264
Protection Services - Fire	513,116	268,534	253,752	14,782	484,260
Protection Services - Chesley Fire	154,176	61,072	55,054	6,018	136,295
Protection Services - Common Fire	126,459	76,178	71,604	4,574	87,229
Protection Services - Paisley Fire	97,544	79,411	76,296	3,115	118,500
Protection Services - Tara Fire	134,937	51,872	50,797	1,076	142,236
Protection Services - Other	86,112	31,457	12,140	19,316	32,952
Protection Services - Animal Control	(3,615)	(1,185)	(12,207)	11,022	13
Protection Services - Crossing Guards	37,363	15,187	11,489	3,698	24,633
Protection Services - Emergency Measures	7,410	2,470	93	2,377	8,305
Protection Services - POA Parking/By-Law Enforceme	44,954	14,985	12,766	2,219	-
Protection Services-General-All	-	-	-	-	-
Protection Services - Police	1,168,924	389,641	393,600	(3,959)	1,168,435
Protection Services - Police	1,168,924	389,641	393,600	(3,959)	1,168,435

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Recreation Services	1,122,092	286,630	231,655	54,975	961,470
Recreation - Ball Fields	28,112	9,972	938	9,034	14,052
Rec/Cult-Facilities-Arran/Allenford Ball Field	3,141	616	291	325	977
Rec/Cult-Facilities-Chesley Ball Field	8,147	3,132	222	2,910	7,714
Rec/Cult-Facilities-Paisley Ball Field	5,619	1,530	125	1,405	1,185
Rec/Cult-Facilities-Tara Ball Field	11,205	4,694	300	4,394	4,176
Recreation - Facilities	704,535	198,248	240,529	(42,282)	651,942
Rec/Cult-Facilities-Arran/Arkwright Comm Ctr	6,101	2,299	1,620	679	4,426
Rec/Cult-Facilities-Chesley Comm Ctr	205,196	62,238	78,263	(16,026)	190,651
Rec/Cult-Facilities-Chesley Pool	53,465	6,764	665	6,099	46,096
Rec/Cult-Facilities-Chesley Trailer Park	-	1,750	(18,517)	20,267	0
Rec/Cult-Facilities-Lease-Chesley Town Hall	32,960	13,760	14,141	(382)	16,464
Rec/Cult-Facilities-Lease-Paisley LCBO	(8,388)	(2,352)	(894)	(1,459)	(8,510)
Rec/Cult-Facilities-Lease-Paisley Legion	6,180	1,545	1,150	395	7,134
Rec/Cult-Facilities-Paisley Comm Ctr	205,380	60,199	107,751	(47,552)	185,329
Rec/Cult-Facilities-Tara Comm Ctr	152,577	44,393	43,165	1,228	160,379
Rec/Cult-Facilities-Tara Pool	51,064	7,652	13,185	(5,533)	49,974
Rec/Cult-Paisley Hose Tower	-	-	-	-	-
Recreation - Libraries	6,809	3,029	2,257	772	(5,999)
Rec/Cult-Libraries-Chesley	(3,420)	(802)	(1,024)	222	(9,819)
Rec/Cult-Libraries-Paisley	2,986	1,183	1,028	155	652
Rec/Cult-Libraries-Tara	7,243	2,648	2,253	395	3,168
Recreation - Museum	10,861	5,138	(2,487)	7,625	8,841
Rec/Cult-Museum-Paisley	10,861	5,138	(2,487)	7,625	8,841
Recreation - Other	311,506	60,779	(24,983)	85,762	239,542
Rec/Cult-Admin	134,315	14,462	(26,517)	40,979	92,915
Rec/Cult-Common H&S	9,586	7,670	1,176	6,494	9,232
Rec/Cult-Parkland-Recreation	167,605	38,646	357	38,289	137,395
Recreation - Programs	60,269	9,465	15,401	(5,936)	53,092
Rec/Cult-Programs-AE Programs	40,712	13,876	14,481	(605)	50,242
Rec/Cult-Programs-Day Camp	19,557	(4,411)	920	(5,331)	2,850
Transportation Services	2,464,339	746,623	834,263	(87,640)	2,285,258
Transportation Services	2,143,406	585,118	571,603	13,516	1,977,046
Transportation-Parking	4,050	1,352	(85)	1,437	1,972
Transportation-Roads-Admin	127,640	34,241	42,580	(8,339)	94,804
Transportation-Roads-Admin-Union	326,401	119,540	72,999	46,541	294,015
Transportation-Roads-Bridges	154,337	124,965	122,605	2,360	153,950
Transportation-Roads-Gravel	609,184	19,902	4,604	15,298	563,247
Transportation-Roads-Hardtop	48,366	13,352	6,356	6,996	53,358
Transportation-Roads-Roadside	109,374	22,224	15,262	6,962	116,560
Transportation-Roads-Safety	58,480	19,027	6,120	12,907	40,959
Transportation-Roads-Shop	144,298	48,841	55,059	(6,218)	122,873
Transportation-Roads-Vehicles	451,361	145,030	208,118	(63,088)	371,083
Transportation-Saugeen Mobility & Regional	52,287	17,429	17,429	0	50,764
Transportation-Street Lighting	57,628	19,214	20,555	(1,341)	113,461
Transportation Services - Winter Control	320,933	161,505	262,660	(101,155)	308,212
Transportation-Winter Ctrl-Salt/Sand	86,807	45,702	70,809	(25,107)	87,248
Transportation-Winter Ctrl-Snow Moving	218,778	110,809	170,399	(59,591)	220,964
Transportation-Winter Ctrl-Standby	15,348	4,994	21,452	(16,458)	0

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Water and Sewer Services	(2)	1,775,127	1,701,136	73,991	0
Water and Sewer Services	(2)	1,775,127	1,701,136	73,991	0
Sewer Services	-	818,376	787,248	31,128	(0)
Environmental-Chesley Sewage	(1)	477,428	470,642	6,786	(0)
Environmental-Paisley Sewage	-	102,709	109,634	(6,925)	(0)
Environmental-Tara Sewage	1	238,238	206,971	31,267	(0)
Water and Sewer Services	-	(213,096)	(221,800)	8,703	0
Environmental-Sewer&Water-AE Common	-	(213,096)	(221,800)	8,703	0
Water Services	(2)	1,169,847	1,135,688	34,159	0
Environmental-Chesley/Paisley Water	(2)	871,919	850,055	21,864	(0)
Environmental-Paisley Water				-	
Environmental-Source Water Protection	-	(4,332)	(4,333)	1	0
Environmental-Tara Water	-	302,261	289,966	12,294	(0)
Grand Total	5,965,103	4,395,535	4,002,779	392,756	5,680,160

Schedule C

2022 Financial Report - By Service Area and Account Type
For the four months ending April 30, 2022

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Building Services	8,464	24,643	11,617	13,026	6,900
Revenue	(217,564)	(59,935)	(46,994)	(12,941)	(263,040)
Grants - Federal and Provincial	(30,000)	(10,000)	(21,370)	11,370	-
Other Revenue	(12,500)	(4,167)	(1,305)	(2,862)	(9,721)
Reserve and Reserve Funds	(64)	(64)	(64)	(0)	(28,744)
User Fees	(175,000)	(45,704)	(24,255)	(21,449)	(224,575)
Expenses	226,028	84,578	58,611	25,967	269,939
Contracted Services	8,159	2,820	-	2,820	5,714
Education & Training	5,590	1,863	95	1,769	1,110
Gas/Fuel & Mileage	2,500	833	789	44	2,485
General Materials & Supplies	5,214	1,738	-	1,738	1,827
Insurance	670	223	238	(15)	591
Non-TCA Capital Projects	30,000	10,000	-	10,000	-
Office & Administrative	30,479	10,178	5,635	4,543	18,894
Repairs & Maintenance	2,421	854	267	587	350
Salaries & Benefits	130,559	46,073	41,705	4,367	132,885
Telephone & Communications	662	221	107	114	525
Transfers to Reserves	9,774	9,774	9,774	-	105,559

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Municipal Services	5,956,641	2,595,766	2,290,026	305,739	5,673,261
Revenue	(4,261,258)	(1,489,760)	(1,664,877)	175,117	(4,379,839)
Grants - Federal and Provincial	(133,048)	(32,229)	(7,259)	(24,970)	(287,310)
Grants - OMPF	(1,622,300)	(540,767)	(811,150)	270,383	(1,592,400)
Municipal Contributions	(232,840)	(77,613)	(73,726)	(3,888)	(232,145)
Other Revenue	(573,583)	(191,647)	(142,506)	(49,141)	(599,306)
Reserve and Reserve Funds	(365,520)	(365,206)	(381,273)	16,067	(434,032)
User Fees	(1,333,967)	(282,297)	(248,963)	(33,334)	(1,234,646)
Expenses	10,217,899	4,085,526	3,954,903	130,622	10,053,100
Amortization	-	-	-	-	-
Contracted Services	1,470,577	289,141	238,259	50,882	1,366,608
Education & Training	56,072	18,801	15,334	3,467	37,605
Fire Direct Expenses	17,274	5,634	5,221	413	13,838
Gas/Fuel & Mileage	212,400	81,427	122,899	(41,472)	165,102
General Materials & Supplies	435,684	136,755	124,905	11,850	328,506
Heat & Hydro	475,094	166,979	201,761	(34,782)	330,091
Insurance	250,049	83,350	92,733	(9,383)	230,596
Interest on Debt	19,719	-	7,224	(7,224)	23,111
Landfill Liability	-	-	-	-	(18,742)
Non-TCA Capital Projects	125,062	90,021	37,360	52,661	74,778
Office & Administrative	177,416	55,139	61,818	(6,680)	143,801
Other Transfers	1,354,149	451,383	452,058	(675)	1,442,739
Principal on Debt	55,307	-	12,665	(12,665)	100,260
Rents and Financial Expenses	71,468	22,855	62,816	(39,961)	60,979
Repairs & Maintenance	242,931	65,352	59,485	5,867	197,128
Salaries & Benefits	3,755,435	1,234,925	1,067,923	167,002	3,354,485
Telephone & Communications	111,708	37,254	42,584	(5,329)	86,233
Transfers to Capital	1,000	333	-	333	33,529
Transfers to Reserves	1,335,007	1,335,007	1,336,906	(1,900)	2,047,130
Water, Sewer & Taxes	51,547	11,171	12,952	(1,781)	35,324

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Water and Sewer Services	(2)	1,775,127	1,701,136	73,991	0
Revenue	(3,003,408)	(553,568)	(604,005)	50,437	(3,037,336)
Grants - Federal and Provincial				-	
Other Revenue	-	-	(731)	731	(5,618)
Reserve and Reserve Funds	(332,141)	(332,141)	(332,141)	-	(325,030)
User Fees	(2,671,267)	(221,427)	(271,133)	49,706	(2,706,688)
Expenses	3,003,406	2,328,695	2,305,141	23,554	3,037,336
Amortization				-	
Contracted Services	142,238	47,940	37,913	10,027	108,281
Education & Training	8,958	2,986	5,438	(2,452)	1,831
Gas/Fuel & Mileage	11,819	4,094	5,135	(1,040)	17,515
General Materials & Supplies	107,824	36,203	50,484	(14,281)	158,085
Heat & Hydro	172,994	66,443	66,425	18	130,326
Insurance	53,439	17,813	19,010	(1,197)	47,888
Non-TCA Capital Projects				-	
Office & Administrative	1,087	374	169	205	1,157
Rents and Financial Expenses	161	56	-	56	-
Repairs & Maintenance	8,742	2,995	2,667	329	7,531
Salaries & Benefits	489,091	169,311	138,975	30,336	412,935
Telephone & Communications	10,613	3,661	2,781	880	8,471
Transfers to Reserves	1,967,010	1,967,010	1,967,010	(0)	2,143,316
Water, Sewer & Taxes	29,430	9,810	9,135	675	-
Grand Total	5,965,103	4,395,535	4,002,779	392,756	5,680,160

Schedule D

2022 Financial Report - Protective Services - Fire
For the four months ending April 30, 2022

Service Area	2022 Annual Budget	2022 YTD Budget	2022 YTD Actuals	YTD Budget to Actual Variance	2021 Actuals
Municipal Services	513,116	268,534	253,752	14,782	484,260
Revenue	(339,862)	(114,262)	(106,323)	(7,939)	(315,551)
Grants - Federal and Provincial	(25,000)	(8,333)	-	(8,333)	-
Municipal Contributions	(232,840)	(77,613)	(73,726)	(3,888)	(232,145)
Other Revenue	(28,500)	(9,500)	(9,650)	150	(35,762)
Reserve and Reserve Funds	(1,932)	(1,619)	(1,932)	313	(17,029)
User Fees	(51,590)	(17,197)	(21,016)	3,819	(30,615)
Expenses	852,978	382,796	360,075	22,721	799,811
Contracted Services	10,776	3,592	3,222	369	12,085
Education & Training	20,373	6,791	10,296	(3,505)	15,235
Fire Direct Expenses	17,274	5,634	5,221	413	13,838
Gas/Fuel & Mileage	11,473	3,824	2,075	1,749	8,468
General Materials & Supplies	41,356	13,786	3,815	9,971	11,524
Heat & Hydro	27,209	9,069	14,208	(5,138)	22,737
Insurance	47,843	15,948	21,470	(5,522)	49,658
Non-TCA Capital Projects	37,562	12,521	8,129	4,392	10,808
Office & Administrative	12,579	4,193	2,310	1,883	6,519
Repairs & Maintenance	32,741	10,913	10,271	643	27,637
Salaries & Benefits	412,731	138,616	115,937	22,678	309,794
Telephone & Communications	30,514	10,172	15,920	(5,749)	33,858
Transfers to Capital	1,000	333	-	333	33,529
Transfers to Reserves	146,334	146,334	146,334	(0)	241,158
Water, Sewer & Taxes	3,213	1,071	867	204	2,964
Grand Total	513,116	268,534	253,752	14,782	484,260

Schedule E

2022 Financial Report - Protective Services - by Fire Station
For the four months ending April 30, 2022

Service Area	Protection Services - Chesley Fire	Protection Services - Common Fire	Protection Services - Paisley Fire	Protection Services - Tara Fire	Grand Total
Municipal Services	55,054	71,604	76,296	50,797	253,752
Revenue	(40,363)	-	(49,778)	(16,182)	(106,323)
Grants - Federal and Provincial		-			-
Municipal Contributions	(25,182)		(43,042)	(5,502)	(73,726)
Other Revenue	(3,167)	-	(3,167)	(3,317)	(9,650)
Reserve and Reserve Funds	(470)		(303)	(1,159)	(1,932)
User Fees	(11,544)	-	(3,267)	(6,204)	(21,016)
Expenses	95,418	71,604	126,074	66,979	360,075
Contracted Services	1,866	-	678	678	3,222
Education & Training	3,249	345	2,884	3,819	10,296
Fire Direct Expenses	3,087		1,518	616	5,221
Gas/Fuel & Mileage	1,175	283	534	83	2,075
General Materials & Supplies	1,098	954	841	922	3,815
Heat & Hydro	5,870		5,130	3,208	14,208
Insurance	7,292	194	7,065	6,918	21,470
Non-TCA Capital Projects	2,342	483	4,099	1,204	8,129
Office & Administrative	1,580	577	67	86	2,310
Repairs & Maintenance	7,232		1,923	1,115	10,271
Salaries & Benefits	41,166	17,538	25,616	31,617	115,937
Telephone & Communications	5,175	1,230	4,615	4,900	15,920
Transfers to Capital	-		-	-	-
Transfers to Reserves	14,000	50,000	70,834	11,500	146,334
Water, Sewer & Taxes	285		270	312	867
Grand Total	55,054	71,604	76,296	50,797	253,752

Schedule F

Protection Services - Fire - Fire Calls
For the four months ending April 30, 2022

	2022 Budget	2022 YTD	2021	2020	2019	2018
Chesley						
Number of Fire Calls	80	19	71	81	80	77
Wages for Fire Calls	\$ 52,000	\$ 14,413	\$ 50,130	\$ 48,048	\$ 53,549	\$ 48,617
Average Per Call	\$ 650	\$ 759	\$ 706	\$ 593	\$ 669	\$ 631
Paisley						
Number of Fire Calls	58	18	66	56	76	50
Wages for Fire Calls	\$ 33,698	\$ 9,175	\$ 27,209	\$ 53,004	\$ 38,358	\$ 25,705
Average Per Call	\$ 581	\$ 510	\$ 412	\$ 947	\$ 505	\$ 514
Tara						
Number of Fire Calls	44	16	48	52	45	34
Wages for Fire Calls	\$ 26,272	\$ 8,621	\$ 28,274	\$ 25,382	\$ 33,655	\$ 17,665
Average Per Call	\$ 597	\$ 539	\$ 589	\$ 488	\$ 748	\$ 520
Total						
Number of Fire Calls	182	53	185	189	201	161
Wages for Fire Calls	\$ 111,970	\$ 32,208	\$ 105,613	\$ 126,434	\$ 125,562	\$ 91,987
Average Per Call	\$ 615	\$ 608	\$ 571	\$ 669	\$ 625	\$ 571

Schedule G

Building Services - Building Permits For the four months ending April 30, 2022

Building Permits

	2022 Budget	2022	2021	2020	2019	2018
Number of Permits		34	160	111	168	138
Construction Value (\$000)	\$	4,938	\$ 26,684	\$ 11,649	\$ 23,550	\$ 11,983
Average Permit Value (\$000)	\$	145	\$ 167	\$ 105	\$ 140	\$ 87

Building Permit Values

Building Permit Fees	\$	175,000	\$	24,255	\$ 224,575	\$	119,010	\$ 192,255	\$ 128,499
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Schedule H

Municipality of Arran-Elderslie
Capital Financial Report
April 30, 2022

Budget Expenditures & Financing - December 31, 2022

Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	2021 Municipal Projects Carried Forward								
	Administration								
3123	Accessible Back Door Overhang and Security Keypad	-		Waiting for a quote	6,000				6,000
3130	Information Technology Upgrades (Res.25.477-2019)	-		Pending current IT work	18,846			Efficiency Funds (2021)	18,846
3130	Council Chambers - Furniture update to facilitate meetings								
		2,672		Options are being investigated	13,500			Efficiency Funds (2021)	13,500
3130	Financial Reporting & Budgeting Software			Operating Budget done; implementing Capital					
		6,106							
3106	Electronic Timesheets/Scheduling Software (SRREC.21.06)	-		Options are being investigated	19,200		14,400	MMP Intake 2	4,800
		8,778			57,546	-	14,400		43,146
	Environmental Services								
3130	Storm - Stormwater Need Study & CL ECA, Chesley, Paisley and Tara (Res.8-105-2021 \$67,205 in Eff. Funds and Balance from Road Reserve)	13,596		GSS Engineering completing Sidewalk tenders first.	70,000			Efficiency Funds (2021) balance	70,000
3501	Arran Landfill Building (Scale House, Washroom) - purchase a portable heated toilet for 2022; replace Scale House in 2023								
		-		Ordered outhouse first of May, here by August	8,000	100,000			8,000
		13,596			78,000	100,000	-		78,000
	Health Services								
3171	Cemetery - Cremation Garden/Fountation Repairs, Tara and Arran-Elderslie; fencing deferred	-			7,500	7,500			7,500
		-			7,500	7,500	-		7,500
	Recreation & Cultural Services								
3931	Buildings - Chesley Arena - Cement Work		2023			2,500			-
3931	Buildings - Chesley Arena - Zamboni Gate	-		Contractor looked, waiting for pricing	14,947				14,947
3937	Buildings - Chesley Lawn Bowling Club Renovation	(299)		Mostly completed, anitcipated for July 1	40,500		37,000	Grant - OTF	3,500
3939	Buildings - Paisley Arena - Replace Lounge Roof	11,092		Finished April 1, 2022	10,900				10,900
3946	Buildings - Paisley Town Hall -Window Replacement (PY Budget \$15,000			Mostly completed, waiting on trim work finishing					
		1,799							-
	Buildings - Tara - Parks - Storage Shed	-	2023			20,000			-
3953	Buildings - Tara Arena - Cement Work	-	2023			10,000			-
3953	Buildings - Tara Arena - Replace Addition Roof			Chosen contractor having staff resource challenges	12,000				12,000
3924	Buildings - Tara Arena - Curling Club Entrance Issue	3,458		Finished April 17, 2022	5,000				5,000

Municipality of Arran-Elderslie
Capital Financial Report
April 30, 2022

Budget Expenditures & Financing - December 31, 2022

Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
3993	Parks - Paisley Ball Diamond Infield Work	-		Mostly completed, seeing how work reacts	6,000				6,000
3938	Parks - Chesley - Parks - Parking Lot for Ball/Soccer	-	2023			15,000			
3925	Parks - Tara Ball Diamond Backstop	6,133		Finished May 16, 2022	11,995				11,995
3992	Parks - Paisley Tennis Court (Res.16-258-2021 Reserve 2107 for increased cost, MEI Paving; Res.22-359-2021 Modern Fencing , Reserve 2177 Recreation))	-		Modern fencing portion finished May 27, 2022. MEI should be complete by July 1	35,817				35,817
3994	Parks - Paisley - Parks - Doc Milne Retaining Wall (remove/secure)	-			-				-
3996	Parks - Doc Milne Park - Paisley, dog park/property maintenance (Res.15-230-2021 financed by Reserve 2101)	-		Dog park potentially moving to new location, Staff report to Council	29,000		26,100	10% Commitment as per Resolution 15-230-2021	2,900
	Parks - Parks/Playground Resurfacing (2 parks, compliance/accessibility)	-	2023			25,000			-
		22,183			166,159	72,500	63,100		103,059
Transportation Services									
3337	Bridges - Clark Bridge - Guiderail, A13 Con 4 Arran	-		Want to get maintenance gravel on first	30,000				30,000
2574	Bridges - Youngs Bridge - E20 and E21 Removed, Sideroad 15	10,632		Working on easement, CHER,HIA and Archaeological studies.	600,000	93,000	315,960	OCIF 2021/2022	284,040
2535	Roads - Nickason Drive - Extension Clean Up, Allenford	-		Estimates on hydro seeding	5,000				5,000
2551	Roads - Brooks St West, Tara - Francis to School (curb, pave, storm) ** sidewalk is included in the Sidewalk Rehabilitation Study for 2022	-		Cancelled by Council tender to high	555,300		215,758	Gas Tax 2022; RF - Gas Tax PY	339,542
3407	Fleet - Pick-up - Replace AR1 GMC 2009, Elderslie; price increase expected due to supply/demand	43,174		Completed end of March	55,000				55,000
3409	Fleet - One Ton Truck - Replace CH2 Dodge 2001, Elderslie	61,075		Completed end of April	60,000				60,000
3432	Fleet - Backhoe Snow Blade (Res.18-293-2021, financed by Reserve 2123 and sale of equipment)	9,986		Completed first of the year					-
2830	Bridges - Engineered Bridge Study	4,481		Email need to review	32,000				32,000
		129,347			1,337,300	93,000	531,718		805,582
Total 2021 Capital Projects Carried Forward		173,904			1,646,505	273,000	609,218		1,037,287

Municipality of Arran-Elderslie Capital Financial Report April 30, 2022										Budget Expenditures & Financing - December 31, 2022			
Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING						
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds				
	2021 - Grant Initiatives - Investing in Canada Infrastructure Program (ICIP)												
	Community, Culture and Recreation Stream												
5015	Chesley Community Centre Roof Replacement	-	2024	Approved by ICIP, awaiting agreement	Project start April 1, 2024			ICIP CCR					
	* the roof replacement is planned for 2024 with a total cost of \$373,760; grant funding \$274,081, municipal share \$99,679												
5015	Paisely Town Hall Accessibility Project	101,760		Anticipated completion of July 1, 2022	193,988		142,251	ICIP CCR			51,737		
	Accessibility lift and enhancements to the building												
	Paisley Community Centre 2nd Floor Rehabilitation												
3975	2nd Floor Renovations	-		design	303,863		100,000	Stream			203,863		
3978	Building - Paisley, rehabilitate lift	-		RFP to be sent out	148,316		118,653	CCRF			29,663		
	Total Community	101,760		-	646,167		-	360,904			285,263		
	Rural and Northern Stream												
3345	Replacement of Soper's Bridge - Structure A25 on Sideroad 20	3,795		Working on Piers, in water work can't happen till July	1,053,940		669,140	ICIP Roads & Bridges			384,800		
	Total Rural	3,795			1,053,940		-	669,140			384,800		
	Total Grant Initiatives	105,555			1,700,107		-	1,030,044			670,063		

Municipality of Arran-Elderslie
Capital Financial Report
April 30, 2022

Budget Expenditures & Financing - December 31, 2022

Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	General Government								
3123	Buildings - Administrative - Municipal Office Basement Renovation (offices, washroom) ** Phase 1 - 3 offices and 2 work stations; walls and finished windows (2) ** Phase 2 - washroom, GIS and Filing areas	-		Drawings are being prepared	50,000	30,000			50,000
			2023			107,500			-
3124	Buildings - Administrative - Municipal Office Basement Renovation (lift) ** CCRF, Canada Community Revitalization Fund, 81.3% Fundina, \$91,462	-			148,316		118,653	Grant - CCRF/ OPG Reserve	29,663
3102	Equipment - Administrative - Citywide Maintenannce Manager (service request, work order portal, preventative maintenance) ** MMP Grant - approved (ends Feb. 28,2023)	6,687		Project kick off meeting in June	100,100	14,700	86,100	Grant - MMP	14,000
Total General Government		6,687			298,416	152,200	204,753		93,663
Protection Services									
Fire Departments									
3820	Buildings - Paisley Fire Hall - feasibility study and pre-design Equipment - Bunker Gear (23 sets); Paisley Fire Committee approved \$20,000 from Minor Capital Surplus Reserve	-			15,000				15,000
				Waiting On Enviromental Report on Municipal Owned Land at Hwy 3 and Canrobert	57,500			Minor Capital surplus carryforward \$20,000	57,500
2014	** Paisley	-							
2016	** Tara ** Tara (20) and Paisley (3); Paisley also has 2 in minor capital - see resolution from October	-		17 Sets Of Bunker Gear Ordered					
	Equipment - Helmets (23)			Helmets Ordered; Very close To Expiry	14,375				14,375
2014	** Paisley	-							
2016	** Tara	-							
TOTAL PROTECTION SERVICES		-			86,875	-	-		86,875

Municipality of Arran-Elderslie
Capital Financial Report
April 30, 2022

Budget Expenditures & Financing - December 31, 2022

Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	Transportation Services								
	Roads								
2527	Roads - 4th & 5th Ave SW	509							-
2539	Roads - HCB - Centennial Street - Chesley North End, grind and pave	-		Pave first of August	46,000			OCIF (2021)	46,000
3205	Roads - HCB - B Line, Arran - Con 8 to Con 10 Arran West, paving, top lift	-		Paved May 24, 2022	162,500			OCIF (2021)	162,500
2598	Roads - HCB - Con 10 Elderslie - Bruce Rd 10 to GB Line, Paving	-		Paved May 25, 2022	162,500			OCIF (2021)	162,500
2541	Roads - HCB - James St. Paisley - Alma to Balaklava, grind and pave	-		Paved May 27, 2022	46,000			OCIF (2021)	46,000
	Roads - LCB - Brant-Elderslie Boundary - SideRd 10 and SideRd 15, double surface treatment	-	2023			325,000		Brockton - 50%	-
3213	Roads - Sidewalks - Rehabilitation Study, 2022 to 2026; CCRF funding has been approved for total project cost \$1,159,500 with a grant of \$750,000 and municipal share \$49,500 - covering 2022 and 2023 of the project	-		GSS Engineering working on the tendering process. Should be out next week.					
	** Chesley - 43 segments in 2022 and 11 in 2023	-			447,100	252,200	290,615	CCRF (2022)	156,485
	** Paisley - 7 segments in 2022 and 2 in 2023	-			149,300	38,800	97,045	CCRF (2022)	52,255
	** Tara - 21 segments in 2022 and 4 in 2023	-			163,450	102,650	106,243	CCRF (2022)	57,208
	** Allenford - 2 segments in 2022	-			6,000	-	3,900	CCRF (2022)	2,100
	Capital identified in the study for 2024 to 2026 \$1,265,450								
2529	Roads - Signs - Regulatory, Warning Signs - Arran, Elderslie, Paisley, replacements	-		Staff are putting RFP together for bidders	25,400				25,400
	Total Roads	509			1,208,250	718,650	497,803		710,448
	Bridges								
3348	Teeswater Bridge - Paisley - Queen Street,study and design (2023 replace and street upgrades)	3,032			15,000	125,000			15,000
3349	Dyke Maintenance, Teeswater Bridge, Paisley - SVCA Proposed Project (SRDPCLK.22.01)	-			56,000		28,000	SVCA grant application	28,000
	Total Bridges	3,032			71,000	125,000	28,000		43,000
	Fleet & Equipment								
3419	Fleet - Compact Tractor, Paisley - small tractor, blower and sander; for new sidewalks	-		On hold till caught up	60,000				60,000
3437	Fleet - Sweeper Truck, Elderslie - replace 1999 sweeper; leasing option is being investigated	-				375,000		Pre-order required in Spring 2022 with delivery in March 2023	-
3415	Fleet - Zero Turn Lawn Mower, Arran - replacement	-		On hold till caught up	28,000	-			28,000
	Total Vehicles and Equipment	-			88,000	375,000	-		88,000
	Other								

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					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
7035	Land Improvements - Tara Pool, White's Ave, drainage & construct; Splashpad infrastructure	-			10,000				10,000
	Total Other	-			10,000	-	-		10,000
	TOTAL TRANSPORTATION SERVICES	3,541			1,377,250	1,218,650	525,803		851,448

Environmental Services

Storm (Catch Basin and Gutter)

3851	Hamilton Street, Tara and John Street to South End	-		On hold till caught up	200,000		149,891	OCIF 2022	50,109
3852	3rd St SW, Chesley - 4th Ave. to 5th Ave. SW, 8m	-		Should be starting work this week	80,000		80,000	OCIF 2022	-
3853	4th Ave. SW, Chesley - 4th St. to 78th St. SW, 100m ** Year-to-date expenditures reflects Storm, Water and Sewer where shared costs for combined project. Costs will be allocated at year-end. Total Budget for this project is \$937,580.	2,568		Should be starting work this week	120,000		120,000	OCIF 2022	-
	TOTAL ENVIRONMENTAL SERVICES	2,568			400,000	-	349,891		50,109

Health Services

Cemeteries

3172	Buildings - Chesley - Columbarium Addition, side vault by existing	-	2023			25,000			-
3179	Equipment - Administrative - Digitization, Record Management Software ** MMP Grant - response expected January 2022	3,204		RFP complete; Recommendation going to Council	55,000		41,250	Grant - MMP	13,750
	Total Cemetery	3,204			55,000	25,000	41,250		13,750

Clinics

6210	Buildings - Chesley Medical Clinic - roof replacement (needs assessment underway)	-	2023			20,000			-
	Total Cemetery	-			-	20,000	-		-
	TOTAL HEALTH SERVICES	3,204			55,000	45,000	41,250		13,750

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					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	Recreation and Cultural Services								
	Arena's								
3931	Building - Chesley - replace chiller	-		Additional issues are occurring, a Council report will be produced	40,000				40,000
3939	Building - Paisley, replace flooring, lobby and dressing room	-	2023				55,000		-
3953	Building - Tara, replace flooring, lobby and dressing room	-	2023				55,000		-
3954	Equipment - Tara, replace Edger	-			Pending Council approval in June	10,000			10,000
	Total Arena's	-			50,000	110,000	-		50,000
	Municipal Parks								
3994	Parkland - Paisley Docks - repair approaches to docks	-						Review contributions from benefitting organization	-
7034	Parks - Paisley - Splash pad construction	-		Unknown plan	20,000		20,000		-
7035	Parks - Paisley - Splash pad construction	-		Contractor booked, construction begin in September 2022	175,000		175,000	CCRF/Donations	-
7035	Parks - Tara - Splash pad construction	-		Contractor booked, construction begin in September 2022	175,000		175,000	CCRF/Donations	-
7033	Parks - Chesley - Splash pad, equipment replacement	-		Mostly complete, awaiting Hydro One	175,000		175,000	CCRF/Donations	-
	** CCRF, Canada Community Revitalization Fund, approved project \$525,000, 75% Funding, \$393,750, municipal portion \$131,250 funded from community donations	-							
7410	Parks - Chesley Trailer Park, upgrade water and hydro services	-	2023			60,000		User Fee - Prior year surplus in reserves	-
	Total Municipal Parks	-			545,000	60,000	545,000		-
	Recreation - Other Buildings								
	Buildings - Arkwright Hall, replace furnace	-	2023			15,000			-
3985	Buildings - Pool - Chesley, replace pool liner	-		Contractor booked, replacement begin in September 2022	25,000				25,000
5512	Buildings - Pool - Chesley, portable pool lift	-		Pending Council approval in June	36,960		29,568	CCRF	7,392
3986	Buildings - Pool - Tara, find and repair leaks	-		Investigation pending pool opening	10,000				10,000
5516	Buildings - Pool - Tara, portable pool lift	-		Pending Council approval in June	36,960		29,568	CCRF	7,392
	Total Recreation - Other Buildings	-			108,920	15,000	59,136		49,784
	TOTAL RECREATION & CULTURAL SERVICES	-			703,920	185,000	604,136		99,784

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					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	TOTAL MUNICIPAL CAPITAL PROJECTS		189,903			4,567,966	1,873,850	2,335,051	2,232,916
	TOTAL CAPITAL EXPENDITURES		295,458			6,268,073	1,873,850	3,365,095	2,902,979
								6,268,073	
	2021 Capital Comparison					4,911,123	1,662,035		

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Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	Water and Sewer Services								
	2021 Water Projects Carried Forward								
3633	Fleet - GMC 4x4, replacement of W5 2009, price increase expected dueto supply/demand	56,379		Completed end of March	55,000				55,000
3633	Fleet - New Truck, support staff increase, price increase expected due to supply/demand	-		Work with new Foreperson when hired	55,000				55,000
3632	Fleet - New pipe trailer, WT-21	-		Working on pricing.	10,000				10,000
3634	Equipment - Replace Antenna/Cable - Chesley & Paisley Tower	-			15,000				15,000
3634	Equipment - Replace Antenna/Cable - Tara Tower	-			15,000				15,000
3627	Equipment - Chesley - Shop - work benches, shelving, pressure washer, eavestrough and gutterguard	5,092		Getting closer to complete	20,000				20,000
3713	Water Wells - A&E Water Plant - Chesley, Community Park #4 Well, drill new well, develop aquifer (replace #1)	-		Started work on site in May	525,000				525,000
	Total 2021 Water Projects Carried Forward	61,471			695,000	-	-		695,000
	2021 Sewer Projects Carried Forward								
3767	Pumps - Paisley - RAS Pump #1, rebuild	-			5,000				5,000
3767	Pumps - Paisley - RAS Pump #2, replace	-			5,000				5,000
3777	Pumps - Paisley - Gearbox Clairfier #1, new	-		Equipment ordered	25,000				25,000
3777	Pumps - Paisley - Gearbox Clairfier #1, new	-		Equipment ordered	25,000				25,000
3302	Pumps - Chesley - North End L.S. Pump #1, rebuild	-			12,000				12,000
3302	Pumps - Chesley - North End L.S. Pump #2, rebuild	-			12,000				12,000
3302	Pumps - Chesley - River Side L.S. Pump #1, rebuild	-			20,000				20,000
3302	Pumps - Chesley - River Side L.S. Pump #2, rebuild	-			20,000				20,000
3798	Pumps - Tara - Mill Street L.S. Pump #1, replace	-			20,000				20,000
3796	UV System - Install UV System (changed from a Dechlorination system)	777			225,000				225,000
3400	Building - PSP Coverall Building (pending completion of UV system)	-		Council approved supplier in May meeting	75,000				75,000
3762	Equipment - Paisley - Natural Gas Generator P.S.P. (pending Natural Gas Project)	-	2023			75,000			-
3789	Aeration - Paisley, Digester #3	-		Just received parts	7,500				7,500
	Total 2021 Sewer Projects Carried Forward	777			451,500	75,000	-		451,500

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Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
Water Financial Plan (2022)									
3628	Watermains - 3rd St SW, Chesley - 4th Ave. to 5th Ave. SW, 80m, includes road portion; Sidewalk portion included in Sidewalk Rehabilitation Study	10,232		Start work this week	79,860				79,860
	Watermains - Queen Street, Paisley - Bridge to Church, 140m		2023			142,800			-
3630	Watermains - 4th Ave. SW, Chesley - 4th St. to 78th St. SW, 260m, includes road portion; Sidewalk portion included in Sidewalk Rehabilitation Study	1,264		Start project this week	262,920				262,920
3664	Watermains - Francis Street, Tara - Elgin to Brook W., 280m	-	2023			242,760			-
Total Water Financial Plan		11,496			342,780	385,560	-		342,780
Sewer Financial Plan (2022)									
3783	Equipment - Storage, Chesley - cabinet/shed (10x10) for Arena East; enclose electrical panels	-			4,590				4,590
3792	Equipment - Confined Spaces, Tara; tripod, harness, etc.	3,292			6,630				6,630
3782	Sewer - Lift Stations - Chesley, Floats for Arena East	-			5,100				5,100
3782	Sewer - Lift Stations - Chesley, Arena East L.S. Pump #1	-			15,300				15,300
3782	Sewer - Lift Stations - Chesley, Arena East L.S. Pump #2	-			15,300				15,300
3784	Sewer - Pumping Station - Chesley, Alum Pump #1	-			4,590				4,590
3784	Sewer - Pumping Station - Chesley, South End Electrical Controls	-			10,200				10,200
	Sewer - Sewer Mains - Francais St., Tara - Matilda to Brook W, 280m	-	2023			71,400			-
	Sewer - Sewer Mains - Queen St., Paisley - Bridge to Church, 140m	-	2023			76,500			-
3746	Sewer - Sewer Mains - 3rd Street W, Chesley - 4th Ave to 5th Ave SW, 80m, includes road portion	-			92,100				92,100
3748	Sewer - Sewer Mains - 4th Ave SW, Chesley - 4th St. to 7th St. SW, 260m, includes road portion	-			302,700				302,700
Total Sewer Financial Plan		3,292			456,510	147,900	-		456,510

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Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING		
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds
	New Projects - Water								
3608 - Need to assess Op or Cap	Buildings - Chesley, Paisley, Tara - gas installation, heat, generators	-			25,000				25,000
	** locations include: Chesley - North End Lift Station, Riverside Lift Station, Riverside Shop, South End, and Water Plant; Paisley Albert Street Lift Station; Ross Street Lift Station and George Street Sewage Plant						-		
3705	Buildings - Storage, Chesley Riverside - major repairs to building	697			85,000				85,000
3616	Equipment - A&E Water Plant - Rotork modulationg valve truck fill station	1,959			10,000				10,000
3629	Equipment - A&E Water Operations - Neptune water meter equipment, efficiency/back-up to system; 2nd set	9,323			12,500				12,500
3605	Equipment - A&E Water Operations - Hand Held Equipment, replace high range colrimeter, turbidity	424			25,000				25,000
3654	Equipment - Chesley - Water Tower - install mixer for water quality and aeration; efficiencies	-			30,000				30,000
	Reservoirs - Water Towers - replace pressure transducers	-			5,000				5,000
3652	* Tara Water Tower	-							
3654	* Chesley Water Tower								
3614	Treatment Plant - A&E Water Plant, replace original gaskets	1,583			15,000				15,000
3614	Treatment Plant - A&E Water Plant, Chesley, replace original dialers	23,995			15,000				15,000
3618	Treatment Plant - Tara, replace original dialers	-			15,000				15,000
3668	Watermains - Hamilton Street, Tara - John St. to South End, 450m, 6-8" main, roadwork with patch ashphalt ** Investing in Canada Infrastructure Program: Green, 73.33% funding \$312,386 - approval pending	1,687			42,600	383,400	31,239	ICIP Green	11,361
3659	Watermain - Brook Street E, Tara	319.68		Consultant drawings					
Total New Projects - Water		39,986			280,100	383,400	31,239		248,861

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Capital ID	Project Name & Description	2022 Capital Expenditures	Status	Project Status Updates	Multi Year Projects		FINANCING							
					2022 Capital Budget	2023 Capital Budget	Grants/ Donations	Description - Funding Source	Total Reserves & Reserve Funds					
	<u>New Projects - Sewer</u>													
3756	Sewer- Treatment Plant Paisley- Replace Window/Door/Roofing/Heat connection natural gas	-				50,000	20,000					50,000		
	Sewer - Lift Station, Arena East, two sewage pumps and electrical work, replacements	-				-						-		
3766	Sewer- Lift Station Paisley, Albert Street, SCADA System (new), remote access computer	53,988				40,000						40,000		
3786	Sewer- Lift Station Tara Mill Street New Pump	-				20,000						20,000		
3758	Sewer- Treatment Plant Chesley- New Alum Tank	-				20,000						20,000		
3719	Sewer- Sewer Mains Chesley Smoke Testing for Illegal Connections	-				35,000						35,000		
Total New Projects - Sewer		53,988				165,000	20,000	-				165,000		
<u>Total Water and Sewer Services</u>		171,009				2,390,890	1,011,860	31,239				2,359,651		
												2,390,890		
<u>Total Capital Projects</u>		466,467			-	8,658,963	2,885,710	3,396,334	-			5,262,630		
												8,658,963		



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRW.22.21 Arran Landfill Material Grinding

Report from: Scott McLeod, Public Works Manager

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Approve that the landfill material grinding be completed by Elliott Construction at the quoted cost of \$14,144.65 (inclusive of HST).
2. That this project will be funded from operations account 01-3050-7106 Waste Disposal, Contracts.

Report Summary

The intent of this report is to award the Request for Quote for the Arran landfill material grinding.

Background

The brush, stumps and wood waste piles at the Arran Landfill site are becoming quite large and has become an increasing fire hazard risk. To mitigate risk and remain compliant with Ministry requirements, Staff believe it is necessary to contract out the grinding of this material.

Analysis

Staff issued a Request for Quote to four (4) vendors. The results were as follows:

Elliott Construction (Kincardine, ON)	\$13,900.00 plus HST
Keith Snyder Construction (Port Elgin, ON)	\$54,800.00 plus HST
Ground Up Contracting (Desboro, ON)	Received after closing time
Sittler Grinding (Elmira, ON)	Received after closing time

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets.

Financial Impacts/Source of Funding/Link to Procurement Policy

Staff identified this work during the 2022 budget process and up to \$20,000 was approved as an operating expense to complete this work.

The total expenditure will be \$14,144.65 (inclusive of HST) from account 01-3050-7106 – ES Waste Disposal – Contracts.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRW.22.20 DRAFT Municipal Sidewalk Policy

Report from: Scott McLeod, Public Works Manager

Appendices: Appendix A – PW02-22 Municipal Sidewalk Policy

Recommendation

Be It Resolved that Council hereby,

1. Supports the implementation of the DRAFT PW02-22 Sidewalk Policy;
 2. Directs Staff to collaborate with Bruce County Staff to ensure the terms of the policy are acceptable to their needs;
 3. Directs Staff to bring the final version of the PW02-22 Sidewalk Policy and implementing Bylaw to the next available Council meeting for final approval and adoption by Council.
-

Report Summary

The intent of this report is to adopt a policy to guide the placement of patios, cafes, benches, trees, planters, bike racks, signage, other décor items or activities on municipal sidewalks.

Background

Council and Staff have noted several locations where businesses have placed items on municipal sidewalks. Staff have also received verbal requests from local businesses as well. In order to provide fairness and consistency, it seems appropriate to adopt a policy to provide guidelines and ensure accessibility and other standards are maintained.

Analysis

A key concern is the Municipality's ability to maintain compliance with accessibility standards and minimize risk and liability. The sidewalk policy requires that an unobstructed pedestrian corridor is maintained at all times, as required by O. Reg. 413/12: *INTEGRATED ACCESSIBILITY STANDARD*. To assist with mitigating trip hazards from low lying items on the sidewalks, a minimum height of one metre is required. This means that items smaller than one metre in height, must be elevated to one metre or higher.

Application for encroachment will be required on an annual basis. There is a fee associated with the application as well which will be included in the annual fees and charges bylaw and reviewed annually. This fee will offset Staff costs to review the applications and monitor compliance throughout the year. No fee is associated with the placement of an accessible ramp since these are to be removed daily but an application is required to ensure that ramps meet the appropriate standards.

All encroachments are only permitted between April 1 and October 31 to avoid interference with snow clearing operations, with the exception of temporary accessible ramps. A contingency has also been added in the event of an unexpected weather event within the timeframe of the permit. Conditions and verbiage have been included to address requests that may require a permit through the County of Bruce. Any of these requests will come to the municipality to be assessed on a case by case basis. There is no guarantee that such requests will be approved.

Staff believe that implementing a Sidewalk Policy will support local businesses and help to beautify our downtown cores, making them more attractive and inviting.

The policy includes special conditions for requests made involving Bruce County owned lands. These provisions require collaboration between Bruce County and Arran-Elderslie in these instances before any permits are issued. Each application would be considered on a case by case basis. Arran-Elderslie Staff are currently working with our insurance provider and County Staff on the terms of this policy to ensure they are acceptable.

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy.

Financial Impacts/Source of Funding/Link to Procurement Policy

A proposed fee structure for the Sidewalk Encroachment Permit is as follows:

Initial Application - \$150.00

Renewal – Major Revisions - \$150.00

Renewal – Minor Revisions - \$ 50.00

The fees will be reviewed annually to ensure they are sufficient to cover Staff time for review, approval and compliance monitoring.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Policy Name:	Sidewalk Policy	Policy No: PW02-2022
Department:	Public Works	
Effective Date:		
Date Revised:		
Authority:	By-Law No. XX-2022	Repealed Authority:

Coverage:

This policy shall cover all sidewalks in the Municipality of Arran-Elderslie.

At the discretion of the Municipality, construction signage and other materials related to public utilities or municipal business are exempt from this policy.

Policy Statement:

To establish a policy to allow for the encroachment of patios, cafés, benches, trees, planters, bike racks, signage, other décor items or activities onto municipal property.

In order to erect, install or maintain décor items, bike racks, a sidewalk café or patio or other activity on the sidewalk, a valid encroachment agreement must be entered into with the Municipality of Arran-Elderslie in accordance with this policy.

Council understands and is committed to the beautification and enhancement of our commercial areas but also recognizes the importance of ensuring accessibility standards are maintained. Décor Items and Sidewalk patios/cafés on the sidewalks provide an opportunity for downtown businesses to extend activities and create an atmosphere downtown that people want to spend time in. A sidewalk café or patio, when designed and facilitated appropriately, can make a significant contribution to the downtown community.

Contents:

Definitions:

Sidewalk Café or Café: means a group of tables and chairs and other accessories situated and maintained upon a public sidewalk, parking space or municipally owned property for the use and consumption of food and beverages sold to the public from, or in an adjoining or adjacent indoor food and beverage establishment.

Sidewalk Patio or Patio: means a group of tables and chairs and other accessories situated and maintained upon a public sidewalk, parking space or municipally owned property for the use and consumption of food and beverages including alcoholic beverages sold to the public from, or in, an adjoining or adjacent indoor food and beverage establishment located adjacent to the business.

Bike Rack: means an area where a cyclist can park a bicycle for an extended period of time. The design or the rack can vary and the number of bicycle parking stations can also vary by design.

Signage: means any permanent or removable sign being erected by the applicant that encroaches over the sidewalk. For example, a perpendicular sign.

Décor Items: means any removable item that is placed on the sidewalk for aesthetic purposes. This can include but is not limited to; planters, benches, trees, art pieces, etc.

Municipality: Refers to the Municipality of Arran-Elderslie as a governing body.

Certificate of Insurance (COI): a COI is issued by an insurance company or broker. The COI verifies the existence of an insurance policy and summarizes the key aspects and conditions of the policy. For example, a standard COI lists the policyholder's name, policy effective date, the type of coverage, policy limits, and other important details of the policy.

Commercial General Liability Insurance: liability coverage for bodily injury and/or property damage claims brought against the insured by a third party or member of the public.

Liquor Liability Insurance: Liability coverage for claims arising out of the sale, manufacture or serving of alcoholic beverages. Under standard Commercial General Liability policies, coverage is excluded if the insured is in the business of serving alcohol. If selling, serving or making alcohol, liquor liability coverage needs to be ADDED to the existing general liability policy or purchased on its own.

General Provisions:

1. Any person who wishes to erect, install, and/or maintain any décor item or activity on Municipally owned or Municipally maintained lands, shall be required to submit an application to the Municipality seeking permission to do so, together with drawings or plans sufficient to describe the encroachment, to the Municipality's satisfaction.
2. The Municipality shall review the application to ensure the erection, installation, maintenance of the encroachment on, or encroachment onto Municipal owned lands, does not or will not:
 - a. Interfere with the Municipality's intent and purpose in holding the Municipal owned land.
 - b. Create an unsafe condition,
 - c. Create liabilities for which the Municipal cannot assign full responsibility to the owner of said encroachment.
 - d. Create a situation that is contrary to any Municipal By-Law, Municipal Policy or Resolution, or any Provincial or Federal regulation or legislation;
 - e. Interfere with work, plans, efforts, or initiatives of the Municipality to maintain Municipal owned lands;
 - f. Interfere with any utility or other similar installation located on Municipal owned lands; or
 - g. The applicant is unable to reasonably demonstrate a need for the encroachment.
3. Décor Items, bike racks, signage, sidewalk cafés or sidewalk patios and other activities shall only be approved if their location and construction maintain a safe, secure and comfortable sidewalk environment for all pedestrians.
4. Décor Items, bike racks, bike repair stations, signage, sidewalk cafés or sidewalk patios and other activities cannot obstruct on-street parking and shall comply with O. Reg. 191.11 Integrated Accessibility Standards.
5. Décor Items, bike racks, bike repair stations, signage, sidewalk cafés or sidewalk patios and other activities placed on the pedestrian right of way must be placed at a minimum height of one (1) metre to reduce trip hazard risks.
6. Encroachment agreements may impose specific conditions in the agreement to address concerns identified by the Municipality.

7. In the event that locates are required, it is the responsibility of the applicant to make the necessary arrangements and pay the associated fee.
8. Encroachment agreements shall be annual from April 1 to October 31. Items may not be placed before approval is granted and must be removed on or before the end date of the agreement. All encroachment agreements shall be terminable by the Municipality or applicant upon ten (10) days written notice. Encroachment agreements cannot be assigned or transferred.
9. The Permit Holder shall, to the fullest extent permitted by law, hold harmless, defend at its own expense, and indemnify the Municipality of Arran-Elderslie, its officers, employees, agents, and volunteers, (the Municipality) against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of the Permit Holder or its officers, agents, or employees by reason of, resulting from, or otherwise related to, either directly or indirectly, the presence or operation of the sidewalk encroachment; excluding, however, such liability, claims, losses, damages, or expenses arising from the Municipality's sole negligence or willful acts.
10. The Permit Holder must have Commercial General Liability Insurance including but not limited to bodily injury including death, personal injury, property damage, tenant's legal liability and cross-liability/severability of interest provisions in the amount of Two Million Dollars (\$2,000,000.00) per occurrence with a property damage deductible not to exceed \$1,000 or as agreed to by Permit Holder and name The Corporation of the Municipality of Arran-Elderslie as an Additional Insured.
11. The Commercial General Liability Policy shall contain an endorsement to provide the Municipality of Arran-Elderslie with (30) days prior written notice of cancellation
12. The agreement holder shall furnish the Municipality with a certified copy of the aforementioned insurance policy or an insurance policy or an insurance certificate in a form acceptable to the Municipality prior to commencement of this agreement. The certificate shall be mailed, faxed, emailed or dropped off to the Clerk's Department.
13. Any Permit Holder involved in the sale or furnishing of alcoholic beverages shall also maintain Liquor Liability Insurance with a minimum per occurrence limit of not less than Two Million Dollars (\$2,000,000.00) per

occurrence. The Corporation of the Municipality of Arran-Elderslie shall be named as Additional Insured on the Liquor Liability Insurance policy.

14. The Liquor Liability Insurance Policy, if required, shall contain an endorsement to provide the Municipality of Arran-Elderslie with (30) days prior written notice of cancellation.
15. All insurance policies/coverage shall contain a Cross Liability and Severability of Interest clauses.
16. The applicant shall maintain the required insurance coverage during the term of the Permit. The Municipality of Arran-Elderslie may cancel a Permit for failure to maintain or provide the required insurance coverage.
17. The Municipality reserves the right to register the encroachment agreement on title of the property if deemed appropriate to do so; this will be determined on a case by case basis.
18. Temporary Sidewalk Use/Outdoor Patios **will not**:
 - Permit use of patio heaters;
 - Permit smoking;
 - Provide service between the hours of 11:00 pm and 7:30 am (EST).

Special Conditions

1. Where the Décor Items, bike racks, bike repair stations, signage, sidewalk cafés or sidewalk patios and other activities, take place on County of Bruce owned lands, the applicant will apply for an encroachment agreement through the County of Bruce. The County of Bruce will work with the Municipality of Arran-Elderslie to ensure the application and drawings meet the requirements of the Sidewalk Policy and are acceptable to the Municipality.
2. Applications will be considered on a case by case basis by the Municipality. A list of conditions to be met for approval may be sent to the County of Bruce. If the application is not acceptable, a list providing the reasons for non-approval will be provided to the County of Bruce.
3. The County of Bruce will contact the applicant with the approval or the conditions or approval, or the disapproval of the application.
4. If the proposed encroachment will be placed on both Municipal and County property, an encroachment permit will be required by both parties, along with the applicable fees.

Sidewalk Patio and Sidewalk Café Conditions

1. No person shall establish a Sidewalk Café or Sidewalk Patio unless an encroachment agreement has been entered into with the Municipality.
2. The operator of a Sidewalk Café or Sidewalk Patio shall apply for and obtain permission through the execution of an encroachment agreement, prior to the installation of fencing and/or furnishings.
3. Sidewalk Café or Sidewalk Patio furnishings, fences and other improvements must be removable and not permanently fixed in place. All objects must be contained within the approved Sidewalk Café or Sidewalk Patio area and removed during the off-season or after the Sidewalk Café or Sidewalk Patio ceases operation. The street, sidewalk and Municipal owned lands must be restored to its original condition to the satisfaction of the Municipality.
4. All Sidewalk Cafés and Sidewalk Patios must comply with applicable Smoking Legislation and all other Federal, Provincial and Municipal Laws.
5. Music or other entertainment provided for patrons of a Sidewalk Café or Sidewalk Patio shall not be amplified or create a nuisance to abutting property owners. The Municipality reserves the right to revoke agreements, without reimbursement of fees, where this nuisance occurs. Nuisance may include, but shall not be limited to, police reports of loud, boisterous or unreasonable noise, offensive language or other disruptive behaviour.
6. The Municipality and all public utility agencies retain the right of access to the approved Sidewalk Café or Sidewalk Patio areas for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice will be given. For scheduled work, a minimum notice of forty-eight (48) hours will normally be given. The Sidewalk Café or Sidewalk Patio improvements shall be removed and reinstalled upon completion of the work required.

Sidewalk Patio and Sidewalk Café Requirements

1. Information Requirements
The applicant shall submit a site plan illustrating the proposed location

and placement of planters, tables, chairs, fences and all other accessories to be included within the defined patio space which includes the patio building envelope and any utility poles, accessible parking spaces, trees, bike racks, benches, hydrants, parking metres, shelters, manholes, traffic signs, catch basins, awnings and any other physical or drainage features of the street within 6 metres (19.7 ft) of any public utility that may be affected by the development. If alcoholic beverages will be served, a copy of the establishments approved liquor licence allowing the sale and consumption of alcoholic beverages within the proposed area must be submitted along with the application.

2. Design

The design of the Sidewalk Café or Sidewalk Patio shall be consistent with the character of the building, for which it serves as an accessory use, and the design guidelines for the Municipality of Arran-Elderslie shall be considered in review of applications. Café and Patio aesthetics shall conform with the Municipality's community toolkits and façade improvement guidelines, where applicable.

3. Location:

Patios that extend from the building façade are required to ensure that a minimum 1.5 metre unobstructed pedestrian corridor is maintained. The unobstructed pedestrian corridor does not include the utility strip/boulevard area.

4. Fencing:

Fencing of a Sidewalk Patio that sells alcoholic beverages, must form a fully enclosed perimeter. Fencing shall conform with Municipal established façade improvement guideline, where applicable.

The fencing requirements are as follows and must be in compliance with the Alcohol and Gaming Commission of Ontario:

- a. The minimum height for fencing is 1.1 metres (42 inches) to a maximum of 1.2 metres (48 inches);
- b. Fencing shall be supported by metal foot plates and shall not be designed to penetrate the surface of the sidewalks (ie. No bolts/brackets) except as authorized by Public Works unless alternative supports are approved by the Municipality such as planters, weights, etc.;
- c. Fencing should be of solid construction and be designed for easy removal from the site;
- d. Fencing shall not include point finials or similar features to the top of the fence;
- e. Fencing located within 6 metres (20 ft) of the intersection shall not

obstruct the vehicular view angles as determined by the Municipality;

- f. Fencing to be removed by October 31st of each year to allow for sidewalk maintenance and snow clearing.
5. Umbrellas:
Umbrellas shall be located entirely within the approved Sidewalk Café or Patio fence area.
 6. Waste and Storage:
Sidewalk Café and Sidewalk Patio operators shall maintain the Sidewalk Café or Patio area; and the immediately adjacent area, in a clean and safe working condition at all times. Refuse containers are not allowed within the Sidewalk Café or Patio area. The storage of waste is not allowed.
 7. Access:
A Sidewalk Café or Sidewalk Patio operator shall maintain a minimum width of 1.1 metres (42 inches) of unobstructed entrance to a Sidewalk Café or Sidewalk Patio. Barrier free access shall be maintained.
 8. Lighting:
Lighting of a Sidewalk Café or Sidewalk Patio shall be approved provided all lighting is task oriented and will not spill onto abutting properties or interfere with the vehicular traffic travel lanes. All lighting shall be contained within the patio area.
 9. Signs & Advertising:
No signs or advertising with a Sidewalk Café or Sidewalk Patio shall be approved with the exception of a menu and no smoking/no vaping sign(s).
 10. Sidewalk Patio Furnishings:
All tables, chairs and decorative accessories in a Sidewalk Café or Sidewalk Patio should be constructed using weather resistant materials. Any bar unit, service cart or server's work station shall be portable and shall not be permanently attached to the wall of the facing building or the fencing. All furnishings and equipment with the exception of umbrellas shall not exceed the height of the fence. If furnishings are to be anchored to the sidewalk, the Municipal shall approve how the furnishings are anchored.
 11. Site Visibility Triangle:

Where Sidewalk Cafés or Sidewalk Patios are located in proximity to intersections, staff will review the proposal to ensure that vehicular and pedestrian safety is maintained. Patios may require alterations to ensure safety.

12. Hours of Operation:

Sidewalk Cafés and/or Sidewalk Patios must be closed no later than 11PM. Special consideration may be given to extend the hours of operation with a noise by-law exemption request to Council.

Bike Rack Conditions

1. No person shall erect a bike rack unless an encroachment agreement has been entered into with the Municipality.
2. Bike racks must be removable and not permanently fixed in place. All objects must be contained within the approved bike rack area and removed during the off-season. The street, sidewalk and Municipal owned lands must be restored to its original condition to the satisfaction of the Municipality.
3. The Municipality and all public utility agencies retain the right of access to the approved bike rack areas for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice will be given. For scheduled work, a minimum notice of forty-eight (48) hours will normally be given. The bike rack shall be removed and reinstalled among completion of the work required.

Bike Rack and Repair Station Requirements:

1. Information Requirements

The applicant shall submit a site plan illustrating the proposed location and placement of the bike rack which includes any utility poles, accessible parking spaces, trees, benches, hydrants, parking metres, shelters, manholes, traffic signs, catch basins, awnings and any other physical or drainage features of the street within 6 metres (19.7 ft) of any public utility that may be affected by the development.

2. Location:

Bike racks shall be placed to ensure a minimum 1.5 metre unobstructed pedestrian corridor is maintained. The unobstructed pedestrian corridor does not include the utility strip/boulevard area.

3. Site Visibility Triangle

Where bike racks are located in proximity to intersections, staff will review the proposal to ensure that vehicular and pedestrian safety is maintained. Patios may require alterations to ensure safety.

Planters, Benches and Other Décor Item Conditions:

1. No person shall erect planters, benches or other décor items on the sidewalk unless an encroachment agreement has been entered into with the Municipality.
2. All Décor Items must be removable and not permanently fixed in place. All objects must be contained within the approved area and removed during the off- season. The street, sidewalk and Municipal owned lands must be restored to its original condition to the satisfaction of the Municipality.
3. The Municipality and all public utility agencies retain the right of access to the approved area for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice will be given. For scheduled work, a minimum notice of forty-eight (48) hours will normally be given. The décor items shall be removed and reinstalled among completion of the work required.

Planters, Benches and Other Décor Item Requirements:

1. Information Requirements

The applicant shall submit a site plan illustrating the proposed location and placement of the décor items which includes any utility poles, accessible parking spaces, trees, benches, hydrants, parking metres, shelters, manholes, traffic signs, catch basins, awnings and any other physical or drainage features of the street within 6 metres (19.7 ft) of any public utility that may be affected by the development.

2. Location:

Décor Items shall be placed to ensure that a minimum 1.5 metre unobstructed pedestrian corridor is maintained. The unobstructed pedestrian corridor does not include the utility strip/boulevard area.

4. Site Visibility Triangle

Where planters, benches and other décor items are located in proximity to intersections, staff will review the proposal to ensure that vehicular and pedestrian safety is maintained. Patios may require alterations to ensure

safety.

Signage Conditions and Requirements

1. Information Requirements

The applicant shall submit a site plan illustrating the proposed location and placement of the signage which includes the measurements of the sign and the height at the base of the sign after installation.

2. Design

The sign content will be limited to menu items and/or other content directly related to the business activities.

3. Location

Signage shall be placed to ensure a minimum 1.5 metre unobstructed pedestrian corridor is maintained. The unobstructed pedestrian corridor does not include the utility strip/boulevard area. The Municipality will be provided an opportunity to inspect the sign after installation to ensure it meets the minimum installation requirements as noted in the signage guidelines.

5. Site Visibility Triangle

Where signage is located in proximity to intersections, staff will review the proposal to ensure that vehicular and pedestrian safety is maintained. Patios may require alterations to ensure safety.

Temporary Accessible Ramps

1. Information Requirements

The applicant shall submit a site plan illustrating the proposed location and placement of the temporary accessible ramp which includes the measurements of the length of the ramp encroaching onto Municipal owned or maintained property, the height of the ramp at various points, and the plan for removal and installation.

2. Design

The temporary accessible ramp should be designed in such a way that does not create slip, trip or fall hazard for the general public or staff of the establishment.

3. Access

The temporary accessible ramp shall be removed nightly and should

not be installed when not in use to avoid tripping hazards for the other users of the public sidewalk.

4. AODA Requirements

The temporary accessible ramp should meet all the requirements for accessible ramps as outlined in the Accessibility for Ontarians with Disabilities Act, 2005 including the proper length, degree of incline and placement.

5. There is no fee for the installation of a temporary accessible ramp.

Application and Fees

Applications will be submitted for review and approval to the Public Works manager or designate, accompanied by the required fee as per the Municipality's Fees and Charges Bylaw.

Approval will be on an annual basis to ensure applications follow current legislative requirements.

Compliance

Failure to comply with the terms of this policy and any additional conditions as provided in the approved encroachment agreement will result in the termination of the agreement. Permit holders will be provided notice in writing of the violation and provided a timeline of no more than three (3) calendar days to comply. If the violation is not corrected, the Municipality reserves the right to remove the items at the expense of the permit holder.

Patios, cafés, benches, trees, planters, bike racks, signage, other décor items or activities onto municipal property without a valid encroachment permit will be required to submit an application and applicable fee within three (3) calendar days. The Municipality reserves the right to remove all items at the expense of the owner if no application is received.

Inspection

To ensure compliance, the Chief Building Official or designate will inspect the associated features as approved in the application. If found to be non-compliant, the features will need to be removed.



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: Tara Arena Ice Edger

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Approve the purchase of an Olympia Battery Edger from Resurface Corp. for a total cost of \$ 6,570.95 inclusive of HST; and
 2. That the funds for this project be drawn from capital ID 02-3954.
-

Report Summary

To provide quote information for the purchase of a new ice edger for the Tara Community Centre.

Background

The existing ice edger at the Tara Community Centre is past its useful life and needs replacement.

Analysis

Staff considered gas, propane, and electric versions. Although more costly to purchase, it was highly recommended to purchase an electric unit, due to the rising cost of fuel. Additionally, gas and propane units omit emissions which factor into facility air quality.

Three (3) companies were asked to provide a quote for an electric unit:

Resurface Corp. \$6,570.95 inclusive of HST

- Unit cost is \$5,665.00 and delivery cost are \$150.00.

Enjo Ice Arena Equipment \$7,119.00 inclusive of HST

- Unit cost is \$6,300.00 and delivery cost are included.

Zamboni Company \$7,345.00 inclusive of HST

- Unit cost is \$5,750.00 and delivery cost are \$ 750.00.

Link to Strategic/Master Plan

Municipality of Arran-Elderslie Recreation Master Plan

Strategic Plan:

6.1 Protecting Infrastructure, Recreation and Natural Assets

Financial Impacts/Source of Funding/Link to Procurement Policy

The total cost, including delivery, is \$6,570.95 inclusive of HST. Within the 2022 Capital Budget, \$10,000.00 has been identified for this purchase. This unit will be financed through capital ID 02-3954.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRREC 22.09 Portable Pool Lifts

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Authorize staff to purchase two (2) PAL Portable Aquatic Lifts, two (2) additional batteries and two (2) lift seat covers from Commercial Aquatic Supplies for a total cost of \$30,699.74, inclusive of applicable taxes;
2. That the funds for this project be drawn equally from capital ID 02-5512 and 02-5516 of the 2022 Capital Budget; and
3. Funds received from the Canada Community Resilience Fund (CCRF) be used to offset the total cost.

Report Summary

The purpose of this report is to obtain Council's approval to purchase two (2) portable pool lifts, and related accessories for each of the Municipality's outdoor pools in Tara and Chesley.

Background

The Multi-Year Accessibility Plan (2020 to 2025) identified to ensure our recreational facilities were AODA and Building Code compliant. At that time pool lifts were identified to ensure all patrons could enter the pool. The Recreation Master Plan also provided recommendations regarding the Municipality's recreation facilities and equipment. Section 7.2.3 of the Plan recommends that the municipality could provide mobile accessible features such as pool lifts, access ladders and steps.

In accordance with this Plan the Municipality continues to promote accessibility and inclusion for each of its facilities. The purchase of aquatic pool lifts for each of the outdoor pools will assist the Municipality in facility accessibility.

Based on this, Staff submitted a grant request in 2021 to the Canada Community Resilience Fund (CCRF) to support the costs for two (2) accessible pool lifts. The Municipality was successful in receiving funding of 75 to 80 percent of the costs.

Analysis

Staff have sourced portable aquatic lift options and determined the PAL Series by S.R. Smith is the most beneficial unit for the Municipality. The Portable Aquatic Lift (PAL) is a fixed portable, free standing unit that is designed for commercial pools. The unit has a lifting capacity of 300 pounds, is automated and has a 240-degree rotation to ensure safe transfers of users. This unit can also be moved by one person, which will assist staff when the unit is stored.

Staff reached out to three (3) companies who sell portable lifts for commercial pools. One (1) company does not carry the unit that the Municipality is purchasing. Quotes from two (2) companies are as follows:

Commercial Aquatic Supplies \$ 25,986.00

Jack Watson Sports \$ 27,396.48

The Municipality will also purchase an additional battery and a seat cover for each unit, which is an extra charge from the original quote.

Link to Strategic/Master Plan

Municipality of Arran-Elderslie's Recreation Master Plan, 2021 and Multi-Year Accessibility Plan (2020-2025).

Strategic Plan:

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The total cost for the units, freight and additional supplies is \$30,699.74 inclusive of applicable taxes. Freight is the only item with HST associated with this purchase as the accessibility items are tax exempt. Within the 2022 Capital Budget, funding of \$73,920.00 is available from capital ID 5512 and ID 5516.

Staff will be working with the CCRF funding that has been awarded to ensure 75% to 80% of this total cost has been received. Therefore, the Municipality would only be responsible for 20% to 25% of the cost.

Once the units arrive, staff will look at appropriate storage options for each unit at each facility.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRREC 22.11 Ice Plant Maintenance

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Approve staff to defer Recreation Capital Project for Chesley Community Centre Chiller Replacement, Capital ID 3994 until 2023 Budget review;
2. That the funds identified be reallocated to fund the replacement of two (2) oil separators for the Paisley Community Centre Ice Plant; and
3. That Council approve an exemption from Section 4.7 of the Procurement Policy, such that staff can obtain the Municipality's ice plant technician to complete the project.

Report Summary

To provide Council with an update regarding the status of the Municipality's ice plants and to recommend that the Chesley Community Centre Chiller project be deferred, and the funds allocated within the 2022 budget be utilized for ice plant compressor work at the Paisley Community Centre.

Background

Staff identified that within the Arran-Elderslie workplan that significant upgrades to each of the ice plants will be required in the near future. Staff have been developing a strategy to repair/replace components annually to prevent a backlog of enhancements.

Analysis

Staff have been working with the Municipality's ice technician and TSSA representatives for the continued safe operations of all municipal ice plants. It has been identified that all chillers (one (1) per arena) are more than twenty (20) years old and passed their expected life. The Municipality has been diligent in completing annual maintenance to all ice plant components, however, due to the function of the chiller, it cannot be opened and inspected without compromising the unit's integrity. With this information, staff suggest that the Municipality replace one (1) unit per year for the next three (3) years, to limit the financial burden of the project. Each facility requires a different sized unit, so the cost to replace each is estimated to cost between \$35,000.00 - \$60,000.00, depending on the facility.

After the 2022 budget deliberations, it was identified that the oil separators in both compressors at the Paisley Community Centre require replacement. The compressors will continue to be operable however, this issue causes refrigerant loss and will require a substantial amount of oil to continue to run.

The ice maintenance technician has suggested that the oil separator project be prioritized over the chiller replacement in 2022, because it will continue to be an issue and could result in system failure. Staff are recommending using T & W Enterprises to complete this project, as this project deals with the internal components of the system and the company has historical knowledge of each unit.

It is staff's intention to provide a report at an upcoming meeting to recommend pre-budget approval for 2023 to complete the chiller project for the Tara Community Centre. This facility will be the most cost effective to replace and can likely be completed prior to ice season.

Link to Strategic/Master Plan

The Municipality of Arran-Elderslie's Recreation Master Plan.

Strategic Plan, 6.1 Protecting Infrastructure, Recreation and Natural Assets.

Financial Impacts/Source of Funding/Link to Procurement Policy

Within the 2022 Capital Budget, \$ 40,000.00 has been allocated to replace the chiller at the Chesley Community Centre. The estimated cost to replace the two (2) oil separators at the Paisley Community Centre is \$18,000.00, not including applicable taxes. An exact cost for this project cannot be identified as oil separators are internal components of the ice plant compressors. In discussions with the ice maintenance technician, staff are confident that the projected number associated with this project is accurate.

Section 4.7 of the Procurement Policy provides for the waiving of the current procurement process, with Council approval, in the following circumstances.

- a) The extension or reinstatement of an existing contract would prove cost effective or beneficial.
- b) Goods and services are available from only one source.
- c) Where for reasons of time, or nature of the goods and services to be supplied, the interests of the Municipality would be best served by direct purchase.

It is the recommendation of Staff that the work be completed by the Municipality's ice plant technician, due to knowledge and experience with the facility, rather than proceeding with a tender or quote process.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 13, 2022

Subject: SRFIRE.22.07 SCBA RFP Pre-Purchase Approval

Report from: Steve Tiernan, Fire Chief

Appendices: N/A

Recommendation

Be It Resolved that Council hereby,

1. Directs the Fire Chief to proceed with an SCBA RFP Pre-Approval for SCBA's required to be identified in the 2023 Capital Budget process.

Report Summary

During the 2022 Capital Budget process it was identified that Tara Station 70 would be requiring Self Contained Breathing Apparatus (SCBA) units to be replaced in 2023. After reviewing the operational needs of the station, and the current situation in regards to the long delays in purchasing firefighting equipment, it was identified that the purchasing process should begin as soon as possible to ensure SCBA availability in the beginning of 2023. This was also identified and discussed at the Tara sub-committee meeting in May.

Background

In reviewing the SCBA's within all three stations, it was identified that, although all three (3) stations use the MSA brand, none of the SCBA's have compatibility and will not interchange with each other on a fire scene.

Analysis

As part of the restructuring within the fire department and following best practices coming from the Fire Master Plan (modernizing firefighting equipment), it was identified that an RFP identifying the SCBA needs of the fire service, would provide not only the best option in regards to fire operations but also possible financial savings moving into the future.

In 2022, one (1) SCBA unit for a firefighter would have a projected cost of \$13,000 dependent on quantity. This would not include RIT kits, spare SCBA bottles, chargers, or spare batteries.

The SCBA RFP would identify costing for the following:

- 1 single firefighter
- one station (Tara)
- what it would cost to standardize all three departments in 2023.

With each station requiring 10 SCBA's per station, the RFP would assist us in our long-term capital plan that is being developed and assist in budgeting into the future.

Link to Strategic/Master Plan

Fire Master Plan: 14.0, 14.2 Fire Apparatus and Equipment

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.1.1. Goal

Infrastructure, recreation, facilities, and natural assets are in good condition and protected for future generations to enjoy.

Financial Impacts/Source of Funding/Link to Procurement Policy

Financial support for this project would come from each fire station's Capital Reserve. The results of the RFP would be captured within the long-term capital plan to be presented to Council in December.

Approved by: Sylvia Kirkwood, Chief Administrative Officer



120 x T-shirts \$12.40 each +HST + Freight
Setup Fee \$50.00

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 39 – 2022

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 3 Lot 20, 674 Concession 2 Arran
Roll Number: 4103-490-002-03900

Whereas Section 34(1) of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provides that: “Zoning by-laws may be passed by the councils of local municipalities:

1. For prohibiting the use of land, for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway.
2. For prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway.”

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

1. THAT Schedule “A” of By-law No. 36-09, as amended being the Comprehensive Zoning By-law for the Municipality of Arran-Elderslie, is hereby further amended by changing thereon from Agriculture ‘A1’ zone to Agriculture Special with holding provision A1-39-2022-H1 zone and A1-39-2022-H2 of the subject lands, as outlined in Schedule ‘A’, attached hereto and forming a part of this by-law.
2. THAT By-law No. 36-09, as amended, is hereby further amended by adding the follow subsection to Section 6.4 thereof:

‘A1-39-2022-H1’

.xx Notwithstanding their ‘A1’ zoning designation, those lands delineated as A1-39-2022-H1 on Schedule ‘A’ to this By-law shall be used in compliance with the ‘A1’ zone provisions contained in this by-law, excepting however:

- i. A dwelling is not permitted
- ii. The existing livestock structure as of the date of passage of this by-law is permitted to have a Minimum Distance Separation setback of 72 metres, from the existing dwelling, and will not be permitted to expand. New livestock facilities must meet the MDS II guidelines
- iii. That a Holding (H) provision shall apply to those lands with High Archaeological Potential, as shown on the attached Schedule ‘A’ and that the holding provision shall be lifted when:
 - a. A licenced archaeologist has assessed the property or project area and has completed an archeological assessment or it has been determined that an assessment is not required in accordance with the Province’s ‘Criteria for Evaluating Archaeological Potential’.
 - b. All recommendations of the licenced archaeologist have been carried out.

‘A1-39-2022-H2’

xx Notwithstanding their ‘A1’ zoning designation, those lands delineated as ‘A1-39-2022-H2’ on Schedule ‘A’ to this By-law shall be used in compliance with the ‘A1’ zone provisions contained in this by-law, excepting however:

- i. That a Holding (H) provision shall apply to those lands with High Archaeological Potential, as shown on the attached Schedule ‘A’ and that the holding provision shall be lifted when:
 - a. A licenced archaeologist has assessed the property or project area and has completed an archeological assessment or it has been determined that an assessment is not required in accordance with the Province’s ‘Criteria for Evaluating Archaeological Potential’.
 - b. All recommendations of the licenced archaeologist have been carried out.

3. THAT this By-law takes effect from the date of passage by Council, subject to compliance with the provisions of the *Planning Act, R.S.O. 1990, as amended*.

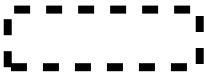
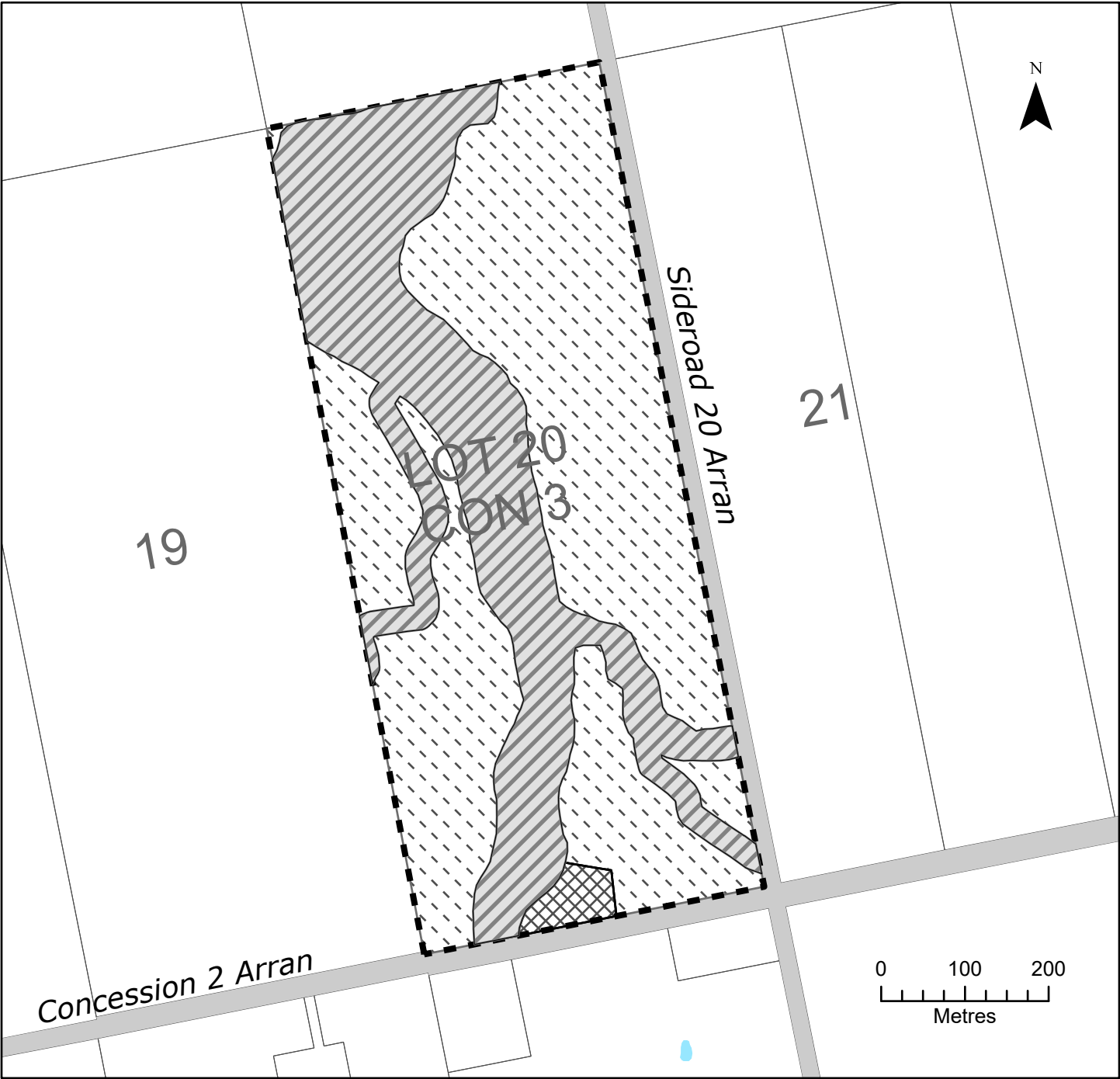
READ a FIRST and SECOND time this 13th day of June, 2022.

READ a THIRD time and finally passed this 13th day of June, 2022.

<hr/> Steve Hammell, Mayor	<hr/> Christine Fraser-McDonald, Clerk
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Schedule 'A'

674 Concession 2 Arran - Concession 3 Lot 20 - Roll # 410349000203900
Municipality of Arran-Elderslie (geographic Township of Arran)



Subject Property



Lands to be zoned A1-39-2022-H1 - General Agriculture Special Holding



Lands zoned A1-39-2022-H2 - General Agriculture Holding



Lands zoned EP - Environmental Protection

This is Schedule 'A' to the zoning by-law amendment number 39-2022 passed this 13th day of June, 2022.

Mayor _____
Clerk _____

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 40 – 2022

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: ARRAN CON 8 PT LOT 29 PLAN; 29 PT PARK LOT 5 PLAN 220; PARK LOT J
PT PARK LOT K RP; 3R9158 PT PART 1 (Tara),

Whereas Section 34(1) of the *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended, provides that: “Zoning by-laws may be passed by the councils of local municipalities:

1. For prohibiting the use of land, for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway.
2. For prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway.”

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

1. THAT Schedule “A” of By-law No. 36-09, as amended being the Comprehensive Zoning By-law for the Municipality of Arran-Elderslie, is hereby further amended by changing thereon from Residential: Low Density Single ‘R1’, Residential: Low Density Multiple ‘R2’ and Environmental Protection ‘EP’ zone to Residential: Low Density Single Special ‘R1-40-2021a’, Residential: Low Density Single Special ‘R1-40-2021b’, Residential: Low Density Multiple Special ‘R2-40-2021’ and Environmental Protection ‘EP’ zone of the subject lands, as outlined in Schedule ‘A’, attached hereto and forming a part of this by-law.
2. THAT By-law No. 36-09, as amended, is hereby further amended by adding the follow subsection to Section 10.5 thereof:

‘R1-40-2021a’

Notwithstanding their Residential: Low Density Single ‘R1’ zoning designation, those lands delineated as ‘R1-40-2021a’ on Schedule ‘A’ to this By-law shall be used in compliance with the ‘R1’ zone provisions contained in this by-law, excepting however:

- i. The minimum exterior side yard shall be 4.5 m;
- ii. The minimum rear yard shall be 5.0 m for Lot 2 only; and
- iii. The maximum lot coverage shall be 40%.

‘R1-40-2021b’

Notwithstanding their Residential: Low Density Single ‘R1’ zoning designation, those lands delineated as ‘R1-40-2021b’ on Schedule ‘A’ to this By-law shall be used in compliance with the ‘R1’ zone provisions contained in this by-law, excepting however:

- i. The minimum lot area shall be 325 m² for each semi-detached dwelling unit to be erected on a separate lot of record;

- ii. The minimum lot frontage shall be 9.0 m for each semi-detached dwelling unit to be erected on a separate lot of record;
 - iii. The minimum exterior side yard shall be 4.5 m; and
 - iv. The maximum lot coverage shall be 50%.
3. THAT By-law No. 36-09, as amended, is hereby further amended by adding the follow subsection to Section 10.6 thereof:

‘R2-40-2021’

Notwithstanding their Residential: Low Density Multiple ‘R2’ zoning designation, those lands delineated as ‘R2-40-2021’ on Schedule ‘A’ to this By-law shall be used in compliance with the ‘R2’ zone provisions contained in this by-law, excepting however:

- i. The minimum lot frontage shall be 7.0 m for each townhouse unit;
 - ii. The minimum exterior side yard shall be 4.5 m;
 - iii. The minimum interior side yard shall be 1.5 m; and
 - iv. The maximum lot coverage shall be 50%.
4. THAT this By-law takes effect from the date of passage by Council, subject to compliance with the provisions of the *Planning Act, R.S.O. 1990, as amended*.

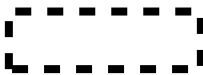
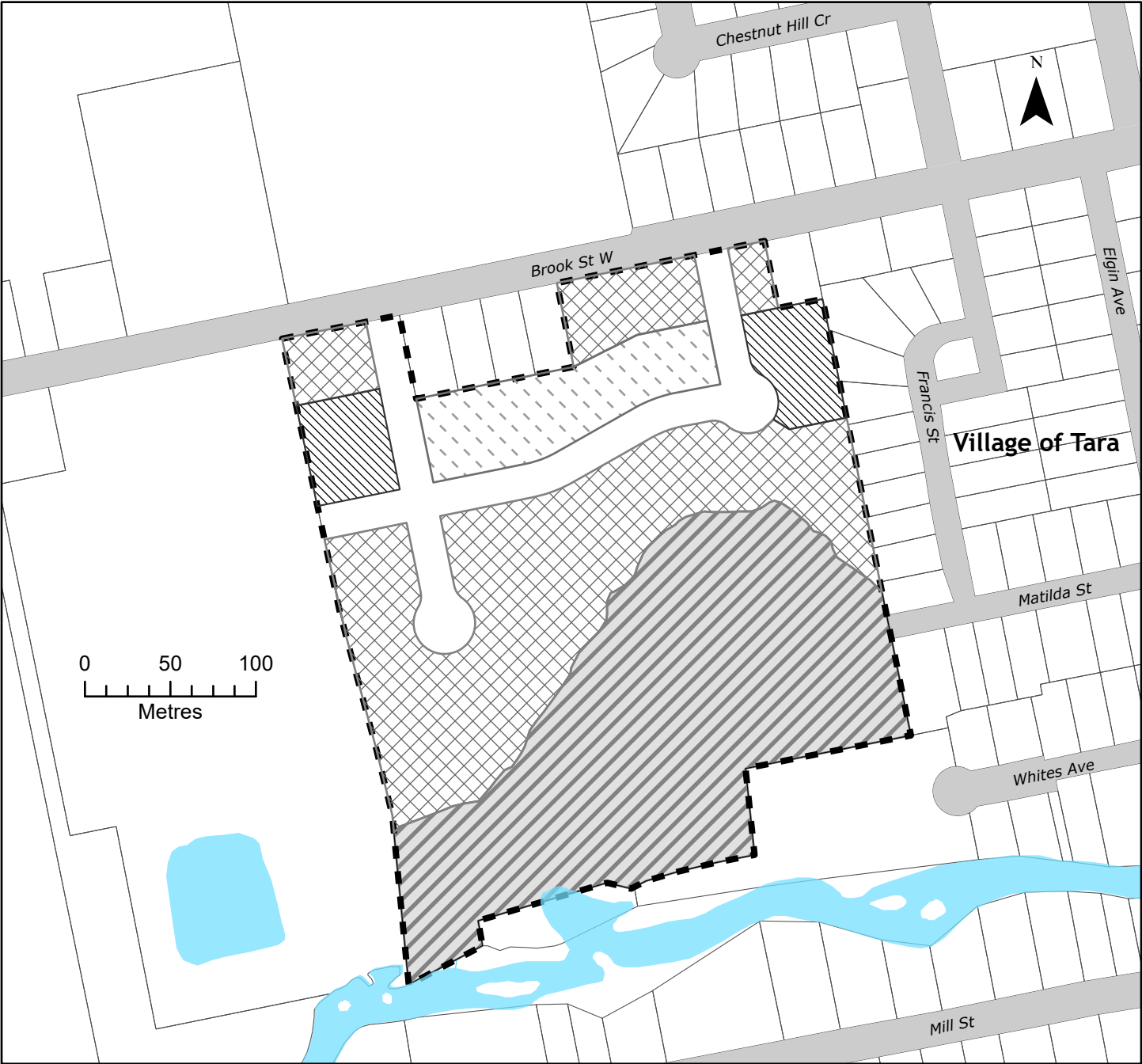
READ a FIRST and SECOND time this 13th day of June, 2022.

READ a THIRD time and finally passed this 13th day of June, 2022.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Steve Hammell, Mayor	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Christine Fraser-McDonald, Clerk
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Schedule 'A'

Concession 8 Part Lot 29 Plan;29 PT Park Lot 5 Plan 220;Park Lot J
PT Park Lot K RP;3R9158 PT Part 1 - Roll 410351000112500
Municipality of Arran-Elderslie (geographic Township of Arran)



Subject Property



Lands to be zoned R2-40-2021 - Residential: Low Density Multiple Special



Lands to be zoned R1-40-2021a - Residential: Low Density Single Special



Lands to be zoned R1-40-2021b - Residential: Low Density Single Special



Lands zoned EP - Environmental Protection

This is Schedule 'A' to the zoning by-law
amendment number 40 – 2022 passed this 13th
day of June, 2022.

Mayor _____
Clerk _____

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

BY-LAW NO. 41-2022

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE SPECIAL COUNCIL
MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
HELD JUNE 13, 2022**

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 June 13, 2022, 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 Special Council meeting held June 13, 2022 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 13th day of June, 2022.

READ a THIRD time and finally passed this 13th day of June, 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk