



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Monday, June 27, 2022, 9:00 a.m.
Council Chambers and via Teleconference
1925 Bruce Road 10, Chesley, ON

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1. Call to Order	
2. Mayor's Announcements (If Required)	
3. Adoption of Agenda	
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17. Closed Session (if required)

- personal matters about an identifiable individual, including municipal or local board employees:

- Queen's Jubilee Nomination
- Tax Bill Dispute

18. Resolution to Reconvene in Open Session

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

20. Adoption of Closed Session Minutes

21. Confirming By-law

21.1. By-law 45-2022 - Confirming By-law

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22. Adjournment

23. List of Upcoming Council meetings

July 11, 2022

August 8, 2022



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

No. 14-2022

Monday, June 13, 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
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)

The Mayor noted that it was National Indigenous Heritage Month and Pride Month.

The Tara and Chesley Pools will be open on July 1st for a public swim.

The Chesley Hospital Emergency Department will be returning to a 24 hour service effective June 13, 2022.

3. Adoption of Agenda

Council passed the following resolution:

190-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of Monday, June 13, 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. 16.1 which is a Zoning By-law Amendment for Jim Hammell who is the Mayor's father.

5. Unfinished Business

None.

6. Minutes of Previous Meetings

6.1 May 24, 2022 Council Minutes

Subsequent to further discussion, Council passed the following resolution:

191-15-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held May 24, 2022.

Carried

6.2 May 26, 2022 Special Council Meeting Minutes

Subsequent to further discussion, Council passed the following resolution:

192-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Dudgeon

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Special Council Session held May 26, 2022.

Carried

7. Business Arising from the Minutes

None.

8. Minutes of Sub-Committee Meetings

9. Public Meeting(s)

9.1 Public Meeting Notice for the Disposal of Surplus Lands

Mayor Steve Hammell noted that this is a public meeting 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.

He then asked if there were any members of the public that had questions.

The Clerk stated that she had not received any written submissions regarding this application.

Council members did not have any questions.

Mayor Hammell closed the public meeting at 9:10 a.m.

11. Correspondence

11.1 Requiring Action

None.

11.2 For Information

Subsequent to further discussion, Council passed the following resolution:

193-15-2022

Moved by: Councillor Greig

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

The CAO noted that AMO is looking for submissions for the August 14th conference.

If anyone is interested in applying for a School Board Trustee, they can attend the Saugeen Shores Clerk's Office, or bring their nomination papers to the Arran-Elderslie Office.

12.1.1 SRDPCLK.22.08 Award Cemetery Mapping & Records Management RFP

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

Subsequent to further discussion, Council passed the following resolution:

194-15-2022

Moved by: Councillor Bell

Seconded by: Councillor Nickason

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.

Carried

12.2 Finance

12.2.1 SRFIN.22.19 Financial Report April 30 2022

Treasurer, Tracey Neifer, responded to questions from Members of Council regarding her information report.

She noted that the Municipality is in a good financial position at this time.

12.3 Public Works

12.3.1 SRW.22.21 Arran Landfill Material Grinding

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

He noted that grinding not a yearly occurrence. Once the material is ground, it is used for landfill coverage.

Subsequent to further discussion, Council passed the following resolution:

195-15-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Bell

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.

Carried

12.3.2 SRW.22.20 DRAFT Municipal Sidewalk Policy

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

Subsequent to further discussion, Council passed the following resolution:

196-15-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Kanmacher

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.

Carried

12.5 Facilities, Parks and Recreation

12.5.1 Tara Arena Ice Edger

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

Subsequent to further discussion, Council passed the following resolution:

196-15-2022

Moved by: Councillor Nickason

Seconded by: Councillor Greig

Be It Resolved that Council hereby,

1. Approve the purchase of an Olympia Battery Edger from Resurfice 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.

Carried

12.5.2 SRREC 22.09 Portable Pool Lifts

Recreation Manager, Carly Steinhoff, responded to questions from Members of Council. She noted that once the lifts are installed, it will be noted on social media that they pools are accessible.

Subsequent to further discussion, Council passed the following resolution:

197-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Bell

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.

Carried

12.5.3 SRREC 22.11 Ice Plant Maintenance

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

Subsequent to further discussion, Council passed the following resolution:

198-15-2022

Moved by: Councillor Greig

Seconded by: Deputy Mayor Davis

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.

Carried

12.6 Emergency Services

12.6.1 SRFIRE.22.07 SCBA RFP Pre-Purchase Approval

Fire Chief, Steve Tiernan, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

199-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

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.

Carried

14. Members Updates

Davis:

Deputy Mayor Davis asked about picnic tables on sidewalks, received a complaint regarding a residential property with an unkempt lawn, and the stormwater report.

Bell:

Councillor Bell had the chance to drive around with JSS and the Chief Building Official regarding property standards, attended interviews for Works Employees and had comments regarding speeding in Chesley.

Dudgeon:

Councillor Dudgeon has received complaints regarding requiring more messages on social media such as when roads will be graveled, pool registration etc. He also received a complaint regarding people taking items out of the clothing bin near the Fire Station.

Greig:

Councillor Greig received a lot of complaints regarding the School Board and the Riverview Estates Subdivision in Tara, speeding on Brooke Street, and there will be a ball tournament in Tara in June.

Kanmacher:

Councillor Kanmacher attended the Main Street Marketing meeting, will be attending the Teeswater Bridge Meeting, and the Paisley Fire Subcommittee meeting. The dog park is on hold as a new site is being researched, and there is now a permanent home for the Farmer's Market/Christmas Market. She received a complaint that there is no place to play basketball in Paisley.

Nickason:

Councillor Nickason will be attending a BASWR meeting and inquired about the old gas station at the corner of Bruce Road 10.

Hammell:

Mayor Hammell hosted a farm tour for two doctors and the chair of the Chesley Hospital Foundation, met with Michael Barret of the South Grey Bruce Health Centre regarding the reopening of the Chesley Emergency Department, attended interviews for job recruitments and will be attending the Paisley Subcommittee meeting.

15. New Business

15.1 Approval of Big Bruce T-Shirts

Council directed staff to revamp the design and to bring it back to the next meeting for further discussion.

16. By-laws

16.1 By-law 39-2022 - Hammell Zoning By-law Amendment

Mayor Hammell declared a conflict and left the Council Chambers.

Subsequent to further discussion, Council passed the following resolution:

200-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Bell

Be It Resolved that By-law No. 39-2022 be introduced and read a first, second and third time, signed by the Deputy Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 39-2022 being a By-law to amend By-law 36-09 being the Comprehensive Zoning By-law for the Municipality of Arran-Elderslie, which 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 described as Lot 20,

Concession 3, geographic Township of Arran, Roll Number 4103-490-002-03900.

Carried

16.2 By-law 40-2022 - Riverview Estates Zoning By-law Amendment

Subsequent to further discussion, Council passed the following resolution:

201-15-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be It Resolved that By-law No.40-2022 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 40-2022 being a By-law to amend By-law 36-09 being the Comprehensive Zoning By-law for the Municipality of Arran-Elderslie, which 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 described as Part Lot 29, Concession 8, geographic Township of Arran, Part Park Lot 5, Plan 220, Park Lot J and Part Park Lot K Plan 220, Part 1, 3R-9158 (Tara).

Carried

17. Closed Session (if required)

The Mayor advised that Council go into Closed Session at 12: p.m. for the purpose of matters identified in the motion below.

202-15-2022

Moved by: Councillor Nickason

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

(X) labour relations or employee negotiations

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

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

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

() education or training of members of Council

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

18. 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:

203-15-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 2:10 p.m.

Carried

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

Direction was given to staff in Closed Session for items 1 & 2 and Council gave direction to staff to hire the candidates in Item 3.

20. Adoption of Closed Session Minutes

Direction was given to staff in Closed Session for items

Subsequent to further discussion, Council passed the following resolution:

204-15-2022

Moved by: Councillor Bell

Seconded by: Councillor Kanmacher

Be It Resolved; that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated May 24, 2022 and May 26, 2022.

21. Confirming By-law

21.1 By-law 41-2022

Subsequent to further discussion, Council passed the following resolution:

205-15-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Greig

Be It Resolved that By-law No. 41-2022 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 41-2022 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, June 13, 2022.

Carried

22. Adjournment

Subsequent to further discussion, Council passed the following resolution:

206-15-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Kanmacher

Be It Resolved that the meeting be adjourned to the call of the Mayor at 2:15 p.m.

Carried

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



ARRAN-ELDERSLIE



PROUD HOME OF BIG BRUCE

CROWNED ONTARIO'S GREATEST ROADSIDE ATTRACTION IN 2021



Minutes

Members Present:

Mayor Steve Hammell
Deputy Mayor Mark Davis
Councillor Melissa Kanmacher (Chair)
Councillor Brian Dudgeon
Member Nancy Butchart

Members Absent:

Member Brett Skinn

Staff Present:

Sylvia Kirkwood, CAO
Steve Tiernan, Fire Chief
Dave Teeple, Station Chief
Tracey Neifer, Treasurer (Recording Secretary)

1. Call meeting to order

Chair Kanmacher called the meeting to order at 6:15 pm.

2. Adoption of Agenda

The Committee passed the following resolution:

Moved by: Member Davis
Seconded by: Member Dudgeon

Be it resolved that the Paisley Fire Hall Subcommittee adopts the agenda of the Committee meeting held on March 10, 2022, as circulated by the Clerk.

Carried Resolution 1-2022

3. Election of Chairperson

CAO Kirkwood, opened the floor for nominations for Chairperson.

Paisley Fire Hall Sub-Committee Meeting Minutes – March 10, 2022
PFSC#1-2022

Member Dudgeon nominated Member Kanmacher as Chairperson.
 Mrs.Kanmacher accepted the nomination.

The CAO turned the meeting over to the Chairperson.

4. Disclosure of pecuniary Interest

None declared.

5. Adoption of Minutes of Previous Meeting

The Committee passed the following resolution:

Moved by: Member Butchart

Seconded by: Member Dudgeon

Be it resolved that the Paisley Fire Hall Subcommittee adopts the minutes of the meeting held on September 21, 2021.

Carried Resolution 2-2022

6. Business Arising from the Minutes

The Committee discussed Green Light Education. Both the CAO and Fire Chief confirmed that education has taken place on Arran-Elderslie Facebook page and is included in the Fire Departments' education plan.

7. Staff Reports

7.1 - SRFIN.22.12 – Paisley Fire Sub-Committee Action Item Update

Treasurer, Tracey Neifer, presented her report to the Subcommittee for information purposes. The report has been prepared to provide the Committee with an update as to the status of the action items reported on September 28th, 2021.

In support of the action items. Fire Chief Tiernan distributed copies of the following to each of the Committee members and staff:

- Map - Proposed Site Layout – Canrobert and Queen Street, Paisley
- Drawings – North Perth Fire Department – exterior
- Drawings – North Perth Fire Department – interior first floor
- Drawings – North Perth Fire Department – interior second floor

Paisley Fire Hall Sub-Committee Meeting Minutes – March 10, 2022
PFSC#1-2022

- Drawings – West Perth Fire Department – interior first floor
- Drawings – West Perth Fire Department – interior first floor, showing reduction from 4 bay to 3 bay option, 60' compared to 79'

Fire Chief Tiernan discussed the photos that were included in the agenda package, to highlight various aspects and considerations for a new fire hall.

During the presentation and discussion, the following was addressed:

- A new build is estimated to last 60-70 years; what does the Community of Paisley need? For example, increased meeting space
- There are new standards for turn-out (bunker gear) storage
- Preliminary discussions indicate that there is a planning opportunity with Bruce County Ambulance
 - **Action 3-1** Engage with Bruce County Ambulance as part of the design and planning
- In floor heating
- Garage doors – width and style
- 3 Truck Bays with drive through capability
- Revenue generating opportunities
- Long-term commitments with Brockton and Kincardine
 - **Action 3-2** Review agreements and provide for long-term commitment
- Recognition Plates – develop a donor recognition plan and messaging to promote within the Community
 - **Action 3-3** Develop a Communication Plan
- Medical Clinic Property was noted as too small for development. Committee would like to see this considered further and brought back with concept map. Consideration to driveway requirements
 - **Action 3-4** Medical Clinic Property, Site Assessment
 - **Action 3-5** Medical Clinic, Current Use
- Proposed location: Canrobert and Queen Street
 - **Action 3-6** Site Proposal, Review Holding Symbol

CAO Kirkwood provided a brief update on the status of surplus lands, nothing that 9 lots have been identified. A report is forthcoming to Council.

8. Other Business

Nothing addressed

Paisley Fire Hall Sub-Committee Meeting Minutes – March 10, 2022
PFSC#1-2022

9. Next meeting date

The next meeting is to be determined when additional information is available from the action items.

10. Adjournment

The Committee passed the following resolution:

Moved by: Member Butchart
Seconded by: Member Dudgeon

Be it Resolved that the Paisley Fire Hall Subcommittee adjourns the meeting at 7:38 p.m.

Carried Resolution 3-2022

A Circle of Support for Newcomer Integration



YMCA of
Owen Sound Grey Bruce

WELCOMING



GREY BRUCE
LOCAL IMMIGRATION
PARTNERSHIP





What is GBLIP & its Purpose

Grey Bruce Local Immigration Partnership (GBLIP) is fully funded by Immigration, Refugees and Citizenship Canada (IRCC) to enable community-based partnerships and planning to support the unique needs of newcomers in the region.

1

Build Capacity

2

***Strengthen
Community***

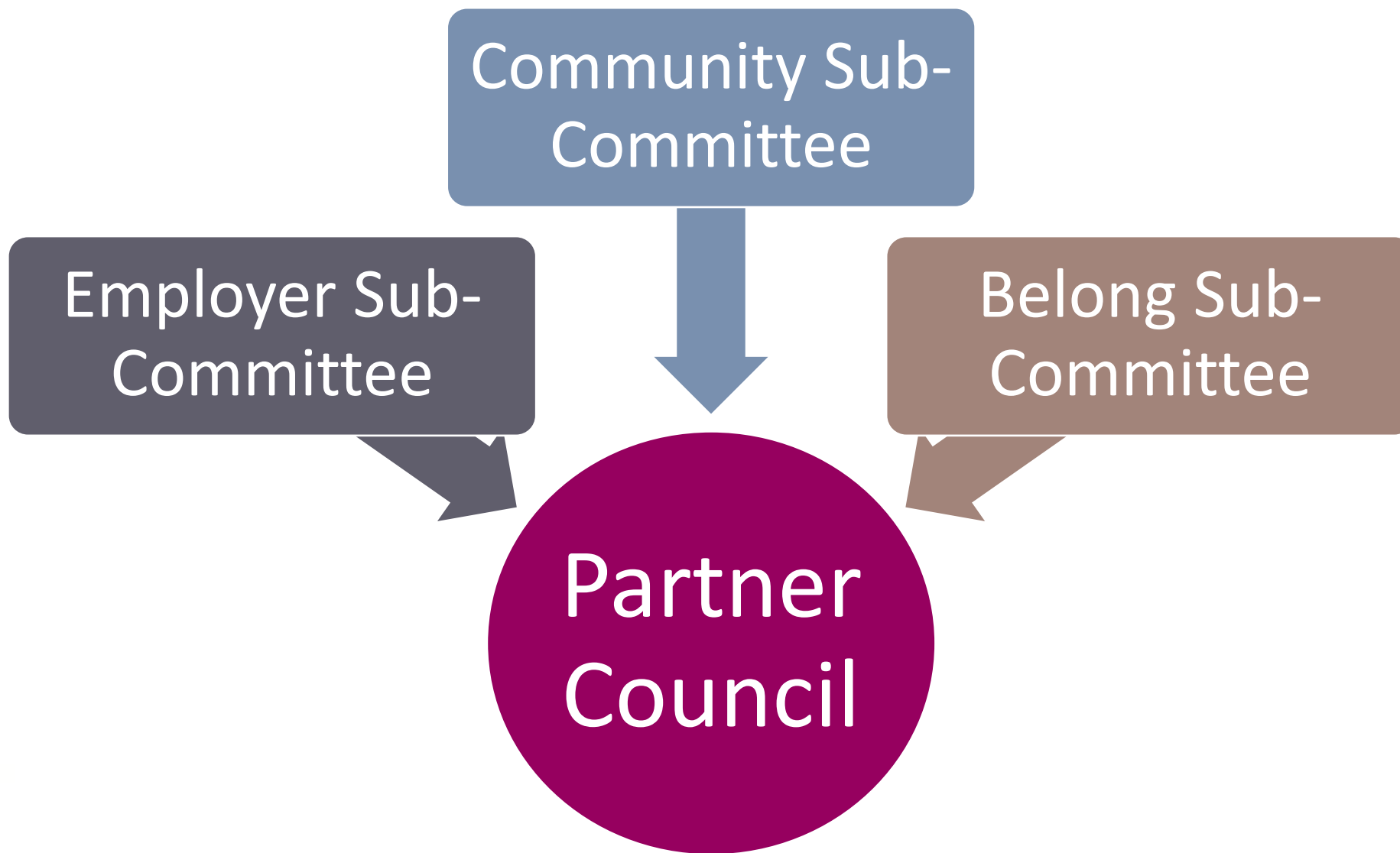
3

***Cultivate
Prosperity***

4

***Foster
Inclusion***

GBLIP Composition



Grey Bruce Settlement & Language Services



YMCA of
Owen Sound Grey Bruce

Funded by:



Immigration, Refugees
and Citizenship Canada

Financé par :

Immigration, Réfugiés
et Citoyenneté Canada



What are Settlement Services?

- IRCC funded service for newcomers to Canada to integrate and settle into local communities across the country.
- Settlement Services bring a capacity focus to empower and strengthen client skills so they can achieve their full potential and enrich their new home communities.
- Settlement services partner with community SPO's to provide collaborative support.



How Does Grey Bruce Settlement & Language Services Help?

- UNDERSTANDING - Needs Assets Assessments and Referrals (NAAR)
- SUPPORT - One on One and Group Information & Orientation Sessions (I+O)
- CONNECTION – Community Connection
- Language Instruction for Newcomers to Canada (LINC)
- Mobile Service Delivery
- SWIS Services
- Offer Language Interpretation And Work Place Support



Welcoming Communities Grey Bruce

Presentation to Municipal Councils

WCGB Mission Statement

WCGB works towards an inclusive and welcoming Grey Bruce where differences are celebrated and no one is left behind.



What we do

Assist

- Assist immigrants, refugees and other newcomers to settle successfully.

Engage

- Engage community members to address social, racial, cultural and institutional barriers to inclusion.

Collaborate

- Collaborate with organizations and businesses to build a welcoming and inclusive region for all.

Welcoming Communities Grey Bruce



For more information please visit
our website:
welcominggreybruce.ca



Tools for employers, newcomers,
municipalities, communities are
on the website



We are available for consultation,
training, presentations throughout
Grey Bruce: contact
info@welcominggreybruce.ca



Thank you!

QUESTIONS?

Grey Bruce Local Immigration Partnership

- Deepikaa Gupta – GBLIP Coordinator
- Deepikaa.Gupta@grey.ca
- (519) 372-0219 x 6108
- www.greybrucelip.ca

YMCA – Grey Bruce Settlement and Language Services

- Sunnet Kukreja – Program Coordinator
- settlement@osgb.ymca.ca
- (519) 371-9222
- www.ymcaowensound.on.ca/

Welcoming Community Grey Bruce

- David Morris – Welcoming Community Grey Bruce
- info@welcominggreybruce.ca
- www.welcominggreybruce.ca

From: [Grizzly Fox](#)
To: clerk@arran-elderslie.ca
Cc: cao@arran-elderslie.ca
Subject: Request for Exemption - BY-LAW NO. 61-09 Schedule B – Protection to Persons and Property – Noise
Date: June 23, 2022 8:56:45 AM

Good morning Christine,

I'm emailing to request an exemption to [By-law No 61-09 Schedule A – #3](#).

Pursuant to the by-law, "Operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducer, and intended for the production, reproduction or amplification of sound" is prohibited in the commercial district between 7PM - 7 AM. (Schedule A - Page 9)

We operate Bonfire on Queen in downtown Paisley and are requesting an exemption to this bylaw for July - November for the following events:

- Live music performances on Saturday evenings from 6 - 8:30 PM
- Dinner & Drag Show July 28, 2022 - 6 - 10 PM
- "Food Day Canada" Dinner & Dance on July 30, 2022 from 6-10:30 PM (See separate catering notice)
- Other special events on 1 Thursday / month in the fall from 6 - 10:00 PM

These events are important to our business and the community as they are bringing people to Paisley from across Grey-Bruce. The artists enjoy playing at Bonfire because they are typically done and home before they start their gigs in most other places. Since our restaurant is small, we aim to keep the sound to a reasonable level to allow people to carry on a conversation but it does carry at times.

We have had no issues with live music in the past but want to be proactive now that we are aware of this bylaw.

We try to be respectful of our neighbours and will be advising them of the events that run to 10:30 PM.

We appreciate your consideration of this request.

Jen Christie and Chris Shaw

--

Grizzly Fox Hospitality Ltd.
o/a Bonfire on Queen

342 Queen St. N. Paisley, Ontario N0G 2N0 | 519-353-3473
<https://www.bonfireonqueen.com/> | info@bonfireonqueen.com

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

BY-LAW NO. 61-09

A By-law to Amend the Municipal Code – Schedule B – Protection to Persons
and Property – Noise

WHEREAS Section 129 of the *Municipal Act, 2001* permits a local municipality to prohibit and regulate with respect to noise and vibration and to prohibit such matters unless a permit is obtained from the municipality for those matters and that a municipality may also impose conditions for obtaining, continuing to hold and renewing any such permit, including the submission of plans;

AND WHEREAS Council at its meeting of November 9, 2009 adopted the recommendation in SRCAO.09.59 regarding amendments to the Municipal Code – Schedule B – Protection to Persons and Property - Noise;

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

- 1. That the Municipal Code – Schedule B – Protection to Persons and Property be amended by the addition of Schedule A attached to this by-law.
- 2. That Schedule A attached shall form part of this by-law.

READ A FIRST AND SECOND TIME THIS 9TH DAY OF NOVEMBER, 2009.

READ A THIRD TIME AND PASSED THIS 9TH DAY OF NOVEMBER, 2009.

Original Signed by

RON L. OSWALD, MAYOR

Original Signed by

A.P. CRAWFORD, CLERK

Schedule A to By-law No. 61-09

**Schedule B – Protection to Persons
and Property – Noise**

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Article 1

CITATION

1.2 Citation

This by-law may be cited as the “Noise By-law”.

Article 2

DEFINITIONS

2.7 Construction – defined

“construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration, the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith.

2.8 Construction equipment – defined

“construction equipment” means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders or other material handling equipment.

2.9 Conveyance – defined

“conveyance” includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within the premises of a person.

2.10 Council – defined

“council” means the Council of The Corporation of the Municipality of Arran-Elderslie.

2.11 Highway – defined

“highway” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles.

2.12 Motor Vehicle – defined

“motor vehicle” includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine within the meaning of the *Highway Traffic Act*.

2.7 Municipality - defined

“municipality” means the land within the geographic limit of the Municipality of Arran-Elderslie.

2.8 Noise - defined

“noise” means sound and vibration arising therefrom, emitted in such a manner or with such volume as to likely disturb local inhabitants.

2.9 Noise Control Administrator - defined

“Noise Control Administrator” means the person or persons designated by Council as responsible for the administration of this by-law and shall be the Chief Building Official for the Municipality of Arran-Elderslie.

2.10 Point of reception - defined

“point of reception” means any point on the premises of a person where sound or vibration originating from other than those premises is received.

2.11 Quiet zone - defined

“quiet zone” means those areas of the municipality in which there is located a hospital, funeral home, nursing home or senior citizens’ housing.

2.12 Residential area - defined

“residential area” means all those areas designated for any kind of residential use by the various restricted area by-laws of The Municipality of Arran-Elderslie, plus all properties within twenty (20) metres of such areas.

Article 3

GENERAL PROHIBITIONS

3.1 Sounds - acts emitting noise - clearly audible - set out

No person shall emit or cause or permit the emission of sound resulting from an act listed in Sections 3.2 through 3.6 inclusive, and which sound is clearly audible at a point of reception.

3.2 Racing - motorized conveyance - not regulated

No person shall race or cause or permit to be raced any motorized conveyance in contravention of Section 3.1, other than in a racing event regulated by law.

3.3 Tires - squealing - vehicle

No person shall operate or cause or permit the operation of a motor vehicle in such a way that the tires squeal in contravention of Section 3.1.

3.4 Vehicle - operation - improperly secured - load

No person shall operate or cause or permit the operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds in contravention of Section 3.1 due to improperly secured load or equipment, or inadequate maintenance.

3.5 Engine - without muffler

No person shall operate or cause or permit the operation of any combustion engine or pneumatic device in contravention of Section 3.1 without an effective exhaust or intake muffling device in good working order and in constant operation.

3.6 Engine - continuous - operation - while stationary

The operation of an engine or motor in or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five (5) minutes, while such vehicle is stationary in a residential area or a quiet zone shall be a contravention of Section 3.1 unless the provisions of Sections 3.7 through 3.11 inclusive apply.

3.7 Idling period - manufacturer - specification

The provisions of Section 3.6 shall not apply when the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded.

3.8 Operation - essential to function

The provisions of Section 3.6 shall not apply when operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors.

3.9 Weather conditions - justify heating - air conditioning

The provisions of Section 3.6 shall not apply when weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo, and the vehicle is stationary for purposes of delivery or loading.

3.10 Temperatures - low - idling necessary - after starting

The provisions of Section 3.6 shall not apply when prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine.

3.11 Repair - seasonal servicing - non-profit

The provisions of Section 3.6 shall not apply when the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.

3.12 Horn - use - good safety practices - only

The operation of a motor vehicle horn or other warning device shall be a contravention of Section 1055.2.1, except where required or authorized by law or in accordance with good safety practices.

3.13 Construction - equipment - without muffler

The operation of any item of construction equipment in a quiet zone or residential area without effective muffling devices in good working order and in constant operation shall be a contravention of Section 3.1.

3.14 Radio - sound equipment -musical instrument - other

No person shall cause or permit the sound or noise from or created by any radio or phonograph, public address system, sound equipment, loud speaker or similar device or devices, or any musical or sound-producing instrument of whatever kind, when such device or instrument is played or operated in such a manner or with such volume as to annoy or disturb the peace, quiet, comfort or repose of any individual in any dwelling house, apartment house, hotel or any other type of residence.

3.15 Air-conditioning equipment – residential – commercial

No person shall permit sound or noise to be produced by the operation of residential or commercial air-conditioning equipment which disturbs the peace, quiet, comfort or repose of any person in any dwelling unit, hotel or other type of residence.

3.16 Commercial - audible - distance from property line

No person, manager, director or owner of any commercial business shall cause or permit the generation of a sound or noise from commercial use which is plainly audible at a distance of 15.25 metres (50 feet) from any property line of the property upon which the building or structure is located where the noise or sound is generated that disturbs or is likely to disturb an inhabitant.

3.17 Prohibitions - by time - place - table

No person shall emit or cause or permit the emission of sound resulting from any act listed in Schedule A if clearly audible at a point of reception located in an area of the municipality within a prohibited time shown for such an area

Article 4

EXEMPTIONS

4.1 Public safety - emergency - preservation of property

Notwithstanding any other provision of this by-law, it shall be lawful to emit or cause or permit the emission of sound or vibration in connection with emergency measures undertaken:

- a) for the immediate health, safety or welfare of the inhabitants or any of them; or
- b) for the preservation or restoration of property; unless such sound or vibration is clearly of a longer duration or nature more disturbing than is reasonably necessary for the accomplishment of such emergency purpose.

4.2 Religious - traditional - festive activities

Notwithstanding any other provision of this by-law, this by-law does not apply to a person who emits or causes or permits the emission of sound or vibration in connection with any of the listed traditional, festive, religious and other activities:

- a) Santa Claus parade;
- b) Remembrance Day parade;
- c) winter carnival;
- d) spring fair;
- e) fall fair(s) and associated parade(s); and
- f) summer concerts.

4.3 Firearms – discharge – exception – peace officers

Peace Officers in the performance of their duties shall be exempt from the provisions of this by-law with respect to the discharge of firearms in prohibited areas of the municipality.

4.4 Agricultural activity – where designated

None of the provisions of this by-law shall apply to the normal activities of agriculture on any lands designated for agricultural use within the Municipality.

Article 5

GRANT OF EXEMPTION

5.1 Application - to Council

Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he or she might be prosecuted.

5.2 Right of refusal - other - limitations

Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six (6) months, during which it is effective and may contain such terms and conditions as Council sees fit.

5.3 Hearing - application - decision

In deciding whether to grant an exemption to any of the provisions of this by-law, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

5.4 Breach - exemption - null - void

Breach by the applicant of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

Article 6

SEVERABILITY

6.1 Validity

If a court of competent jurisdiction should declare any Section or part of a Section of this by-law to be invalid, such Section or part of a Section shall not be construed as having persuaded or influenced Council to pass the remainder of the enabling by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in force.

Article 7

ENFORCEMENT

7.1 Fine – for contravention

Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine or penalty as provided for in the *Provincial Offences Act*.

7.2 Enforcement – Officers

The provisions of this by-law shall be enforced by individuals appointed by Council as By-law Enforcement Officers and by the Ontario Provincial Police.

Schedule A PROHIBITIONS BY PLACE AND TIME				
		Prohibited Period of Time		
		Quiet Zone	Residential Zone	Other Zone
1	Discharge of Firearms	At all times	At all times	
2	Operation of a combustion engine which is; or is used in; or is intended for use in a toy, or a model or replica of any device, which model or replica has no function other than amusement and which is not a conveyance	At all times	B	B
3	Operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducer, and intended for the production, reproduction or amplification of sound	At all times	At all times	B
4	Operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production reproduction or amplification of any similar sounds by electronic means, except where required or authorized by law or in accordance with good public safety practices	At all times	A	A
5	Operation of any powered rail car including but not limited to refrigeration cars, locomotives or self-propelled passenger cars, while stationary on property not owned or controlled by a railway governed by the <i>Railway Act</i> (Canada)	At all times	B	
6	Operation of any motorized conveyance other than on a highway or other place intended for its operation	At all times	At all times	A
7	Venting, release or pressure relief of air, steam or other gaseous material, product or compound from any autoclave, boiler,, pressure vessel, pipe, valve, machine, device or system	At all times	A & C	
8	Persistent barking, calling or whining or other similar persistent noise-making by any domestic pet or any other animal kept or used for any purpose other than agriculture	At all times	At all times	At all times
9	Operation of a commercial car wash with air drying equipment	At all times	B	
10	Yelling, shouting, hooting, whistling or singing	At all times	A	
11	Loading, unloading, delivering, packing, unpacking, or otherwise handling any containers, products, materials, or refuse, whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects	B & C	B&C	
12	The operation of any equipment in connection with construction	B & C	B & C	B & C
13	Operation or use of any tool for domestic purposes other than snow removal	B	B	A
14	Operation of solid waste bulk lift or refuse compacting equipment	B	B	B

15	Detonation of fireworks or explosive devices not used in construction	At all times	At all times	B
16	All selling or advertising by shouting or outcry or amplified sound	At all times	At all times	At all times
17	Operation of a commercial car wash of a type other than mentioned in Item 9	At all times	B	A
	Periods of time set out: A – 11:00 p.m. one day to 7:00 a.m. the next day B – 7:00 p.m. one day to 7:00 a.m. the next day C – all day Sundays and statutory holidays			

GREY SAUBLE CONSERVATION AUTHORITY MINUTES

Full Authority Board of Directors
Wednesday, May 25, 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 1:19 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, Harley Greenfield, Paul Vickers, Ryan Greig, Marion Koepke

Directors Present Virtually: Cathy Little, Cathy Moore Coburn, Paul McKenzie

Regrets: Scott Mackey

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, Water Resources Coordinator, John Bittorf

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-22-042

Moved By: Paul Vickers
Seconded By: Dwight Burley

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of May 25, 2022.

Carried

5. Approval of Minutes

Motion No.:
FA-22-043

Moved By: Harley Greenfield
Seconded By: Ryan Greig

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

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-22-44

Moved By: Marion Koepke
Seconded By: Dwight Burley

THAT in consideration of the Consent Agenda Items listed on the May 25, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – April 2022; (ii) Administration – Receipts & Expenses – April 2022; (iv) Conservation Ontario – Council and AGM Minutes – April 11, 2022; (v) Minutes – GSCA Indigenous Relationship Committee Minutes – November 29, 2021; (vi) Recent Media Articles

Carried

Chair Greg asked for confirmation and clarity on an expense item to the Toronto Region Conservation Authority for the Inglis Falls Management Plan. CAO, Tim Lanthier explained that this item was for a cultural heritage review for the Inglis Falls Management Plan.

8. Business Items

i. Administration

a. 2022 Q1 Report Back

Manager of Finance and Human Resource Services, Alison Armstrong, provided a report back on the first quarter of the 2022 budget year.

It was noted that the expenses for the quarter were \$111,000 greater than budgeted. This was attributable:

- Salary and wages; \$57,000 due to added positions, the increase in minimum wage not reflected in budget, and increased benefits costs not reflected in budget.
- Contracts and Services; \$33,000 due to Watson Service Fee Review Study, Carbon Credit Feasibility Study, increase in DWSP per diem costs.
- Insurance Premiums; \$24,000 increase over what staff had previously anticipated.

This deficit will be covered by surplus from previous years, user fees, and the increase in DWSP contract funding will cover the additional cost in DWSP per diems.

It was noted that there was an error in the reported funding of the Stewardship program and was overstated by \$22,500.

The forecast for the 2022 budget year is \$165,000 greater than budget with a significant portion attributed to Stewardship.

A Member asked to clarify where the funds will come from to cover the increase in expenses. Alison explained that some will be drawn from the anticipated increases in planning and permitting fees, covering the additional costs in wages and contracts. Additionally, parking revenues will cover the added cost of the minimum wage increase. Surplus from previous years will also be used to cover increase salary and wages

A Member asked if all of the revenues had been received for Stewardship. Alison explained that yes, however not the remainder of the budget year's levy funds have been identified.

A Member asked if there is any indication of how parking revenues are compared to last year. Alison stated that she wasn't sure but that parking passes have been selling very well.

A Member asked if staff had a year-to-year comparison of parking revenues. The CAO explained that staff did not at the moment, however; in the previous week GSCA made approximately \$10,000 in parking revenues and have sold more than 500 Member's passes to date.

b. Hybrid Board Meeting Options

Manager of Information Services, Gloria Dangerfield, spoke to the options available for the Board to meet at the Administration Centre in a hybrid format.

Gloria reviewed the previous staff reports and the quoted cost to retrofit the Administration centre to host hybrid meetings. Quotes ranged from \$18,000 to \$31,000.

At that time, the administrative offices were closed to the public, four options were presented to the Board and the Board choose to continue meeting virtually until the option to meet at the Grey County Council Chambers became available.

It was noted that the administrative office has opened to staff and the public, and that meetings with small numbers of attendees are now taking place. While meeting at the Grey County Council Chambers has worked well and GSCA is grateful to Grey County for the offer to host GSCA Board meetings, it is desirable to return to the GSCA Administrative Centre.

Gloria presented the options for providing hybrid meetings at the administrative office:

- A professionally installed meeting system ranging from \$18,000 to \$30,000, it would require less staff time to get meeting ready but results in a higher price point.
- A less expensive, staff installed system, the OWL Meeting Pro, is a cost-effective solution for small meeting spaces. This unit is equipped with a 360-degree camera and eight microphones, and will auto-track to the speaker, similar to the county chambers system. It was noted that some agencies utilize 2 units in tandem to increase coverage.

Staff recommended purchasing one OWL Meeting Pro unit, with the option of purchasing a second one should it become necessary, and host GSCA Board of Directors meetings at the administrative office.

There was discussion and general agreement that, moving forward, the option of hybrid meetings would be beneficial even outside of the current pandemic situation.

A Member asked how soon the unit could be purchased and set up.

Gloria stated that the OWL unit could be available within a couple of weeks.

A Member stated that they had a favourable experience attending meetings using this technology.

A Member asked if the OWL unit was compatible with the technology that GSCA is using, i.e., WebEx and YouTube Live. Gloria explained that the OWL specifically works with WebEx and YouTube Live.

Motion No.:
FA-22-045

Moved By: Paul Vickers
Seconded By: Dwight Burley

WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings, AND FURTHER WHEREAS GSCA offering a hybrid option for Board of Directors meetings is ideal for many directors and staff,

AND FURTHER WHEREAS GSCA Staff have reviewed the feasibility of such based on a variety of factors,

THAT, further to the information presented in this report, the GSCA Board of Directors resolve to return to the GSCA Administration Centre for monthly board meetings and to purchase the Meeting Owl Pro as a solution for offering a hybrid meeting option.

Carried

c. Conservation Authorities Act Update

The CAO, Tim Lanthier, provided an update on the CAA Phase 2 regulations released by the Province of Ontario. These regulations enable the changes to the Conservation Authorities Act enforceable and focus on look of transparency, fees, budgets and apportionment.

At the end of April 2022, the province released four regulations and one policy document.

- Regulation 399/22 – Amendment to Transition Plans and Agreements Regulation
 - Allows for fees to be charged by an authority for services under the agreements with municipalities.
- Regulation 400/22 – Information Requirements
 - Details information that CA's must include in a Governance section of the CA's website.
 - GSCA staff have updated or added most of the requirements already and will be in touch with Member's for any information that may be missing.
 - These updates must be completed by the end of the 2022.
- Regulation 401/22 – Determination of Amounts under Subsection 27.2(2)
 - Details the methods available to CA's to determine the amounts owed by their member municipalities for CA programs and services with respect to the Clean Water Act, 2006, and Lake Simcoe Protection Act, 2008.
 - Does not necessarily relate to GSCA.

- Regulation 402/22 – Budget and Apportionment
 - Defines the budget and apportionment process.
 - Category 2 and 3 programs need to be specifically identified in the Budget and separated as necessary. These programs will require service agreements with member municipalities.
 - Category 1, general operating expenses, and capital costs can be apportioned without an agreement.
- Minister's Fee Policy
 - Allows a CA to charge fees where a user pay principle is appropriate.
 - Category 2 and 3 services under agreement require agreement to state that CA may charge fee for these services.
 - This may or may not affect GSCA under the current program breakdown.

A Member asked if staff would wait until after the fall election to gather the contact information required?

Tim answered that staff will collect the required information now and update the information post election.

A Member asked if there will be any significant difference in how the Board deals with the annual budget.

Tim answered that there will be subtle differences. The Board will need to look specifically at what items are mandatory, general expenses, and capital costs versus Category 3 items when considering apportionment. There will be some procedural changes in how items are recognized.

Motion No.:
FA-22-046

Moved By: Dwight Burley
Seconded By: Cathy Little

WHEREAS on April 22, 2022, the Province of Ontario released Regulations 399/22, 400/22, 401/22 and 402/22 Regarding Municipal Levies, Conservation Authority Budget Process, and Transparency, as well as a Minister's Fee Policy for the Charging of Fees by Conservation Authorities,

THAT the GSCA Board of Directors receive Staff Report 015-2022 as information

Carried

ii. Water Management

a. Dam Installation Update

Water Coordinator, John Bittorf provided a presentation to the Board on GSCA Dams. John displayed a map showing the location of the GSCA managed dam structures in the watershed and noted that some are GSCA-owned and some are Ducks Unlimited. The map provided was updated to remove dams that have been decommissioned.

- Berford Lake Dam – Installed on April 7th and 14th
 - logs were put in and repairs made to some of the deck boards
- Mill Dam – Installed on April 22nd
 - Water levels were raised before the nesting swans arrived so as to alleviate any potential issues.

- Bognor Marsh # 2 – Installed April 25th through 28th
- Clendenan Dam – Installed on May 10th
 - Staff needed to use of the manual winch as the electric winch reached its end-of-life last fall. GSCA has been successful in acquiring 50 percent funding for new electric winches through the Water and Erosion Control Infrastructure (WECI) grant program. Funding was also secured to replace some of the old stop logs which have not been replaced since 1986.
- Rankin Dam – Installed on May 17th
 - New set up worked very well. The structure required about 100 biodegradable plugs to reduce water leaking through the logs.
- Inglis Falls Dam has not yet been installed

A Member asked if the Clendenan dam logs that have been replaced have any residual value? John answered that they are likely rotted and would maintain little to no value. A Member offered congratulations to staff on securing funding for repairs to the dams.

iii. **Environmental Planning**

Nothing at this time.

iv. **Operations**

Nothing at this time.

v. **Conservation Lands**

a. **Administrative Building RFP Award**

Manager of Conservation Lands, Rebecca Ferguson, reported on the results of the Administrative Building RFP.

The RFP was reissued on March 21st after an unsatisfactory response to the original RFP released in the Fall of 2021.

The review committee met on May 17th to discuss the submissions and compare their individual scoring.

Rebecca reported that the submission made by Lebel and Bouilane was the only firm to provide all of the required documents.

Staff recommended awarding the RFP to Lebel and Bouilane.

Motion No.:
FA-22-047

Moved By: Dwight Burley
Seconded By: Ryan Greig

WHEREAS the GSCA Board of Director's passed resolution FA-18-094 at the October 24, 2018 Full Authority Meeting directing staff to issue an RFP to engage an architect for concept design drawings;

AND WHEREAS GSCA staff issued an RFP to this effect on August 27, 2021 and received three (3) proposals, which all came in over budget;

AND WHEREAS GSCA staff re-issued the RFP with a refined scope on March 21, 2022;

AND WHEREAS the Evaluation Committee met on May 17 to discuss and score the submissions;

THAT the GSCA Board of Directors award Lebel and Bouliane the contract for concept design drawings.

Carried

b. Inglis Falls Management Plan Presentation

Manager of Conservation Lands, Rebecca Ferguson, provided a presentation on the Inglis Falls Conservation Area Management Plan.

There have been two committee meetings, a virtual public open house, and a mail out survey. There were only seven attendees to the open house. The draft plan and all supporting documentation are available on the website.

Staff are looking to create a 20-year vision for the property.

Staff went through each of the five action areas and provided some highlights of the potential projects and ideas.

There was some discussion around a few of the specific potential projects.

A Member asked if there was an opportunity for Members to submit comments after the Board meeting. Rebecca answered that she is happy to receive feedback from the Board and suggested having Members out to tour and discuss the Inglis Falls/Arboretum properties.

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, reviewed the month's activities and some upcoming events.

Tim and staff have been consulting with senior municipal staff regarding the Programs and Services Inventory. It was noted that there have not been any concerns about the inventory as of yet. GSCA is planning to assist and support municipal staff in reporting back to their respective councils and will attend if necessary. Moving forward, staff will be looking at the existing Category 2 agreements to be sure that they are inline with the legislation.

On May 2nd MECP hosted a workshop focused on the Programs and Service Inventories. Tim reported that Vice Chair Matrosovs, and Manager of Information Services, Gloria Dangerfield were able to attend in his stead. Staff feel satisfied with GSCA's Program and Service Inventory document, however; not all CA's met the MECP expectations.

On May 18th, the GSCA Indigenous Relationships Committee met and were joined by Diane Giroux from the M'Wikwedong Indigenous Friendship Centre. GSCA received a request from M'Wikwedong to host a Ceremonial Fire at the Arboretum on June 17th from 10:00 am to 2:00 pm to mark the summer solstice. Staff and Board Members are welcome to attend.

Tim noted that GSCA has sold more than 540 Membership Passes so far for 2022.

With the loss of McKay Pay, staff have been researching alternative options and have found an excellent solution. Staff will be bringing a report to the Board in June.

The GSC Foundation hosted their Earth Film Festival on May 19th with a well received showing of the Flight of the Monarch and a successful silent auction. Tim will connect with Foundation Members to discuss further.

10. **Chair's Report**

Chair Greig thanked Vice Chair Matrosovs for stepping in at the Earth Film Festival and at the MECP Workshop meeting.

Chair Greig reminded Board Member that the Foundation continues to work on having their first Memorial Forest Ceremony in three years on June 11th and 12th. If any Members may be able to take part, their support will be appreciated.

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 June 22nd, 2022

15. **Adjournment**

The meeting was adjourned at 3:17 p.m.

Motion No.:
FA-22-048

Moved By: Andrea Matrosovs
Seconded By: Ryan Greig

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Sylvia Kirkwood, Chief Administrative Officer

Meeting Date: June 27, 2022

Subject: CAO

Attachments: Appendix A: Resolution 26-02-2022

Report Summary

In accordance with the Resolution 26-02-2022 passed by Council on January 31, 2022, which stated that due to the high cost of providing stormwater management services in urban communities that the costs for engineering, maintenance and replacement of this infrastructure be removed from general taxation and the costs of such be funded by the Water and Sewer Division.

Since then, Staff have completed a review of this matter and have obtained a legal opinion regarding options for cost recovery, implemented a departmental realignment of the responsibility of storm sewers and have determined the next steps in order to report back to Council with costs and implications of addressing this Resolution.

Background

On January 31, 2022, Council received a Notice of Motion (Resolution 26-02-2022) which outlined concerns with the high costs of delivering stormwater sewer systems in urban areas. The purpose of these systems is to divert surface water into an underground system that appropriately discharges the water away from areas of development. The Municipality currently provides municipal water, storm and sanitary sewer services to three (3) communities in Arran-Elderslie – Chesley, Tara and Paisley.

The Resolution states that the costs of the storm systems which include maintenance, repair and replacement should be borne upon those that are directly benefiting from these services.

Staff were requested to consider removing the costs of this service from the general taxation revenue collected across the municipality and move the costs to be paid from the Water/Wastewater System.

Analysis

A storm sewer is infrastructure designed to drain excess rain, melting snow, runoff and groundwater from impervious surfaces such as paved streets, parking lots, sidewalks and building roofs. Some of the water is absorbed into the ground and what is not is directed into storm drains where it is carried to stormwater management ponds and/or waterways. The size of the storm sewer and/or pond is dependent on the amount of water that is anticipated to be received from the urban development. The objective and purpose is to reduce possibilities of basement flooding in heavy rain events, protecting the health of the waterways.

Historically, in some older cities stormwater and sanitary services were combined which resulted in a number of issues including environmental impacts, overburdening of systems, etc. These combined systems are no longer permitted and storm and sanitary sewers are now separated and discharge is treated differently.

In the built-up communities of Tara, Chesley and Paisley, the majority of lands are serviced by municipal water, sanitary and storm sewers. Currently, properties that are municipally serviced are only paying for connections to water and sanitary systems. The general taxpayer takes on the burden for storm sewer costs in the urban communities.

In the rural or non-urban areas of the Municipality servicing for development is done by private well and septic and storm drainage is dispersed over the pervious areas of the property and roadside ditches.

Opinion on Cost Recovery

As previously stated, currently the stormwater management services in urban communities are being funded by general property tax. The Municipality is seeking to change this model so that individual properties that are benefitting from the services are directly paying for them.

As part of the initial review to move the costs and burden of the repair, maintenance and installation of storm sewers to the Water and Sewer Division of the Public Works Department, Staff sought to obtain a legal opinion. The legal opinion was to address using water and sanitary reserve funds that have been obtained for water and sanitary services only and using this to offset the costs of providing storm services. Independent advice has indicated that based on the review of the *Municipal Act* and case law, any fees collected under the Municipality's sanitary and water user fees by-law cannot be used towards payment for repairs of the Municipality's stormwater management system. A charge or fee of money collected can only defray the cost of the specific service being provided by the Municipality. Based on case law, a fee or charge to be valid must be tied to what it is being collected for.

If fees are collected for sanitary and water services and those funds are used for a stormwater management system, the fees are no longer tied to what they are being charged for.

The recommended method to do so would be for the Municipality to pass a Stormwater Fees and Charges By-law pursuant to sections 11 and 391 of the *Municipal Act*. Under this Act the Municipality has the authority to impose a fee or charge for capital costs related to stormwater management systems. The Municipality also has the power to impose a fee or charge related to the administration, enforcement and the establishment, acquisition and replacement of its capital assets, including stormwater management systems. An advantage of doing this includes providing a stable and dedicated funding source, and fair and equitable fees based on run-off contribution, rather than on property value. In addition, there is the advantage of using a stormwater rate or user fee that is reflective of the amount of usage of the service.

Therefore, it is recommended that should the Municipality wish to remove the costs of the stormwater system from the general tax revenue it should pass a Stormwater Fees and Charges By-law pursuant to the *Municipal Act*. The by-law will enable the Municipality to collect fees in respect to the costs associated with the provisions of a stormwater management system, including administration, enforcement, acquisition, improvement and replacement. The by-law will outline a clear rationale for the imposition of the fees and charges.

Public Works

On June 27, 2022, the Public Works Division realigned the responsibility for the repair, maintenance and replacement of storm sewers to the Water & Sewer Division. This Division is already responsible for the services related to water and sanitary sewers. The 2022 Operating Budget allocated approximately \$25,500 of costs related to stormwater catchbasin work. These costs will now be the responsibility of the Water & Sewer Division to administer.

The Public Works Department has commenced a review of our current stormwater management system. This was identified in the 2022 Capital Budget as ID 3130 - Stormwater Study. GSS Engineering has commenced the study and it is expected to be completed by the end of the year. The Stormwater Study will provide an overview of the status of our system and the anticipated future work and required costs to maintain the system.

This Study will assist to determine the costs of the system and will provide the necessary background information towards establishing an appropriate user pay fee. As previously stated, a future Stormwater User Fee must be based on a clear rationale for imposing the fee/charge.

Conclusion

Staff have commenced the first step towards reallocation of the cost of stormwater sewers in our urban areas from the general taxpayer to the user of the services by:

- relocating the management of these systems to the current Division responsible for water and sanitary services.
- continue to work with GSS Engineering to ensure the timely completion of the Stormwater Study in 2022.
- Based on the completion of the Stormwater Study Staff will then be able to undertake the development of an appropriate user fee for stormwater services.
- Staff will bring this forward to a future Council meeting for review and consideration.

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

Financial Impacts/Source of Funding

No costs are associated with this Information Report. Upon completion of the Stormwater Management Study Review currently underway by GSS Engineering (Capital Project ID 3130 – \$70,000) a complete analysis of the costs associated and the appropriate user fee will be determined. The user-pay analysis and full financial review and budgeting impacts will be outlined in a future Council Report.

Approved By: Sylvia Kirkwood, CAO

Agenda Number: 7.1
Resolution No. 26-02-2022
Date: Monday, January 31, 2022



Moved by: Councillor Dudgeon
Seconded by: Deputy Mayor Davis

Whereas, our storm sewer systems are used in our urban centres to divert surface water into an underground system much like tile drainage is used in the country;

Whereas, historically, the cost of these systems has been paid for by general taxation dollars even though the owner pays for all the tile drainage costs in the rural areas; and

Whereas, the cost of these storm water sewers may increase in the future, whether through replacement or upsizing due to more severe weather events;

Whereas, these systems are a true benefit to the affected properties;

Now therefore, Be It Resolved, that beginning in January 2022 the maintenance, engineering, and replacement of these systems be removed from general taxation and be borne by our Water and Sewer Division, so as to create a more equitable system.

Tabled

 Mayor Initials

 Clerk Initials



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 27, 2022

Subject: SRFIN.22.21 Asset Management Annual Status Update

Report from: Tracey Neifer, Treasurer

Appendices: A – Overview of O. Reg. 588/17
B – Next Steps for Asset Management
C – FCM Asset Management Readiness Scale
D – MFOA Asset Management Roadmap

Recommendation

Be It Resolved that Council hereby,

1. Supports the strategy and recommendations contained in Report SRFIN.22.21 Asset Management Annual Status Update.
-

Report Summary

The purpose of this report is to provide compliance with Section 9 of O. Reg 588/17, the annual review by Council. The regulation states that the annual review must address:

- (a) the municipality's progress in implementing its asset management plan.
- (b) any factors impeding the municipality's ability to implement its asset management plan; and
- (c) a strategy to address the factors described in clause (b).

Other Reports for reference:

- SRFIN.21.26 Annual Update on Asset Management (June 28, 2021)
- Asset Management Plan (December 13, 2021)

Over the past year the management team has continued to enhance their skills by participating in the sessions offered through the MFOA Asset Management Roadmap, as well as the training that was part of the Asset Management Plan Project.

The year was wrapped up with the presentation of the 2020 Asset Management Plan, thus meeting the O. Reg requirements for July 1, 2022 for core municipal infrastructure assets.

Background

Ontario Regulation 588/17 made under the Infrastructure for Jobs and Prosperity Act, 2015, came into force on January 1, 2018, to establish requirements for Asset Management Planning for Municipal Infrastructure. A summary of the key sections of the regulation have been provided in **Appendix A**. An amendment to the regulation came into effect on March 15, 2021, Ontario Regulation 193/21. The amendment provided a deferral of the requirement for an asset management plan (AMP):

- for core municipal infrastructure assets from July 1, 2021, to July 1, 2022
 - for all other municipal infrastructure assets from July 1, 2023, to July 1, 2024
-

Analysis

The municipality has met the requirements of the Ontario Regulation by having the Plan and Policy in place:

- ✓ Asset Management Plan 2016
- ✓ By-law 41-2019 – Strategic Asset Management Policy
- ✓ Asset Management Plan 2020, Core Municipal Infrastructure Assets

(A) Progress in implementing the Asset Management Plan

In July 2020, the municipality engaged the services of PSDCitywide to develop an O. Reg 588/17 compliant asset management plan. The project included:

- ✓ Asset management program assessment, state of maturity report and data gap analysis.
- ✓ Condition assessment protocols and data collection protocols
- ✓ Citywide systems training/updates
- ✓ Data work, consolidation of reports and studies
- ✓ Risk frameworks and development
- ✓ Lifecycle framework and development
- ✓ Service level framework and development
- ✓ Comprehensive asset management plan with program development incorporated (O.Reg. compliant for 2021/2022), including a 20-year financial strategy.

✓ Citywide GIS Viewer (link to existing GIS Data) and GIS Data Health Check Report

Staff participated in two training sessions last year, Lifecycle Strategies Workshop and Asset Management Strategies, Risk Framework Development Workshop. Additional training sessions have been planned for this month, including software training for Citywide Asset Manager, data entry and report creations, to facilitate the development of a long-term capital budget for presentation to Council in December.

The updated Asset Management Plan 2020 was presented to Council on December 13, 2021, which was inclusive of municipal capital assets as of December 31, 2020. PSD will be providing the municipality with an AODA compliant AMP that will be posted on the website once received.

The asset management data base requires continued review and refinement to ensure accurate data across departmental areas, that supports decision making. The AMP Project included the development of a report, Infrastructure Inventory Analysis and Recommendations. Further time and analysis is required to refine the inventory and implement the recommendations of this report.

The Asset Management Readiness Scale, developed by FCM, is maintained, and updated by staff, as it is a requirement for grant applications with FCM. The key areas previously addressed and the municipality's expected status, include:

- 1) Policy and Governance – Level 2 (2021 – Level 2)
- 2) People and Leadership – Level 2 (2021 – Level 2)
- 3) Data and Information – Level 3 (2021 – Level 3)
- 4) Planning and Decision-Making – Level 3 (2021 – Level 3)
- 5) Contribution to Asset Management Practice – Level 3 (2021 – Level 2)

The details behind the Readiness Scale have been included in **Appendix C**, which outlines the requirements and the status of the municipality within each outcome area. Each area contains multiple levels that work together to define the readiness level, as noted above. While the status progression from 2020 to 2021 appears minimal, the knowledge gained by staff during the AMP Project, and the ongoing work with asset management and long-term planning has increased and will support the capital budgeting process for 2023. Next steps should include a review and identification of actions required to increase the readiness level of the Municipality.

(B) Impeding Factors

The 2021 report had identified delays in the municipality's readiness scale being attributed to vacancies and changes in upper management. Throughout the year the management team has been developing a departmental work plan, and the Municipality has now adopted a Strategic Plan. Both items will assist in the development of an asset management strategy and supporting policies. The management team has been working collaboratively throughout the AMP Project and has been participating in the training sessions offered through the MFOA Asset Management Roadmap. The course outline has been included in **Appendix D**.

There is an extensive amount of work required to maintain the asset inventory, ensure data quality and consistency, facilitate comparability between existing systems of Asset Management and GIS, development of a strategy to improve the Municipality's position on the Readiness Scale, ensuring compliance with the O.Reg and planning for the Asset Management Plan update for 2024 and 2025. The requirements for 2025 include stakeholder and community engagement for targeted levels of service.

Many municipalities support the role of Asset Management through a full-time staff position or financial analyst role. This is an area that should be reviewed in the upcoming budget cycle.

(C) Strategy

The current strategy has been to continue with the education and training of the management team, which will continue throughout 2022 and future years. The management team serves as the membership for the Steering Committee of Asset Management. The following recommendations were identified in previous reports:

Recommendation 2020-01: that the management team review the Action Plan and assign tasks for completion; and that a follow up meeting be arranged with Hemson as there are 10 hours available to the municipality under the Amp It Up Program.

- Hemson provided additional training to the Management Team on May 27th, 2021 – Asset Management 101, which included:
 - o Asset Management Planning Legislation in Ontario
 - o Levels of Service
 - o Proposed Levels of Service
 - o Performance Measures
- Additional discussions have been planned to assist with planning for the regulations for non-core assets.
- **Action Item:** Review and Update of the Action Plan; to be reviewed in conjunction with the reports and outcomes from the AMP Project.
- **Status Update 2022:** No activity has taken place at this time

Recommendation 2020-02: that the management team review the competencies of the Asset Management Readiness Scale and develop a framework for moving forward to the next level.

- **Action Item:** To review and update annually
- **Status Update 2022:** A slight improvement has been noted

Recommendation 2020-03: that the management team reviews the current software, identifies the future needs and how best to move forward. This should include training for everyone on the respective software so that informed decisions can be made.

- **Action Item:** Training has been planned for the management team for Citywide Asset Management, Capital Planning and Analysis, and GIS.
- **Status Update for 2022:** Staff training was completed through the AMP Project and additional training has been planned for this month.

Based on the work completed during 2021 and 2022, the following recommendations have been noted:

Recommendation 2022-01: that the management team reviews the Next Steps for Asset Management, as provided with the AMP 2020 presented in December 2021 and included in **Appendix B** of this report.

Recommendation 2022-02: that the management team reviews the results of the Report, Infrastructure Inventory Analysis and Recommendations for the Municipality of Arran-Elderslie, April 28th, 2021. The report has been circulated to staff.

Each of these recommendations needs to be carried forward to the Departmental Work Plan.

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The purpose of this report is to provide a status update on Asset Management, and as such there are no financial implications as a result of this report.

Approved by: Sylvia Kirkwood, Chief Administrative Officer

Appendix A - Overview

Ontario Regulation 588/17

**One Year
Extension**
Established on
March 15, 2021

AMP: All Assets

Same requirements as 2021, but to include core and non-core assets

Asset Management Policy

Asset Management Policy Update

You are here

2019

2020

2021

2022

2023

2024

2025

AMP: Core Assets

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

AMP: All Assets

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial strategy

Appendix A - Overview

Ontario Regulation 588/17

- ✓ **S. 4** Update of asset management policy - every municipality shall prepare its first strategic asset management policy by July 1, 2019, and shall review and, if necessary, update it at least every five years. (**COMPLETE**: Arran-Elderslie By-Law 41-2019).
- ✓ **S. 5** Asset management plans, current levels of service - every municipality shall prepare an asset management plan in respect of its core municipal infrastructure asset by July 1, 2021, and in respect of all its other municipal infrastructure assets by July 1, 2023. (**See AMENDMENT**)
- ✓ **S. 6** Asset management plans proposed levels of service - by July 1, 2024, every asset management plan prepared must include additional information regarding “proposed levels of service”.
- ✓ **S. 7** Update of asset management plans – every municipality shall review and update its asset management plan every five years. (**COMPLETE**: AMP 2016; AMP 2020)
- ✓ **S. 8** Endorsement and approval required – every asset management plan must be endorsed by the executive lead of the municipality and approved -by a resolution of Council.
- ✓ **S. 9** Annual review of asset management planning progress – every municipal council shall conduct an annual review of its asset management progress or before July 1 in each year, starting the year after the municipality’s asset management plan is completed under S. 6.
- ✓ **S. 10** Public availability – every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public and shall provide a copy of the policy and plan to any person who requests it. (**COMPLETE** – Municipal Services, Plans Reports and Studies)

Appendix A - Overview

Ontario Regulation 588/17

On March 15, 2021, Ontario Regulation 193/21 made under the Infrastructure for Jobs and Prosperity Act, 2015 provided an amendment to O. Reg. 588/17, which provided for changes to sections 5 and 6, as follows:

- ✓ S. 5 reference to core municipal infrastructure assets was changed to July 1, 2022, and all other municipal infrastructure assets was changed to July 1, 2024.
- ✓ S. 6 proposed level of service was changed to July 1, 2025.

Appendix B

Next Steps for Asset Management

1

Continue to review and refine asset inventory in consultation with internal departments/stakeholders

- Implement a portfolio-wide **data governance strategy** to increase accuracy/confidence in data
- Conduct **asset management-needs assessment** to identify resources and investment required
- Provide Staff and/or Council training opportunities to ensure asset management principles are understood

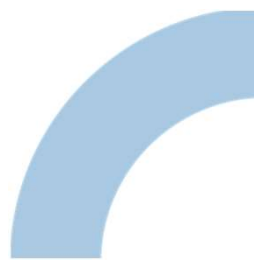
2

Prepare for O.Reg. 588/17 2024 & 2025 Requirements

- Identify LOS metrics for **Non-Core Assets**
- Identify **Proposed** levels of service
- Develop a medium-to-long-term external communication strategy to **engage the public** on asset management and obtain feedback to inform development of proposed levels of service

Continuous improvement and regular review

3

- A management plan is a **living document** that should be updated regularly to inform long-term planning
 - Continue to **operationalize** the asset management database and tools
- 

Asset Management Readiness Scale Assessment Tool



Introduction and Instructions

FCM's Asset Management Readiness Scale (AMRS) helps municipalities measure progress on asset management in five competency areas. It can also be used to identify priority areas for a community when it comes to its asset management practices. Each of the five competencies is a building block, composed of three outcome areas. Together, the five building blocks form the practice of asset management. The AMRS is also a key tool that is used to track progress by FCM and is central to demonstrating results and successes of the Municipal Asset Management Program (MAMP).

Please note that the AMRS is meant to measure the readiness of your community by competency across all asset classes (e.g. water, wastewater, buildings, roads, bridges, storm water, etc.). It is possible that your asset management practices are very advanced in one asset class and less so in another. The overall rating should reflect the less advanced asset classes.

These instructions focus on how to use this Excel Asset Management Readiness Assessment Tool (Tool). **We strongly encourage you to read the AMRS (see link below) prior to completing this assessment and keep the document on hand as you work through this Tool, which can be found at the following link.**

[Asset Management Readiness Scale](#)

You may also find it helpful to watch the following webinar which provides additional guidance on how to use the AMRS.

[Assessing your community using FCM's Asset Management Readiness Scale](#)

The Tool is organized as follows:

1. Introduction and Instructions
2. Organization Information (OrgInfo)
3. Readiness Assessments (1 tab for each of the 5 competencies)
 - a. Policy and governance (Policy-gov)
 - b. People and leadership (People-lead)
 - c. Data and information (Data-info)
 - d. Planning and decision-making (Plan-decision)
 - e. Contribution to asset management practice (Contrib-AM)

Note that the competency tabs can be completed in any order.

Organization Information

Before starting your assessment, ensure that the Organization Information tab is complete.

Competencies

Note that the following instructions apply to each of the five competency tabs. Each competency is separate from the others and can be completed in any order.

Outcome areas – current level of achievement

Each of the competencies has three outcome areas and each outcome area has five levels. First, select the outcomes your organization has already achieved starting at level 1, by clicking on the checkboxes to the left of each statement. You must meet all the requirements of each outcome area level in order for the Tool to reflect that level of competency. It is possible that you have not met some or any of the outcome area levels - in these cases, do not click on any of the checkboxes.

Once you have completed the checkboxes for an outcome area, use the text box to provide information on current actions your organization is taking or has taken in this specific outcome area to achieve your stated level. Please note that including information in this section is required as it will provide FCM more detail on your organization's current state of asset management maturity, and better understand your project and how it is intended to help you progress along the scale.

Note: To make multiple bullet points or separate paragraphs in an Excel comment box, press Alt+Enter while typing in the comment box to start a new line.

Once you have completed the current state for an outcome area of a competency, the Tool will automatically calculate the readiness level for that outcome. Once the current states for all three outcome areas of a competency are completed, the Tool will automatically calculate an overall readiness level for the competency.

Outcome areas – future level of achievement

After you have completed the current state for all three outcome areas, you can then proceed to the expected future state assessment. For each outcome area, please select the level you expect your organization will achieve at project completion by using the dropdown box. Please only consider the change that would be a direct result of your project at the time the project is completed.

Below the dropdown box is a text box for you to provide information on how your project activities will result in your expected future level. Please note that this section is required - the information you provide is critical for FCM to fully understand your proposed project. Please make a direct link between the project activities to be undertaken and the expected future state. For those outcomes that are not affected by your project activities, please enter: "no anticipated impact".

Once you have completed the expected future state for all three outcome areas, the scale will automatically calculate the future state overall rating for the competency.

This process must be repeated for each competency.

Once you have completed the form, please save and include in your application.

This Excel AMRS Tool was developed with support from the Canadian Network of Asset Managers (CNAM).



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Asset Management Readiness Scale Assessment Tool

Organization Information



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Name of Lead Applicant
Province/Territory (select form dropdown)
Project Title

Municipality of Arran-Elderslie

Ontario

Facility Condition Assessment

Project Number (for FCM use only)

for FCM use only

Asset Management Readiness Scale Assessment Tool

Policy and governance



Policy and governance: By developing this competency, your organization is putting in place policies and objectives related to asset management (AM), bringing those policies to life through a strategy and roadmap, and then measuring progress and monitoring implementation over time.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4	Level 5	
A: Policy and Objectives	<input checked="" type="checkbox"/>	Senior management is committed to formalizing an AM program .	<input checked="" type="checkbox"/>	We have drafted an AM policy .	<input checked="" type="checkbox"/>	We are starting to use our AM policy to guide our actions.	<input checked="" type="checkbox"/>	We manage assets and services in accordance with our AM policy and organizational objectives.	<input type="checkbox"/>	We continue to validate and refine our corporate, service and AM objectives based on the evolving needs of our community.
	<input checked="" type="checkbox"/>		Senior management and council have endorsed the AM policy .							
Please provide notes that describe how you have achieved your current level	The Strategic Asset Management Policy was adopted by Council on June 24th, 2019 in order to formalize the Municipality's commitment to asset management, align its actions with strategic goals and objectives, and provide direction and focus for infrastructure investment and priority setting. Management, independently, assesses the capital needs and puts forward their priorities during the capital budgeting process.									

Expected Future State

Current (from left)	Expected	
4	Select the level you expect to achieve at the end of this project	5
Please provide information about how your project activities will help you achieve your expected future state		
Identification of current levels of service and data gaps will further the completeness of the asset inventory and data elements, lending to a solid approach to our actions with regards to prioritizing the investment in infrastructure. A comprehensive asset management plan has been developed along with a formalized AM policy. Staff are now utilizing the policy to guide actions and tie into organizational objectives.		

Asset Management Readiness Scale Assessment Tool

Policy and governance



Current State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
B: Strategy and Roadmap	<input checked="" type="checkbox"/>	We have identified the benefits that we want AM to deliver, and the benefits support organizational objectives.	<input checked="" type="checkbox"/>	We have a strategy for our AM program.	<input type="checkbox"/>	We have a roadmap that details the actions for implementing our AM strategy over the next 3 to 5 years.	<input type="checkbox"/>	We are achieving our AM policy objectives. The necessary workflows, documents, and reporting tools are in place.	<input type="checkbox"/>	We follow our roadmap and continually improve our AM practices.
			<input type="checkbox"/>	We have a draft roadmap that outlines our approach for the next 1 to 3 years.	<input type="checkbox"/>		<input type="checkbox"/>	We update our roadmap to address evolving needs.	<input type="checkbox"/>	We document improvements to our AM practices.
Please provide notes that describe how you have achieved your current level	Council and management are aware of the benefits of asset management and strive to make budget decisions that best meet the organizations needs and objectives. Currently, this is not captured in a formal program or document, other than the AM Policy.									

Expected Future State

Current (from left)	Expected	
1	Select the level you expect to achieve at the end of this project	2
Please provide information about how your project activities will help you achieve your expected future state		
The activities of this project will result in a comprehensive asset management plan that includes both core and non-core assets and an initial road map to facilitate a long term asset strategy.		

Asset Management Readiness Scale Assessment Tool

Policy and governance



Current State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
C: Measurement and Monitoring	<input checked="" type="checkbox"/>	We have identified short-term actions that will demonstrate early progress on AM.	<input checked="" type="checkbox"/>	We are collecting baseline data on our current AM practices.	<input type="checkbox"/>	We have established performance measures to monitor our asset management progress, outcomes, and the benefits to our community.	<input type="checkbox"/>	We use performance measures to monitor AM progress, outcomes, and benefits.	<input type="checkbox"/>	We monitor performance and use the feedback to prioritize and make ongoing refinements and improvements to AM practices.
Please provide notes that describe how you have achieved your current level	Short-term actions include the continued enhancement of staff's knowledge of asset management and the need to work cohesively moving forward. Data has been collected to form a detailed asset inventory for core assets with review of data completeness between the AM and GIS systems.									

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		<input checked="" type="checkbox"/>				

Expected Future State

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project.	3
Please provide information about how your project activities will help you achieve your expected future state		
There will be an increase in the data collected of non-core assets, with improvements noted within the Facility Condition Assessment. Gap analysis will improve the baseline data.		

Expected State
Level 2

Asset Management Readiness Scale Assessment Tool

People and leadership



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

People and leadership: By developing this competency, your organization is setting up cross-functional teams with clear accountability and ensuring adequate resourcing and commitment from senior management and elected officials to advance asset management.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.						
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5	
A: Cross-functional Teams	<input checked="" type="checkbox"/> We have identified the representation we need on our cross-functional AM team .	<input checked="" type="checkbox"/> We have a cross-functional AM team* that guides the planning and implementation of our AM program .	<input type="checkbox"/> Our AM team* works within our organization to lead, communicate, and support AM improvements and organizational changes.	<input type="checkbox"/> Our AM team* is permanent and tasked with guiding and supporting AM across the organization on an ongoing basis.	<input type="checkbox"/> Our AM team* guides and supports the ongoing improvement of AM within the organization.	
Please provide notes that describe how you have achieved your current level	As a small rural municipality, the cross-functional team consists of all department managers, who are aware and supportive of the implementation of an AM Program.					
<p><small>*Note: Larger organizations may have both an AM team responsible for implementation and an AM steering committee to provide direction and oversee the work. Smaller organizations may group these functions together. This outcome may be better suited to an AM team or an AM steering committee, depending on the organization. In some small communities the AM team may be as few as two people.</small></p>						

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project	3
<p>Please provide information about how your project activities will help you achieve your expected future state</p> <p>A comprehensive asset management plan and related training will provide staff with the support and education needed to maintain AM on an ongoing basis. We have a defined team to guide and support AM across the organization.</p>		

Asset Management Readiness Scale Assessment Tool

People and leadership



Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.						
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5	
B: Accountability	<input checked="" type="checkbox"/> We have a champion who has been tasked with planning for our AM program.	<input type="checkbox"/> Our AM team* has a documented mandate to develop our AM program, which is outlined in a terms of reference and a one to three-year roadmap.	<input type="checkbox"/> Our AM team* is accountable for implementing our AM program.	<input type="checkbox"/> We have operationalized AM roles and responsibilities across our organization.	<input type="checkbox"/> We document changes to AM roles and responsibilities as needed to support our evolving requirements.	
		<input checked="" type="checkbox"/> Our AM team is accountable to senior management and council.	<input type="checkbox"/> AM roles and responsibilities are included in staff job descriptions.			
Please provide notes that describe how you have achieved your current level	Although the Municipality currently does not have a terms of reference for Asset Management, management is aware of the need to enhance it's existing asset database, specifically non-core assets and continue to develop an AM program. Development includes an AM Committee with formalized Terms of Reference.					

Current (from left)	Expected	
1	Select the level you expect to achieve at the end of this project	2
Please provide information about how your project activities will help you achieve your expected future state		
The comprehensive AM Plan currently includes a core assets. This project's focus us to develop non-core assets and inventory and build a roadmap for the full implementation of asset management by 2024, thus meeting the requirements of O.Reg 588/17.		

Asset Management Readiness Scale Assessment Tool

People and leadership



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Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.							
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5		
C: Resourcing and Commitment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The AM team measures and monitors progress.
						<input type="checkbox"/>	Council demonstrates commitment to ongoing improvement of AM practices.
Please provide notes that describe how you have achieved your current level	Council has been in support of the activities needed to advance the municipality in asset management. Software was purchased to capture the asset inventory and detailed attributes, and for the preparation of the 2016 and 2021 Asset Management Plan. The 2022 budget provided a further commitment to Asset Management.						

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project	3
Please provide information about how your project activities will help you achieve your expected future state		
The preparation of a road map will be presented to Council to support the activities needed for the municipality to progress its asset management plan.		

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		<input checked="" type="checkbox"/>				

Expected State
Level 2

Asset Management Readiness Scale Assessment Tool

Data and information



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Data and information: By developing this competency, your organization is collecting and using asset data, performance data and financial information to support effective asset management planning and decision-making.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Outcomes: Select the outcomes that your organization has achieved.						
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5	
A: Asset Data	<input checked="" type="checkbox"/> We have asset inventory data , including approximate quantities of assets within most asset groups.	<input checked="" type="checkbox"/> We have a basic inventory of most critical assets , including information on general asset properties such as size, material, location and installation date.	<input checked="" type="checkbox"/> We have a consolidated, basic inventory of all assets.	<input type="checkbox"/> We have expanded inventory data for some assets.	<input type="checkbox"/> We have expanded inventory data for most assets.	
	<input checked="" type="checkbox"/> We have some anecdotal information on asset condition. Some age information exists.	<input checked="" type="checkbox"/> We are moving our data to a centralized location for use by the AM team (note: this does not require AM software).	<input checked="" type="checkbox"/> We have defined life cycle investment requirements for critical assets .	<input type="checkbox"/> We have defined condition rating systems defined for most asset groups.	<input type="checkbox"/> We have evaluated the life cycle investment requirements associated with critical assets .	
		<input checked="" type="checkbox"/> We have defined critical assets and have some information on asset condition for these assets.	<input checked="" type="checkbox"/> We have standardized condition rating systems defined for most asset groups.	<input type="checkbox"/> We have evaluated the life cycle investment requirements associated with critical assets .	<input type="checkbox"/> We have evaluated the life cycle investment requirements associated with most assets.	
		<input checked="" type="checkbox"/> We have defined critical assets and have some information on asset condition for these assets.	<input checked="" type="checkbox"/> We have asset condition information on all critical assets .	<input checked="" type="checkbox"/> We update data according to cycles defined in our AM plans or strategy .		
Please provide notes that describe how you have achieved your current level	All of the municipality's major assets have been inputted into Citywide including the asset's condition and age. The software is continually being updated to capture asset additions and replacements according to budget allocation and priority requirements. Municipal staff are also working with a GIS system and are working towards the linking of data between the two systems to ensure completeness and accuracy of data. As new information becomes available, such as the Facility Condition Assessment, the data systems will be updated.					

Expected Future State

Current (from left)	Expected	
3	Select the level you expect to achieve at the end of this project	4
<p>Please provide information about how your project activities will help you achieve your expected future state</p> <p>Detailed information has been captured for the core assets and has been included in the 2021 AMP. The preparation of an AM Strategy will ensure that data is captured to successfully meet Level 3 Requirements - included life cycle investment, condition rating and asset condition information.</p>		

Asset Management Readiness Scale Assessment Tool

Data and information



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Current State

Outcomes: Select the outcomes that your organization has achieved.							
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5		
B: Performance Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> We have defined level of service measurements for some service areas.	<input checked="" type="checkbox"/> We have defined level of service measurements for critical service areas.	<input type="checkbox"/> We have defined level of service measurements for most or all service areas.		
			<input checked="" type="checkbox"/> We have captured data on current level of service performance for some service areas.	<input type="checkbox"/> We communicate the results from our level of service measurement program to staff and council regularly.	<input type="checkbox"/> We continually improve how we collect data on level of service performance.		
			<input checked="" type="checkbox"/> We have reviewed service levels and asset performance with council.				
Please provide notes that describe how you have achieved your current level	Management independently manages the assets and their performance, within each of their portfolios.						

Expected Future State

Current (from left)	Expected	
4	Select the level you expect to achieve at the end of this project	No anticipated change
Please provide information about how your project activities will help you achieve your expected future state		
<p>The premise for this project is to complete a comprehensive assessment of municipal facilities and their internal components to assist the Municipality in meeting the requirements of July 2024 with current levels of service for non-core municipal infrastructure assets. These results will be communicated to council and staff, with regular follow up and review.</p>		

Asset Management Readiness Scale Assessment Tool

Data and information

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Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.						
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5	
C: Financial Information	<input checked="" type="checkbox"/> We have financial information on our assets, supporting minimum PS-3150 reporting requirements.*	<input checked="" type="checkbox"/> We have major capital renewal and operating & maintenance (O&M) expenditure data for some assets.	<input type="checkbox"/> We have capital (new and renewal) and O&M expenditure data for most assets.	<input type="checkbox"/> We understand the cost of sustaining current levels of service for all critical assets	<input type="checkbox"/> We understand the trade-offs between investment and the level of service we deliver and use this to optimize our financial plans.	
		<input type="checkbox"/> We have linked AM and financial information for all critical assets .	<input type="checkbox"/> We have capital (new and renewal) and O&M expenditure data for most assets.			
		<input checked="" type="checkbox"/> We have a strategy to link AM and financial information .	<input checked="" type="checkbox"/> We can demonstrate the gaps between forecasted infrastructure needs and current spending levels.			
Please provide notes that describe how you have achieved your current level	Citywide AM Software is used to ensure compliance with PS-3150, with annual updating of major capital renewal. O&M data is managed departmentally for significant assets.					

*PS-3150 is the Public Sector Accounting Board's standard guiding the treatment of tangible capital assets.

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project	3
Please provide information about how your project activities will help you achieve your expected future state		
The assessment of current level of service, lifecycle analysis, risk analysis and financial strategy, will enable us to meet the requirements of Level 3 - with expenditure data and a financial link to AM. We will be able to identify the gaps between current spending and the forecasted infrastructure needs.		

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Expected State
Level 3

Asset Management Readiness Scale Assessment Tool

Planning and decision-making



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Planning and decision-making: By developing this competency, your organization is documenting and standardizing how the organization sets asset management priorities, conducts capital and operations and maintenance (O&M) planning, and decides on budgets.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
A: Documentation and Standardization	<input checked="" type="checkbox"/>	Our asset planning approaches vary across the organization.	<input checked="" type="checkbox"/>	Our departments follow a similar but informal asset planning approach.	<input checked="" type="checkbox"/>	We have a structured asset planning approach, but application is inconsistent.	<input type="checkbox"/>	We employ a consistent structured asset planning approach for each of our critical services.	<input type="checkbox"/>	We employ a consistent structured asset planning approach for all services.
	<input checked="" type="checkbox"/>		We evaluate investment needs and priorities based on a mix of structured and ad-hoc practices and criteria.	<input checked="" type="checkbox"/>	We set priorities using criteria based on organizational goals and objectives.	<input checked="" type="checkbox"/>	We set priorities using criteria that are fully aligned with our organizational goals and objectives.	<input type="checkbox"/>	We adapt our planning approach and criteria to align with evolving organizational goals and objectives.	
Please provide notes that describe how you have achieved your current level	The management team currently works together through the capital budget process with the identification of priorities and recommendations to Council, with the overall strategy of managing the risk of failure of any asset, while minimizing the tax impact to its community. The current process is not formalized in writing.									

Current (from left)	Expected	
3	Select the level you expect to achieve at the end of this project	4
Please provide information about how your project activities will help you achieve your expected future state		
The various aspects of this project, from risk assessment, to life cycles and service levels, all lend to the compilation of a structured asset planning approach and establishing priorities to meet goals and objectives.		

Asset Management Readiness Scale Assessment Tool

Planning and decision-making



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Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
B: Asset Management Plans	<input checked="" type="checkbox"/>	Our approach to asset renewal focuses on reacting to basic needs (e.g. growth, regulation and known problems).	<input checked="" type="checkbox"/>	We have draft AM plans for some asset classes, with forecasted financial needs based on estimated data.	<input checked="" type="checkbox"/>	We have AM plans for critical services , based on a mix of estimated and actual data.	<input type="checkbox"/>	We have AM plans for most services based on actual data.	<input type="checkbox"/>	We have AM plans for all services based on actual data.
	<input checked="" type="checkbox"/>	We evaluate priorities based on available information, staff experience, and input from council and management.	<input checked="" type="checkbox"/>		Our AM plans include available information about level of service (current and target) and risk management.	<input checked="" type="checkbox"/>	Our AM plans include basic needs forecasting and risk management strategies for critical assets .	<input type="checkbox"/>	Our individual AM plans are integrated across services.	
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Our AM plans identify short-term issues and priorities.	<input checked="" type="checkbox"/>	Our AM plans are based on both short- and long-term issues and priorities. They balance short-term service objectives with longer-term goals and risks .	<input type="checkbox"/>	Our AM plans include needs forecasts and risk management strategies for most assets. Plans address risks to both service and business goals.	
Please provide notes that describe how you have achieved your current level	The Municipality's AMP has been formally adopted by Council in December 2021. The plan has a direct correlation to the asset planning process, and is resource tool for the respective managers, as they prepare and submit their annual capital requests.									

Current (from left)	Expected	
3	Select the level you expect to achieve at the end of this project	4
<p>Please provide information about how your project activities will help you achieve your expected future state</p> <p>The Asset Management Plan is becoming an essential tool for forecasting and risk management strategies for the critical assets. With continued training, staff continue to develop their skills and increase their knowledge to keep the plans current and work towards long-term goals and priority setting.</p>		

Asset Management Readiness Scale Assessment Tool

Planning and decision-making



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Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.										
Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
C: Budgets and Financial Planning	<input checked="" type="checkbox"/>	We prepare annual capital and operating budgets based on historical values			<input checked="" type="checkbox"/>	We prepare an annual capital budget based on an annual assessment of current needs.	<input type="checkbox"/>	We prepare annual needs-based capital and operating budgets that are based on an annual assessment of risks and current needs.	<input type="checkbox"/>	We prepare multi-year needs-based capital and operating budgets that are based on our short- and mid-term needs.
	<input checked="" type="checkbox"/>	We deal with new needs reactively, as they occur.	<input checked="" type="checkbox"/>	We prepare annual capital and operating budgets based on a mix of historical values and new priorities.	<input type="checkbox"/>	We have a 3-year capital plan that addresses short-term issues and priorities.	<input type="checkbox"/>	We have a 5-year capital plan* and update it annually.	<input type="checkbox"/>	We take a structured approach to address in-cycle changes.
Please provide notes that describe how you have achieved your current level	The current budgeting process is managed annually with each respective manager submitting their recommendations for the upcoming budget year, each ensuring that high risk priorities are brought forward for Council review and consideration.									
*Communities may benefit from long-term capital plans that extend beyond five years to ten years or more.										

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project	3
Please provide information about how your project activities will help you achieve your expected future state The development of a comprehensive financial plan will identify the financial resources required to sustain asset management based on existing asset inventories, desires levels of service and projected growth requirements. A financial strategy will be developed to forecast expenditures and revenue for a 3-year infrastructure and general capital budget. This will provide us with the building blocks to expand to a 5 and 10 year plan.		

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Expected State
Level 3

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice



Contribution to asset management practice: By developing this competency, your organization is supporting staff in asset management training, sharing knowledge internally to communicate the benefits of asset management, and participating in external knowledge sharing.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.						
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5	
A: Training and Development	<input checked="" type="checkbox"/> Our AM training and development approach is informal and largely driven by the personal initiative of staff.	<input checked="" type="checkbox"/> Our AM training and development requirements are defined by management based on short-term needs.	<input type="checkbox"/> We provide all staff with basic AM awareness training.	<input type="checkbox"/> We define AM knowledge and skill requirements. A training plan is in place for all positions.	<input type="checkbox"/> We train select staff members as internal experts to support the ongoing development of organizational capacity.	
	<input checked="" type="checkbox"/> Some staff conduct targeted research, seeking out basic information on AM concepts and techniques.	<input checked="" type="checkbox"/> Selected staff are trained on basic AM concepts.	<input checked="" type="checkbox"/> Some staff undergo training on advanced AM concepts specific to their roles and responsibilities.	<input type="checkbox"/> Council, management and staff receive role-appropriate AM training to establish needed capacity across the organization.	<input type="checkbox"/> Proactive, role-based training serves as a support for career development and succession planning.	
Please provide notes that describe how you have achieved your current level	At an administrative level, staff discuss asset management strategies and participate in in-house training. Staff have also reached out to retired staff to ensure knowledge is not lost through time. Municipal representatives also attend County GIS meetings to share information and best practices.					

Current (from left)	Expected	
2	Select the level you expect to achieve at the end of this project	3
<p>Please provide information about how your project activities will help you achieve your expected future state</p> <p>The use of on-line training tools, such as: Gastaxatwork.ca Asset Management Webinar Series - Fundamentals; MFOA Asset Management Webinars. The project also provides for training of staff. After completion of training we will be able to assess the future training needs of staff and Council, and develop a training plan.</p>		

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice



Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		Level 1		Level 2		Level 3		Level 4	Level 5
B: Internal Communication and Knowledge Sharing					<input checked="" type="checkbox"/>	A culture of knowledge sharing is emerging internally, supported by official initiatives.	<input type="checkbox"/>	A culture of knowledge sharing exists and is supported by a mix of formal and informal initiatives.	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	We are aware of the need to mitigate the risk of losing information held in the minds of long-term staff.	<input checked="" type="checkbox"/>	We mitigate the risk of losing information held in the minds of long-term staff, through improved record keeping.	<input checked="" type="checkbox"/>	We collect and maintain AM knowledge resources.			We capture AM knowledge and it flows freely throughout the organization.
					<input checked="" type="checkbox"/>	We communicate the benefits of AM internally to staff and council.	<input type="checkbox"/>	We disseminate AM knowledge resources within the organization.	Staff leverage internal and industry knowledge and leading practice resources.
Please provide notes that describe how you have achieved your current level	The adoption of Ontario Regulation 588/17 in 2017 led to staff reports presented to Council and staff to provide the background to the regulation and the upcoming requirements. Staff have continued to bring reports to Council as needed to advise on Asset Management. The Asset Management Policy, as adopted in June 2019 provided another opportunity to keep staff up-to-date on asset management. The municipality uses TOMRM's to improve record keeping on a shared directory and mitigate loss of data held in personal directories.								

Current (from left)	Expected	
3	Select the level you expect to achieve at the end of this project	4
Please provide information about how your project activities will help you achieve your expected future state		
The collaborative efforts of management during this project will establish a culture of knowledge sharing and development of policies and processes within the organization to enable ongoing and future knowledge transfer.		

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice



Current State

Expected Future State

Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5				
C: External Communication and Knowledge Sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Please provide notes that describe how you have achieved your current level	The capital budget is presented to Council and is available on the municipal website for public access. In 2021, a budget highlight document was prepared and included capital projects planned for 2022. The updated 2021 Asset Management Plan was approved by Council in December 2021 and will be posted to the Municipal website once the accessible version becomes available. The Plan is available to any member of the public who requests it.								

Current (from left)	Expected
3	Select the level you expect to achieve at the end of this project 4
Please provide information about how your project activities will help you achieve your expected future state	
An outcome of this project will be looking at the opportunity for external communication, but is not a focus at this time.	

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Expected State
Level 3

Asset Management Roadmap Calendar-at-a-Glance

O. Reg 588/17 Phase	Phase 1: Core Assets, Foundations, Lifecycle and Levels of Service		Phase 2: Other Municipal Infrastructure, Foundations and Levels of Services			
Course Legend	Spring/Summer 2021	Spring/Summer 2021 Cont'd	Fall/Winter 2021	Winter/Spring 2022	Summer/Fall 2022	Winter/ Spring 2023
NEW TRAINING						
	(AM101) April 1 Municipal Asset Management in Ontario: A Brief Overview	(AM102) May 12 Owning Your AM System	(AM108) Data Management Procedures	(AM302) Establishing Desired/Proposed Levels of Service: An Overview	(AM301.2) Developing a Finance Strategy – Part II: Source of Funding Analysis	(AM301.4) Developing a Finance Strategy – Part IV: Developing Financial Policies
	(AM103.1) April 8 AMP Foundations and Lifecycle Analysis for Core Assets – Part 1: Roads, Bridges, and Culverts	(AM106) May 27 Case studies in Current Level of Service Analysis for Core Assets – Panel Discussion	(AM202.1) AMP Foundations and Lifecycle Analysis for Other Assets – Part 1: Facilities, and Vehicles	(AM203.1) Levels of Service for Other Assets for Other Assets – Part 1: Facilities, and Vehicles and Equipment	(AM301.3) Developing a Finance Strategy – Part III: Financing Scenario Analysis	(AM301.5) Developing a Finance Strategy – Part V: Financing Strategy Metrics
	(AM103.2) April 27 AMP Foundations and Lifecycle Analysis for Core Assets – Part 2: Water/Wastewater/ Stormwater	(AM201) June 9 Building an AM Decision-Making Framework	(AM202.2) AMP Foundations and Lifecycle Analysis for Other Assets – Part 2: Recreation, Improvements to Land, and Natural Assets	(AM203.2) Levels of Service for Other Assets – Part 2: Recreation, Improvements to Land, and Natural Assets		
	(AM105) COMPLETE Levels of Service for Core Assets – Defining Current LOS	(AM107) June 24 (NEW!) Impacts of Growth & Climate Change on AM Planning	(AM202.3) AMP Foundations and Lifecycle Analysis for Other Assets – Part 3: Other	(AM203.3) Levels of Service for Other Assets – Part 3: Other		
			(AM301.1) Developing a Finance Strategy – Part I: Overview			

Asset Management Roadmap Calendar-at-a-Glance		
O. Reg 588/17 Phase	Phase 3: Proposed Levels of Service, Lifecycle Management, and Financial Strategies	
Course Legend	Summer/Fall 2023	Winter/Spring 2024
NEW TRAINING		
	(AM304) AM Communications and Public Engagement)	(AM401) Operationalizing and Integrating AM
		(AM402) Strategies for Continuous Improvement

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

BY-LAW NUMBER 42-2022

BEING A BY-LAW TO AUTHORIZE EXECUTION OF THE FOLLOWING:

1. AGREEMENT OF PURCHASE AND SALE OF MOUNT HOPE CEMETERY LOCATED AT THE INTERSECTION OF CONCESSION ROAD 2 AND SIDEROAD 10 SOUTH IN THE MUNICIPALITY OF ARRAN-ELDERSLIE AND DESCRIBED AS PART LOT 10 CONCESSION 2 ARRAN AS IN AR882 EXCEPT R100836; ARRAN-ELDERSLIE (PIN 33172-0118 LT); AND,
2. THE TRANSFER OF LANDS FROM THE TRUSTEES OF THE MOUNT HOPE CONGREGATION OF THE UNITED CHURCH OF CANADA TO THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE WITH REGARDS TO THE MOUNT HOPE CEMETERY

WHEREAS Section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 authorizes a municipality to acquire lands for the purpose of exercising its authority;

AND WHEREAS Section 104(2) of the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 empowers a municipality to authorize the acquisition of cemetery lands situated within the municipality;

AND WHEREAS The Corporation of the Municipality of Arran-Elderslie now wishes to accept the transfer of the lands described as Part Lot 10 Concession 2 Arran as in AR882 Except R100836; Arran-Elderslie (the "Lands");

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE ENACTS AS FOLLOWS:

1. **THAT** the Municipality acquire the Lands for nominal consideration (\$2.00);
2. **THAT** the Mayor and Clerk are hereby authorized to execute on behalf of the Municipality the Agreement of Purchase and Sale, the Transfer/Deed and other documents as may be necessary to effect the conveyance of the Lands.
3. **THAT** this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 27th day of June 2022.

READ a THIRD time and finally passed this 27th day of June 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 43-2022

BEING A BY-LAW TO PERMANENTLY CLOSE A HIGHWAY (NORTH STREET UNOPENED ROAD
ALLOWANCE – REGISTERED PLAN NO. 3M106 (GEOGRAPHIC TOWN OF CHESLEY)

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

WHEREAS Section 11(3)1. of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, authorizes lower tier municipalities to pass By-laws under the “Highways, including parking and traffic on highways” sphere of jurisdiction; and

WHEREAS Section 27(1) of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, allows a municipality to pass By-laws in respect of a highway only if it has jurisdiction over the highway; and

WHEREAS Section 34 (1) of the *Municipal Act, 2001, S.O. 2001, C. 25, as amended*, states that a By-law permanently closing a highway does not take effect until a certified copy of the By-law is registered in the property land registry office; and

Whereas the land described as NORTH STREET, PLAN 3M106, ARRAN-ELDERSLIE, PIN 33185-0073(LT) is a “highway” within the meaning of Section 26 of the *Municipal Act, 2001, S.O. 2001, c.15, as amended*; and

Whereas the Highway has never been assumed by the municipality for public use, and the municipality wishes to close the Highway;

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

1. THAT the Highway is hereby permanently closed.
2. THAT the Highway has been declared surplus.
3. THAT this By-law be registered in the property registry office.
4. THAT this By-law shall come into force and take effect as of the final passing thereof.

READ a FIRST and SECOND time this 27th day of June, 2022.

READ a THIRD time and finally passed this 27th day of June, 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

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

BY-LAW NO. 44 - 2022

**BEING A BY-LAW TO AMEND THE
FEES AND SERVICE CHARGES FOR 2022**

Whereas the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

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

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

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

And Whereas the Municipal Act, 2001, Chapter 25, Section 398 (2) authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality or local board, to the tax roll for the real property for which the owner or owners are responsible for paying the fees and charges;

And Whereas section 69 of the Planning Act, 1990 provides that a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

And Whereas Council for the Corporation of the Municipality of Arran-Elderslie deems it expedient to enact a fees by-law for services provided by the Municipality of Arran-Elderslie with respect to matters regulated by the Building Code Act, S.O. 1992, c.23. as amended;

And Whereas Section 7(c) of the Building Code Act, S.O. 1992, c. 23, as amended, requires the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees;

And Whereas notice has been given, as described in O. Reg 321/12 that the Corporation of the Municipality of Arran-Elderslie intends to amend the prescribed fees;

And Whereas Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish a Fees and Charges By-law.

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

1. That the fee structure and general fees for various departments and organizations of the Municipality of Arran-Elderslie shall be attached hereto and shall form part of this By-law:

Schedule A	Administration Fees
Schedule B	Licensing Fee
Schedule C	Works Service Charges
Schedule D	Merchandise
Schedule E	Paid Parking Fees
Schedule F	Planning Fees
Schedule G	Cemetery Fees
Schedule H	Solid Waste/Bag Tag/Landfill Fees
Schedule I	Recreation Fees
Schedule J	Trailer Park Fees
Schedule K	Fire Department Fees
Schedule L	Water and Sewer Fees
Schedule M	Treasure Chest Museum Fees
Schedule N	Building Permit Fees

2. That By-law 12 – 2022 is hereby rescinded.
3. That Schedule A as attached hereto forms part of this by-law.
4. THAT this By-law shall come into full force and effect on June 27, 2022.

READ a FIRST and SECOND time this 27th day of June, 2022.

READ a THIRD time and finally passed this 27th day of June, 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

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Administration Fees

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

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

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

DESCRIPTION	FEE	HST	TOTAL
Certification of Any Document such as Commissioning or Swearing a previously prepared affidavit - does not include Photocopying	8.85	\$1.15	\$10.00
Freedom of Information Request	\$5.00	Exempt	\$5.00
Photocopies (each) - Minimum Charge \$1.00	\$0.49	\$0.06	\$0.55
Faxes (sending or receiving) - First Page	\$2.21	\$0.29	\$2.50
- Each Additional Page	\$1.11	\$0.14	\$1.25
Tax Certificate	\$50.00	Exempt	\$50.00
- Within 48 Hours	\$75.00	Exempt	\$75.00
Tax Confirmation (Account History) - Information on site - Per Year Researched	\$5.00	Exempt	\$5.00
Information archived - Per Year Researched	\$5.00	Exempt	\$5.00
Minimum charge \$20.00			
File Retrieval Fee for Records Over 6 Years Old	\$100.00	Exempt	\$100.00
NSF Cheque Fee	\$40.00	Exempt	\$40.00
Information Search Fee - Per Hour	\$30.00	Exempt	\$30.00
Information Search Fee for Records 6 years and older	\$100.00	Exempt	\$100.00
Parking Ticket Administration Fee	\$30.97	\$4.03	\$35.00
Tile Loan Inspection Fee	\$85.00	Exempt	\$85.00
Zoning Compliance Confirmation			
- Residential	\$87.00	Exempt	\$87.00
- Commercial/Industrial/Institutional	\$150.00	Exempt	\$150.00
- Farm (With Nutrient Management)	\$220.00	Exempt	\$220.00
If Required in Less Than 48 Hours, Additional	\$170.00	Exempt	\$170.00

Licensing Fees

DESCRIPTION	FEE	HST	TOTAL
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Dog and Kennel Licensing Fees

Neutered or Spayed Dog from January 1st to March 31st	\$15.00	Exempt	\$15.00
Neutered or Spayed Dog from April 1st to December 31st	\$25.00	Exempt	\$25.00
New to Municipality Neutered or Spayed Dog - April 1 to October 31	\$15.00	Exempt	\$15.00
New to Municipality Neutered or Spayed Dog - November 1 to December 31. This pays fee for following year.	\$15.00	Exempt	\$15.00
Kennel License For More Than 3 Dogs			
Commercial Breeding Kennel - New	\$350.00	Exempt	\$350.00
Commercial Breeding Kennel - Renewal	\$175.00	Exempt	\$175.00
Commercial Boarding Kennel - New	\$350.00	Exempt	\$350.00
Commercial Boarding Kennel - Renewal	\$175.00	Exempt	\$175.00
Hobby/Hunting Kennel - New	\$350.00	Exempt	\$350.00
Hobby/Hunting Kennel - Renewal	\$175.00	Exempt	\$175.00
Guide, Service, Working or Police Dogs shall be licenced, but no fee is required for such dog.			
Replacement Tags	\$5.00	Exempt	\$5.00

Failure to register will result in \$50.00 administration fee added to tax bill;
Failure to vaccinate fine of \$105.00 for each unvaccinated pet

Lottery Licenses

Lottery Licenses - 3% of Prize Value, Minimum	\$10.00	Exempt	\$10.00
Break Open Tickets - 3% of Prize Value, Minimum	\$12.00	Exempt	\$12.00
Hawkers and Peddlers (Per Calendar Year or Part)	\$113.55	Exempt	\$113.55

Other Licenses

Informal Group Home Licence Fee	\$750.00	Exempt	\$750.00
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Works Service Charges

DESCRIPTION	FEE	HST	TOTAL
Refundable Road Cut Deposit (certified	\$1,160.81	Exempt	\$1,160.81
Entranceway Permit	\$65.54	Exempt	\$65.54
911 Number - Location and Sign	\$65.54	Exempt	\$65.54
Entranceway without Permit	\$97.85	Exempt	\$97.85

Entrance Permit & Culverts

Regular 16" to 20" x 30' Culvert & Aggregate Included, to be Installed by Staff (Permit Included in Fee, HST Exempt) - any excess charges will be refunded	\$1,900.00	\$247.00	\$2,147.00
Standard Culvert 16" to 20" diameter. Plastic includes coupler	\$104.00 per metre	\$13.52	\$117.52 per metre
Oversized Culvert - \$91.80 per metre plus extra culvert diameter or length			
Salt per Cubic Tonne Increase actual cost for salt and trucking	\$77.25	\$10.04	\$87.29
Sand, Per Cubic Tonne	\$16.81	\$2.19	\$19.00
Grading, Per Hour Including Operator	\$115.57	\$15.02	\$130.59
Street Sweeper, Per Hour Including Operator and Machine	\$115.57	\$15.02	\$130.59

2022
FEES AND CHARGES

Merchandise

DESCRIPTION	FEE	HST	TOTAL
Blue Boxes	\$8.85	\$1.15	\$10.00
Pins - Unless for Promotional Purposes	\$1.99	\$0.26	\$2.25
Bruce County 911 Books	\$8.14	\$1.06	\$9.20
History Books	\$4.42	\$0.58	\$5.00
Big Bruce T-Shirts	\$17.70	\$2.30	\$20.00

2022
FEES AND CHARGES

Paid Parking Fees

DESCRIPTION	FEE	HST	TOTAL
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Chesley - Municipal Lot
Paisley - Arena & Post Office Lots

Overnight Parking	\$8.85	\$1.15	\$10.00
Weekly	\$22.13	\$2.87	\$25.00
Monthly	\$44.24	\$5.75	\$50.00
Winter - November 1st to March 31st By Parking By-law	\$137.17	\$17.83	\$155.00
Annual	\$323.01	\$41.99	\$365.00

DESCRIPTION CHESLEY RIVERSIDE PARK	FEE	HST	TOTAL
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Overnight Parking	Free	\$0.00	\$0.00
Weekly	Free	\$0.00	\$0.00
Monthly	\$13.27	\$1.73	\$15.00
Winter - November 1st to March 31st By Parking By-law	\$35.40	\$4.60	\$40.00

OTHER PARKING RELATED FEES

Impound - Daily Storage Fee	\$8.85	\$1.15	\$10.00
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Towing Charges - Cost + 15% Administration + Applicable

Planning Fees

DESCRIPTION	FEE	HST	TOTAL
Encroachment Agreement - Application per Agreement Applicant also responsible for Registration, Title Search and any Legal Costs	\$500.00	Exempt	\$500.00
Release of Subdivision Agreement -full or partial	\$500.00	Exempt	\$500.00
Temporary Use Agreement	\$500.00	Exempt	\$500.00
Site Plan Control - Applicant responsible for registration, title search and any legal costs	\$500.00	Exempt	\$500.00
Development Agreement - Application responsible for registration, title search and any legal costs	\$500.00	Exempt	\$500.00
Parkland Dedication - Residential Severance Application	\$500.00	Exempt	\$500.00
Cash in Lieu of Parking This may be required in accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended)	Confirmation from the Clerk is Required	Exempt	

Cemetery Fees

DESCRIPTION	FEE	HST	TOTAL
Single Grave			
Land	\$450.00	\$58.50	\$508.50
Care and Maintenance (40% of total)	\$300.00	\$39.00	\$339.00
Total Per Grave	\$750.00	\$97.50	\$847.50
Columbarium - Lower Two Rows			
Niche (Includes 1st Opening & Closing	\$1,000.00	\$130.00	\$1,130.00
Care and Maintenance (15% of total)	\$177.00	\$23.01	\$200.01
Total	\$1,177.00	\$153.01	\$1,330.01
Columbarium - Upper Four Rows			
Niche (Includes 1st Opening & Closing	\$1,200.00	\$156.00	\$1,356.00
Care and Maintenance (15% of total)	\$212.00	\$27.56	\$239.56
Total	\$1,412.00	\$183.56	\$1,595.56
Columbarium - Engraving			
Niche Door Engraving (Second date of death not included)	\$350.00	\$45.50	\$395.50
Interments			
Mon to Fri 7 am to 4 pm			
- Adult	\$550.00	\$71.50	\$621.50
- Child	\$250.00	\$32.50	\$282.50
- Cremation	\$250.00	\$32.50	\$282.50
- Double Cremation Vault	\$375.00	\$48.75	\$423.75
- Columbarium (2nd Niche Opening Only)	\$150.00	\$19.50	\$169.50
- Full Burial With Cremation Burial	\$600.00	\$78.00	\$678.00
Disinterment Columbarium (Replace Door)	\$125.00	\$16.25	\$141.25
Additional After Hour Charges			
Full Burial Mon to Fri after 4 pm - Additional	\$275.00	\$35.75	\$310.75
Full Burial Sat by 12 noon - Additional	\$350.00	\$45.50	\$395.50
Cremation Mon to Fri after 4 pm - Additional	\$125.00	\$16.25	\$141.25
Cremation Sat by 12 noon - Additional	\$187.50	\$24.38	\$211.88
Columbarium Mon to Fri after 4 pm - Additional	\$75.00	\$9.75	\$84.75
Columbarium Sat by 12 noon - Additional	\$112.50	\$14.63	\$127.13
Columbarium Winter Burial - Additional	\$75.00	\$9.75	\$84.75
Cremation Garden (Hillcrest Only)			
Land	\$120.00	\$15.60	\$135.60
Care and Maintenance	\$175.00	\$22.75	\$197.75
Opening	\$250.00	\$32.50	\$282.50
Engraving	\$350.00	\$45.50	\$395.50
Total Per	\$895.00	\$116.35	\$1,011.35
Disinterment of Regular Burial	\$1,000.00	\$130.00	\$1,130.00
Disinterment of Cremated Remains	\$500.00	\$65.00	\$565.00
Lowering Device & Greens Rental	\$100.00	\$13.00	\$113.00

Cemetery Fees			
DESCRIPTION	FEE	HST	TOTAL
<u>Mortuary Fees</u>			
Mortuary Storage Fee Burial in Arran-Elderslie	\$100.00	\$13.00	\$113.00
Mortuary Storage Fee Burial Elsewhere	\$180.00	\$23.40	\$203.40
<u>Monument Fees</u>			
Flat	\$100.00	\$13.00	\$113.00
Upright Under 4 Feet	\$200.00	\$26.00	\$226.00
Upright Over 4 Feet	\$400.00	\$52.00	\$452.00
<u>Administration Fees</u>			
Transfer of Ownership	\$75.00	\$9.75	\$84.75
Municipal Burial Permit Fee (Death Occurs Outside of Municipality)	\$10.00	Exempt	\$10.00

Solid Waste/Landfill Fees

The Municipality has an agreement in place with Ontario Electronic Stewardship whereby they dispose of the e-waste at no charge (By-Law 62-09). Should this arrangement change, the Municipality reserves the right to use the published fee grid and review at such time for appropriateness of the fee structure. A similar arrangement exists with respect to used tires, with the Ontario Tire Stewardship.

DESCRIPTION	FEE	HST	TOTAL
Domestic –per Bag Tag			
Households	\$3.00	Exempt	\$3.00
Resellers	\$2.85	Exempt	\$2.85
Landfill Minimum Charge	\$10.00	Exempt	\$10.00
Refuse Garbage - Sorted Tonnage (\$.112/kg)	\$112.00	Exempt	\$112.00
Demolition Material - not cleaned or sorted Per tonne (\$.224/kg)	\$224.00	Exempt	\$224.00
Mattress (All Sizes)	\$17.00	Exempt	\$17.00
Upholstery Furniture per unit	\$10.00	Exempt	\$10.00
Tires	\$0.00	Exempt	\$0.00
Tires on Rim or Soiled Tires	\$5.00	Exempt	\$5.00
Refrigerators, Freezers and Air Conditioners -With MOE Tag Attached Indicating No Freon	\$0.00	Exempt	\$0.00
Refrigerators, Freezers and Air Conditioners -Without MOE Tag Attached (May Have Freon) -Per Unit	\$30.00	Exempt	\$30.00
Open Landfill -Outside Regular Operating Hours -Plus Hourly Operator Rate -Plus Applicable Tipping Fees	\$115.00	Exempt	\$115.00
Non-payment of Tipping Fees	\$28.00	Exempt	\$28.00

Solid Waste/Landfill Fees

DESCRIPTION	FEE	HST	TOTAL
Asbestos - Digging and Burial	\$215.00	Exempt	\$215.00
Garbage Pick Up- Local Improvements	\$95.00	Exempt	\$95.00

Recreation Fees

Cancellation/Refund Policy: In the cases where a contract is signed between the Municipality and the user, the cancellation/refund provisions in the contract will prevail. In all other cases, refunds will not be issued, except where a medical or health-related preclusion can be demonstrated. In those cases, if alternative arrangements cannot be agreed upon, an administration fee of 25% of the full amount will apply and be withheld from any refund.

DESCRIPTION	FEE	HST	TOTAL
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Arena and Facility Rentals

Arena Floor (i.e. ball Hockey) -Per Hour	\$61.95	\$8.05	\$70.00
Arena Floor (i.e. ball Hockey) Per Hour (same day booking)	\$35.40	\$4.60	\$40.00
Arena Space (i.e. Third Party Program Providers) -Per Hour	\$14.55	\$1.90	\$16.45
Arena Floor (i.e. auction) -Three Day Rental	\$1,118.86	\$145.45	\$1,264.31
Arena Floor Set-up Tara - Maximum Capacity 800	\$753.21	\$97.90	\$851.11
Tara Stag & Doe (Arena floor to a max of 500)	\$577.38	\$75.04	\$652.42
Paisley - Maximum Capacity 800	\$753.31	\$97.91	\$851.22
Paisley Stag & Doe (Arena floor to a max of 500)	\$577.38	\$75.04	\$652.42
Chesley - Maximum Capacity 1000	\$950.18	\$123.50	\$1,073.68
Chesley Stag & Doe (Arena floor to a max of 500)	\$706.39	\$91.83	\$798.22
Kitchen Fee	\$61.95	\$8.05	\$70.00
Canteen Monthly Rent - Chesley (monthly)	\$50.00	\$6.50	\$56.50
Canteen Monthly Rent - Paisley (monthly)	\$50.00	\$6.50	\$56.50
Canteen Monthly Rent - Tara (monthly)	\$50.00	\$6.50	\$56.50
Canteen Monthly Rent - Tara Pavillion (monthly)	\$50.00	\$6.50	\$56.50
Canteen Monthly Rent - Tara Pavillion (daily)	\$17.70	\$2.30	\$20.00
Ball Diamond Food Truck (game nights only, contract)	\$17.70	\$2.30	\$20.00

Pavilions

Tara, Chesley or Paisley (per day)	\$52.84	\$6.87	\$59.71
Kinsmen Pavilion, Chesley (per day, licensed)	\$257.50	\$33.48	\$290.98
Kinsmen Pavilion, Chesley (per day, unlicensed)	\$105.69	\$13.74	\$119.43

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Soccer Fields

Per Game	\$38.31	\$4.99	\$43.30
Per Day	\$131.16	\$17.06	\$148.22
Horse Ring Rental	\$140.68	\$18.29	\$158.97

Ball Diamond Rentals

Group-Adult Game or Practice Without Lights	\$41.98	\$5.45	\$47.43
With Lights	\$51.27	\$6.64	\$57.91
Minor Sports Game or Practice -Without Lights	\$28.53	\$3.72	\$32.25
Adult Tournament Per Day (Without Lights)	\$163.25	\$21.22	\$184.47
Adult Tournament Per Day (With Lights)	\$204.09	\$26.53	\$230.62
Youth Tournament Per Day (Without Lights)	\$96.89	\$12.60	\$109.49
Youth Tournament Per Day (With Lights)	\$114.86	\$14.93	\$129.79
Additional Staff - Rate Per Employee per hour (4 hour minimum charge)	\$35.40	\$4.60	\$40.00

Ice Fee Rentals (All Arenas)

Ice Rental, Per Hour			
Prime (5pm-12am, Mon-Fri, weekends)	\$142.20	\$18.49	\$160.69
Non-Prime (8am-5pm, Mon-Fri)	\$83.86	\$10.90	\$94.76
Figure Skating/Broomball	\$97.27	\$12.65	\$109.92
Arran-Elderslie Minor Sports	\$102.65	\$13.34	\$115.99
Out of Town Minor Sports	\$131.07	\$17.04	\$148.11
Grey Bruce Highlanders/TCDMHA	\$118.24	\$15.37	\$133.61
Sponsored Ice Rental	\$62.83	\$8.17	\$71.00
(Hockey tournaments include 1 day use of community centre and kitchen)			
Use of Room with Ice Rent(Max 30 People Max	\$22.78	\$2.96	\$25.74
School Skating (9:00am to 3:00pm)	\$36.46	\$4.74	\$41.20
(School rate for schools within Arran-Elderslie)			

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
Double header Facility Rates:			
Boardroom - AAA Double Headers/Meetings	\$0.00	\$0.00	\$0.00
Boardroom - Max 4 Hours	\$68.69	\$8.93	\$77.62
Hall - Max 4 Hours	\$89.82	\$11.68	\$101.50
Damage / Cleaning Deposit (Refundable)	\$50.00	Exempt	\$50.00
Sell off ice (booked within week)	\$90.27	\$11.73	\$102.00
Same Day Booking Rate	\$44.25	\$5.74	\$49.99
Early Ice (prior to Thanksgiving, where			
Prime (5pm-12am, Mon-Fri, weekends)	\$182.28	\$23.70	\$205.98
Non-Prime (8am-5pm, Mon-Fri)	\$137.62	\$17.91	\$155.53
Arran-Elderslie Minor Sports	\$118.24	\$15.37	\$133.61
Out of Town Minor Sports	\$149.47	\$19.43	\$168.90
Grey Bruce Highlanders/TCDMHA	\$118.24	\$15.37	\$133.61
Public Skating / Drop-in			
per single admission	\$2.65	\$0.35	\$3.00
per family admission	\$7.08	\$0.92	\$8.00

Community Centres

Cups			
7 oz, per sleeve of 100	\$4.56	\$0.59	\$5.15
14 oz, per sleeve of 50	\$3.65	\$0.47	\$4.12
Coffee Urn (offsite rental, \$100 deposit required)	\$17.70	\$2.30	\$20.00
Table wrap			
per full roll	\$37.55	\$4.88	\$42.43
per part roll	\$18.78	\$2.44	\$21.22
Table rental, per (Off Site Only, Wooden	\$8.85	\$1.15	\$10.00
Chair rental, per (Off Site Only)	\$2.66	\$0.34	\$3.00
Aerial Lift (Rate per Day)	\$265.23	\$34.50	\$299.73
Transportation for Aerial lift	\$53.05	\$6.90	\$59.95

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Tara

Community Centre (capacity 210) Bar/set up - licensed Unlicensed Meeting Rate - AE non profit (2 hours) Meeting (Up to 4 Hours , Max 30 People) Meeting (Up to 8 Hours , Max 30 People)	\$382.15 \$198.44 \$53.73 \$68.69 \$89.82	\$49.68 \$25.80 \$6.98 \$8.93 \$11.68	\$431.83 \$224.24 \$60.71 \$77.62 \$101.50
Curling Club (capacity 450) Bar/set up - licensed Unlicensed	\$577.38 \$415.39	\$75.06 \$54.00	\$652.44 \$469.39
Auction Sale (resident one-day) Auction Sale (transient/non-resident one-day)	\$316.94 \$491.99	\$41.20 \$63.96	\$358.14 \$555.95
Committee Room (capacity 77) Bar/set up - licensed Unlicensed	\$154.12 \$125.81	\$20.04 \$16.36	\$174.16 \$142.17
Arkwright Hall	\$50.00	\$6.50	\$56.50
Community Centre - Drop In Rate (Adult/Youth) Community Centre - Drop in Rate (Senior)	\$2.66 \$1.77	\$0.34 \$0.23	\$3.00 \$2.00

Paisley

Community Centre (capacity 165) Bar/set up - licensed Unlicensed	\$349.80 \$167.88	\$45.47 \$21.82	\$395.27 \$189.70
Curling Club (capacity 450) Bar/set up - licensed Unlicensed Lounge (capacity 30)	\$577.38 \$415.39 \$62.79	\$75.06 \$54.00 \$8.16	\$652.44 \$469.39 \$70.95
Auction Sale (resident one-day) Auction Sale (transient/non-resident one-day)	\$285.47 \$450.37	\$37.11 \$58.55	\$322.58 \$508.92
Legion Room - AE Non-Profit Meeting Rate Legion Room (cap 30)- Meetings/Training up to 4 hours Legion Room (cap 30)- Meetings/Training 8 hours max	\$53.74 \$68.64 \$89.82	\$6.99 \$8.92 \$11.68	\$60.73 \$77.56 \$101.50

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Community Centre - Drop In Rate (Adult/Youth)	\$2.66	\$0.34	\$3.00
Community Centre - Drop in Rate (Senior)	\$1.77	\$0.23	\$2.00

Chesley

Community Centre (capacity 325)			
Bar/set up - licensed	\$531.44	\$69.09	\$600.53
Unlicensed	\$272.97	\$35.50	\$308.47
Curling Club (capacity 500)			
Bar/set up - licensed	\$706.39	\$91.83	\$798.22
Unlicensed	\$521.98	\$67.86	\$589.84
Auction Sale (resident one-day)	\$393.71	\$51.18	\$444.89
Auction Sale (transient/non-resident one-day)	\$747.68	\$97.20	\$844.88
Board Room (capacity 30)			
AE Non-profit meeting rate	\$53.73	\$6.98	\$60.71
- up to 4 hours	\$68.69	\$8.93	\$77.62
- more than 4 hours (max 8 hours)	\$89.82	\$11.68	\$101.50
Community Centre - Drop In Rate (Adult/Youth)	\$2.66	\$0.34	\$3.00
Community Centre - Drop in Rate (Senior)	\$1.77	\$0.23	\$2.00

Swimming Pool Fees - Tara and Chesley

Pool - Public Swimming

Single Admissions			
Youth 2 - 17 yrs	\$2.66	\$0.34	\$3.00
Adult 18+ yrs	\$3.55	\$0.45	\$4.00
Family (immediate members only)	\$8.85	\$1.15	\$10.00
Multi-Visit Pass			
10 Pass Visit - Adult	\$35.40	\$4.60	\$40.00
10 Pass Visit - Child	\$26.55	\$3.45	\$30.00
Season Pass			
Youth 2 - 17 yrs	\$70.80	\$9.20	\$80.00
Adult 18+ yrs	\$88.50	\$11.50	\$100.00
Family (immediate members only)	\$159.29	\$20.71	\$180.00

2022
FEES AND CHARGES

Recreation Fees			
DESCRIPTION	FEE	HST	TOTAL
Hourly Pool Rental - includes minimum of 2 lifeguards Chesley (max capacity 90) Tara (max capacity 77)	 \$81.24 \$81.24	 \$10.56 \$10.56	 \$91.80 \$91.80

Certificated programs exclude HST for participants 14 years of age and younger. If participants are over 14 years of age, please add 13% HST
Proof of age is required.
Sessions are two weeks in length for lessons, eight weeks in length for programs

Pool - Instructional Lessons

Private Lessons, per session Includes 10 daily lessons Registration	\$140.68	\$18.29	\$158.97
Group / School (per, min 30 participants) Registration	\$57.41	Exempt	\$57.41
Preschool (under 5 yrs old) Registration	\$67.71	Exempt	\$67.71
Swimmer (Ages 3-5) Registration	\$67.71	Exempt	\$67.71
Swimmer (1 to 4) (Age 6+) Registration after	\$67.71	Exempt	\$67.71
Swimmer (5 to 8) Registration	\$72.42	Exempt	\$72.42
Swimmer (9 to 10) Registration	\$75.74	Exempt	\$75.74
Aquafit - Drop In Aquafit - Summer Rate	\$5.53 \$81.64	\$0.72 \$10.61	\$6.25 \$92.25

** Every THIRD REGISTRATION IS \$20 OFF

Summer Day Camps (July and August, excluding Statutory holidays)

Daily, Mon - Fri ***3rd Child (less 10% of equal or lesser number of days)	\$33.99	Exempt	\$33.99
Outdoor Education Specialty Camp ***3rd Child (less 20%)	\$200.85	Exempt	\$200.85

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Billboard Rental

Arenas			
Large 3 x 8 section	\$395.74	\$51.46	\$447.20
Large 3 x 16 section	\$594.01	\$77.23	\$671.24
Large 3 x 24	\$759.01	\$98.68	\$857.69
Wall Advertising, 3 x 4 section	\$125.00	\$16.26	\$141.26
In-Ice Logo - painted (one year term)	\$1,000.00	\$130.01	\$1,130.01
In-Ice Logo - mesh inlay (one year term)	\$750.00	\$97.51	\$847.51
Ice Resurfacers Logo (machine wrap, minimum 3 yr contract)	\$1,000.00	\$130.01	\$1,130.01

Community Guide Advertisement

Business Card Size	\$79.60	\$10.35	\$89.95
1/4 Page	\$122.12	\$15.88	\$138.00
1/2 Page	\$159.08	\$20.68	\$179.76
Full Page	\$265.27	\$34.49	\$299.76
1/2 Page Colour	\$550.00	\$71.50	\$621.50

Insurance Fees

Non-Sporting Event or Occasion - No Alcohol			
Per Hour with Attendance of:			
1-50	\$3.00	\$0.39	\$3.39
51-100	\$4.00	\$0.52	\$4.52
101-200	\$6.00	\$0.78	\$6.78
201-500	\$8.00	\$1.04	\$9.04
501-1000	\$10.00	\$1.30	\$11.30
1001-1500	\$15.00	\$1.95	\$16.95
1501+	TBD by Provider at time of booking		
Per Day with Attendance of:			
1-50	\$25.00	\$3.25	\$28.25
51-100	\$50.00	\$6.50	\$56.50
101-200	\$75.00	\$9.75	\$84.75
201-500	\$150.00	\$19.50	\$169.50
501-1000	\$220.00	\$28.60	\$248.60
1001-1500	\$300.00	\$39.00	\$339.00
1501+	TBD by Provider at time of booking		

Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Insurance Fees

Non-Sporting Event or Occasion - Alcohol			
Per Hour with Attendance of:			
1-50	\$12.00	\$1.56	\$13.56
51-100	\$20.00	\$2.60	\$22.60
101-200	\$30.00	\$3.90	\$33.90
201-500	\$40.00	\$5.20	\$45.20
501-1000	\$50.00	\$6.50	\$56.50
1000+	TBD by Provider at time of booking		
Per Day with Attendance of:			
1-50	\$85.00	\$11.05	\$96.05
51-100	\$130.00	\$16.90	\$146.90
101-200	\$200.00	\$26.00	\$226.00
201-500	\$350.00	\$45.50	\$395.50
501-1000	\$550.00	\$71.50	\$621.50
1000+	TBD by Provider at time of booking		
<p>**A listing eligible and non-eligible Non-Sporting Events or Occasions is available from Municipal Staff</p> <p>**Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.</p> <p>**Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.</p>			

Sporting Event or Activities			
Low Risk, Per hour with Attendance of:			
1-25	\$2.50	\$0.33	\$2.83
26-50	\$4.00	\$0.52	\$4.52
51-100	\$6.00	\$0.78	\$6.78
101+	TBD by Provider at time of booking		
Low Risk, Per Day with Attendance of:			
1-25	\$60.00	\$7.80	\$67.80
26-50	\$90.00	\$11.70	\$101.70
51-100	\$120.00	\$15.60	\$135.60
101+	TBD by Provider at time of booking		

Recreation Fees			
DESCRIPTION	FEE	HST	TOTAL
Insurance Fees			
Medium Risk, Per hour with Attendance of:			
1-25	\$4.00	\$0.52	\$4.52
26-50	\$6.00	\$0.78	\$6.78
51-100	\$8.00	\$1.04	\$9.04
101+	TBD by Provider at time of booking		
Medium Risk, Per Day with Attendance of:			
1-25	\$95.00	\$12.35	\$107.35
26-50	\$120.00	\$15.60	\$135.60
51-100	\$190.00	\$24.70	\$214.70
101+	TBD by Provider at time of booking		
**A listing of eligible and non-eligible sporting events as well as the low and medium risk profiles is available from Municipal Staff			
**Events Over 1 day: Any Single Sporting Event being held for more than 1 consecutive is a Company Referral			
**Events - Annual Weekly and Seasonal Activities: Charge 2 times the flat charge shown for a Total Annual Premium			
**Organized sports leagues without insurance are a company referral			

2022

FEES AND CHARGES

Trailer Park Fees

DESCRIPTION	FEE	HST	TOTAL
Full Service			
Seasonal	\$1,397.15	\$181.63	\$1,578.78
Monthly	\$635.38	\$82.60	\$717.98
Weekly	\$242.08	\$31.47	\$273.55
Daily	\$47.76	\$6.21	\$53.97
May 1 to Weekend After Thanksgiving			
Hydro/Water Only			
Seasonal	\$1,164.47	\$151.38	\$1,315.85
Monthly	\$548.10	\$71.25	\$619.35
Weekly	\$205.86	\$26.76	\$232.62
Daily	\$41.79	\$5.43	\$47.22
Victoria Day Weekend to Thanksgiving			
Transient No Services - Daily - Trailer	\$26.55	\$3.45	\$30.00
Transient No Services - Daily - Tent	\$17.70	\$2.30	\$20.00
Winter Storage			
-Trailer, Deck, Shed	\$250.78	\$32.60	\$283.38
Deck, Shed, Other Property	\$50.00	\$6.50	\$56.50
-October 15-May 15			
Moving from one lot to another, if re-sodding or other clean-up required	\$50.00	Exempt	\$50.00
Clean-out	\$10.00	Exempt	\$10.00
Lot Maintenance Required by Works, Requested by Tenant	Minimum \$25.00 + Cost of Materials and/or Labour		

Fire Department Fees

DESCRIPTION	FEE	HST	TOTAL
OFC Deficiencies or No Deficienies Letter	\$100.49	\$13.06	\$113.55
File Search Request Letters	\$100.49	\$13.06	\$113.55
Fire Report - SIR (3rd Party)	\$100.49	\$13.06	\$113.55
Burn Permit	No Charge		
Fire Safety Inspections - Initial Visit / Consultation	No Charge		
Residential Home Inspection (Single Family)	No Charge		
Residential Inspection (operating a business out of home, such as a daycare)	\$65.00 Per Hour, Minimum 1	Exempt	\$65.00
Commercial/Industrial/Institutional Inspection	\$65.00 Per Hour, Minimum 1	Exempt	\$65.00
Inspections Requiring Outside Agencies	Actual Cost		
Fire Safety Inspection (Including Written Report)	\$65.00 Per Hour, Minimum 1	Exempt	\$65.00
Fire Safety Plan Review / Approval	\$65.00 Per Hour, Minimum 1	Exempt	\$65.00
Fire Drill Approval and Observation	\$65.00 Per Hour, Minimum 1	Exempt	\$65.00
Incident Response - Open Air Fire with or without permit (at discretion of Fire Chief or Designate)			
Current MTO Rate per apparatus, per hour	\$509.89	Exempt	\$509.89
Current MTO Rate per apparatus, per half hour	\$254.95	Exempt	\$509.89
Incident Response - Open Air Fire with Permit & Compliant	No Charge		\$0.00
Motor Vehicle, Watercraft & Aircraft Accidents & Fires - Other than Highway 21			
Current MTO Rate per apparatus, per hour	\$509.89	Exempt	\$509.89
Current MTO Rate per apparatus, per half hour	\$254.95	Exempt	\$254.95

Fire Department Fees			
DESCRIPTION	FEE	HST	TOTAL
Motor Vehicle Accident on Highway 21 Current MTO rate per apparatus, per hour	\$509.89	Exempt	\$509.89
Motor Vehicle Fires on Highway 21 Current MTO rate per apparatus, per hour	\$509.89	Exempt	\$509.89
If necessary to provide security to maintain continuity of scene during an incident investigation Flat Rate per Day	\$750.00	Exempt	\$750.00
Structural Fires - Commercial and Residential Current MTO rate per apparatus, per hour Current MTO rate per apparatus, per half hour Firefighter Current Rate, per hour	\$509.89 \$254.95 \$33.36	Exempt Exempt Exempt	\$509.89 \$254.95 \$33.36
Wildland Fires through Carelessness Current MTO rate per apparatus, per hour Current MTO rate per apparatus, per half hour	\$509.89 \$254.95		
Rent special equipment to determine origin and cause, suppress or extinguish fires, preserve property, prevent fire spread, make property safe Current MTO rate per appartus, per hour	Actual cost for agencies and equipment used \$509.89	Exempt Exempt	\$509.89
Smoke Alarm or Carbon Monoxide Detector Added to taxes + interest, if unpaid after 30 days	\$55.62	\$7.23	\$62.85
Hazardous Materials Response Current MTO rate per truck, per hour Current MTO rate per truck, per half hour	\$509.89 \$254.95	Exempt Exempt	\$509.89 \$254.95
Decontamination and cleaning of all PPE after Structure Fire or Hazardous Material Call	Actual Costs of all Cleaning and Repair	Exempt	
False Alarms - 2 free per calendar year, thereafter:	\$500.00	Exempt	\$500.00
Extinguish controlled Burn (per hour, per vehicle) (MTO rates for vehicles, rates for personnel extra)	\$225.00	Exempt	\$225.00
Response Due to Gross Negligence or an Illegal Act Current MTO rate per truck, per hour Current MTO rate per truck, per half hour	\$509.89 \$254.95	Exempt Exempt	\$509.89 \$509.89
Commercial - Lock Box (Hardware only, No Installation)	Actual Cost	HST	

Fire Department Fees			
DESCRIPTION	FEE	HST	TOTAL
Fire Safety Plan Box	Actual Cost	HST	
Dry Sprinkler Powder Aerosol Unit - DSPA	Actual Cost Plus 10%	Exempt	
Class A Foam Wetting Agent	Actual Cost Plus 10%	Exempt	
Other Material Charges	Actual Cost Plus 10%	Exempt	
Fire Extinguisher Training for Employees (Commercial, Industrial & Institutional)	\$10.00 per Person - Minimum \$100 Charge	Exempt	
Assistance Beyond Normal Requirements or	Actual Cost Plus 10%	Exempt	
Fire Watch or Stand By for other outside agencies with apparatus			
Current MTO rate per apparatus, per hour	\$509.89	Exempt	\$509.89
Current MTO rate per apparatus, per half hour	\$254.95	Exempt	\$509.89
Fire Watch (Without Apparatus)	Actual Cost Plus 10%	Exempt	
For extraordinary expenses - When additional resources are required at a fire or emergency incident and no owner or agent is available to authorize, recovery of costs can be invoiced to the property owner (ie: Excavator, drone, other agencies for assistance)	Invoice will be according to invoice provided by third party	Exempt	

Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
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Effective for all billings after January 1st each year

A&E Connection and Service Charges

Charge to locate, inspect, map and number service connection made by contractor (lateral already constructed from main to property line) Water or Sewer	\$475.16	\$61.77	\$536.93
Municipally constructed sewer line from main to property line (does not include locate, inspect, map and number service connection made by contractor) Water or Sewer	\$4,316.72	Exempt	\$4,316.72
Private locate charge – not municipal service----Minimum charge 1 hour, time in excess of 1 hour is extra	\$102.02	\$13.26	\$115.28
Cost of water meter and backflow prevention device - 3/4" Service	\$514.70	\$66.91	\$581.61
1" service, meter and backflow preventor All other meter sized billed at cost + 15% handling/billing	\$686.76	\$89.28	\$776.04
Swimming Pools – Filling---Minimum Charge	\$1,014.81	\$131.93	\$1,146.74
Disconnect or Reconnect Fee – Customer Request	\$57.79	Exempt	\$57.79
Disconnect fee – non-payment or after hours request	\$209.46	Exempt	\$209.46
Water Meter Read Request	\$68.98	\$8.97	\$77.95
Water Meter Frost Plate	\$84.06	\$10.93	\$94.99
Bulk Water - per m3 water - Plus Daily Connection Fee - Weekly Connection Fee - Annual Membership, January to December 31	\$4.00 \$57.41 \$114.82 \$353.50	\$0.51 \$7.46 \$14.93 \$45.96	\$4.51 \$64.87 \$129.75 \$399.46
Locate charge of Municipal water service	n/c	n/c	n/c
Septage disposal of one tank, up to 1,000 gallons	\$930.26	\$120.93	\$1,051.19
Sewer Camera Work - Regular Hours, 2 staff, rate per hour - After Hours and Weekends, 2 staff, rate per hour	\$131.30 \$606.00	\$17.07 \$78.78	\$148.37 \$684.78

Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
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Chesley Water Service Area Metered Rates (non-taxable)

Any customer wishing to be charged on a metered basis shall, at the customer's expense, install a water meter. The metered rate shall be the same as the Paisley Water Service Area metered rates.

Chesley Water Service Area Rates (non-taxable)

Minimum rates to be charged on a per unit basis as determined by the assessment roll and/or as amended by a formal review by the Municipality of Arran-Elderslie and added to taxes.

Effective for all billings after January 1st each year

Residential

Single Family Unit	\$720.88	Exempt	\$720.88
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Commercial

Basic and vacant commercial (must apply in writing for this rate)	\$617.93	Exempt	\$617.93
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Apartment rate over commercial	\$514.90	Exempt	\$514.90
Car Wash	\$1,287.26	Exempt	\$1,287.26
Service Station	\$617.91	Exempt	\$617.91
Dealership	\$1,287.26	Exempt	\$1,287.26
Restaurant – Seasonal Take-out	\$514.90	Exempt	\$514.90
Restaurant – Take-out	\$858.10	Exempt	\$858.10
Restaurant – Take-out/Seating Restaurant	\$1,115.65	Exempt	\$1,115.65
Restaurant – Seated Restaurant	\$1,373.08	Exempt	\$1,373.08
Residential w/Beauty Shop	\$1,201.48	Exempt	\$1,201.48
Hair Salon only	\$677.62	Exempt	\$677.62
Turuss (GRS Flooring) - (Plant 1)	\$6,603.21	Exempt	\$6,603.21
Municipal Building/Theatre/Library	\$657.89	Exempt	\$657.89

Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
Fire Hall	\$657.89	Exempt	\$657.89
Medical Building	\$999.85	Exempt	\$999.85
Trailer Park – 24 sites	\$1,557.09	Exempt	\$1,557.09
Trailer Park Showers/Washrooms	\$1,578.70	Exempt	\$1,578.70
Cemetery	\$720.88	Exempt	\$720.88
Community Centre/Curling Club	\$9,328.09	Exempt	\$9,328.09
Swimming Pool	\$1,549.88	Exempt	\$1,549.88
Lawn Bowling	\$339.15	Exempt	\$339.15
Hospital	\$10,149.91	Exempt	\$10,149.91
Retirement Institution - Per Bed	\$228.84	Exempt	\$228.84
Elgin Abbey (39 beds)	\$8,924.88	Exempt	\$8,924.88
Parkview Manor (34 beds)	\$7,780.67	Exempt	\$7,780.67
Haliday House (9 beds)	\$2,059.59	Exempt	\$2,059.59
Chesley Community School	\$13,724.87	Exempt	\$13,724.87
Chesley Place (40 beds)	\$9,153.72	Exempt	\$9,153.72
Board of Education	\$5,432.04	Exempt	\$5,432.04

Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
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Chesley Sewer Service Area Rates (non-taxable)

Effective for all billings after January 1st each year

Residential

Single family unit	\$527.73	Exempt	\$527.73
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Penalty (3x more than annual flat rate) for improper storm water connection. Notice will be given providing one year to disconnect and be inspected by the Municipality or penalty will be applied.	\$2,110.93	Exempt	\$2,110.93
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Commercial

Basic or Vacant Commercial (must apply in writing for this rate)	\$452.33	Exempt	\$452.33
Apartment Rate - Over Commercial	\$376.95	Exempt	\$376.95
Car Wash	\$942.33	Exempt	\$942.33
Service Station	\$452.33	Exempt	\$452.33
Dealership	\$942.33	Exempt	\$942.33
Post Office	\$812.67	Exempt	\$812.67
Restaurant – Seasonal Take-out	\$376.95	Exempt	\$376.95
Restaurant – Take-out	\$628.23	Exempt	\$628.23
Restaurant – Take-out/Seating Restaurant	\$816.68	Exempt	\$816.68
Restaurant – Seated Restaurant	\$1,005.13	Exempt	\$1,005.13
Bank	\$942.33	Exempt	\$942.33
Grocery Store	\$970.96	Exempt	\$970.96
Vacant Hotel Rate	\$527.73	Exempt	\$527.73
Residential w/Beauty Shop	\$879.53	Exempt	\$879.53

Water and Sewer Fees			
Hair Salon Only	\$496.05	Exempt	\$496.05
DESCRIPTION	FEE	HST	TOTAL
Crate Design (Plant 1)	\$2,638.53	Exempt	\$2,638.53
Turuss (GRS Flooring) - (Plant 1)	\$4,833.75	Exempt	\$4,833.75
Municipal Building/Theatre/Library	\$481.61	Exempt	\$481.61
Fire Hall	\$481.61	Exempt	\$481.61
Medical Building	\$731.91	Exempt	\$731.91
Dawson House (basic comm. + 2 apts)	\$1,206.20	Exempt	\$1,206.20
Trailer Park – 24 Sites	\$1,139.85	Exempt	\$1,139.85
Trailer Park - Showers/Washrooms	\$1,155.69	Exempt	\$1,155.69
Cemetery	\$452.32	Exempt	\$452.32
Swimming Pool	\$1,134.56	Exempt	\$1,134.56
Lawn Bowling	\$248.26	Exempt	\$248.26
Legion Hall	\$970.96	Exempt	\$970.96
Hospital	\$7,430.11	Exempt	\$7,430.11
Retirement Institution - (Per Bed)	\$167.18	Exempt	\$167.18
Elgin Abbey (39 beds)	\$6,519.88	Exempt	\$6,519.88
Haliday House (9 beds)	\$1,504.59	Exempt	\$1,504.59
Parkview Manor (34 beds)	\$5,683.99	Exempt	\$5,683.99
Chesley Community School	\$10,047.08	Exempt	\$10,047.08
Chesly Place (40 beds)	\$6,687.05	Exempt	\$6,687.05

Water and Sewer Fees			
Board of Education	\$3,978.90	Exempt	\$3,978.90

DESCRIPTION	FEE	HST	TOTAL
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Water Service Area Metered Rates (non-taxable)
Chesley, Paisley and Tara

Effective for all billings after January 1st each year

Annual

Base Water Service Rate (BSR)	\$322.90	Exempt	\$322.90
Rate per Cubic Metre of Water Consumption	\$2.62	Exempt	\$2.62
Damage to water meter equipment, including the removal of exterior equipment and/or interior wiring will not be tolerated. Two warnings will be provided to the property owner after which, further damages will result in the Municipality invoicing the property owner for the applicable size of water meter and require the installation, at the property owner's expense, of a radio read water meter to avoid future problems.			

Monthly

Base Water Service Rate (BSR)	\$26.91	Exempt	\$26.91
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Paisley Sewer Service Area Rates (non-taxable)

Effective for all billings, the sewer rate for Paisley sewer services shall be a monthly base sewer service rate and a rate per cubic metre of water consumption.

Annual

Base Sewer Service Rate (BSR)	\$338.22	Exempt	\$338.22
Rate per cubic metre of water consumption	\$1.50	Exempt	\$1.50
Other Municipality – (Brockton) Crysler & McKeeman	\$1,015.73	Exempt	\$1,015.73

Monthly

Base Sewer Service Rate (BSR)	\$27.36	Exempt	\$27.36
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Penalty (3x more than flat base rate) for improper storm water connection. Notice will be given providing one year to disconnect and be inspected by the Municipality or penalty will be applied.	\$ 2,110.92	Exempt	\$ 2,110.92
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Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
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Water Service Area Rates
Tara Water Service Area Rates (non-taxable)

Minimum rates to be charged on a per unit basis as determined by the assessment roll and/or as amended by a formal review by the Municipality of Arran-Elderslie.
Any customer wishing to be charged on a metered basis shall, at the customer's expense, install a water meter. The metered rate shall be the same as the Paisley Water Service Area metered rates.

Effective for all billings after January 1st each year

Residential

Single family unit	\$720.88	Exempt	\$720.88
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Commercial

Dry	\$807.39	Exempt	\$807.39
Wet	\$937.14	Exempt	\$937.14
Dry/Residence	\$764.22	Exempt	\$764.22
Wet/Residence	\$807.39	Exempt	\$807.39
Service Station/Garage	\$807.39	Exempt	\$807.39
Service Station/Car Wash	\$1,249.77	Exempt	\$1,249.77
Churches	\$720.88	Exempt	\$720.88

Sewer Service Area Rates
Tara Metered Sewer Service Area Rates (non-taxable)

Industrial (per cubic metre)	\$1.45	Exempt	\$1.45
Residential Single Family Unit	\$527.73	Exempt	\$527.73
Residential Dry	\$542.43	Exempt	\$542.43
Residential Wet	\$632.84	Exempt	\$632.84

Water and Sewer Fees			
Commercial Dry	\$542.43	Exempt	\$542.43
Commercial Wet	\$587.60	Exempt	\$587.60

DESCRIPTION	FEE	HST	TOTAL
Service Station/Garage	\$452.32	Exempt	\$452.32
Service Station/Car Wash	\$942.35	Exempt	\$942.35
Churches	\$527.73	Exempt	\$527.73

Penalty (3x more than annual base rate) for improper storm water connection. Notice will be given providing one year to disconnect and be inspected by the Municipality or penalty will be applied.	\$ 2,110.92	Exempt	\$2,110.92
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Treasure Chest Museum Fees

DESCRIPTION	FEE	HST	TOTAL
Annual Membership Fees - Single	\$16.37	\$2.13	\$18.50
Annual Membership Fees - Family	\$20.80	\$2.70	\$23.50
Single Admission - Adult	BY DONATION		
Single Admission - Student/Senior	BY DONATION		
Group Admission - 10 or more	\$37.17	\$4.83	\$42.00

Building Permit Fees

All Permits Fees are HST exempt.
All Permits carry minimum fee.
Where any work, required by the BCA to have a permit, has commenced prior to the issuance of a Building Permit, the applicable permit fee payable is doubled.
The Municipality does not currently have Development Charges in place

DESCRIPTION	FEE
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General

Building Permit (minimum fee)	\$130.00
Miscellaneous Inspections, per	\$130.00
Change of Use	\$130.00
Demolition Permit	\$130.00

Residential

Single Family Residence	\$1.55 /sq.ft.
Multiple Residential	\$1.40 /sq.ft.
Additions- With or Without Plumbing	\$1.55 /sq.ft.
Deck or Porch (minimum \$125.00 fee)	\$0.80 sq.ft
Garden Shed	\$125.00
Ancillary Buildings	\$0.50 /sq.ft.
Garage/Shed- Attached or Detached	\$0.75 /sq.ft.
Renovations: (fee/construction value)	\$14.00 / \$1,000.00
Wood Burning Appliances	\$150.00
Moving Permit	\$210.00
Pool- Above Ground	\$150.00
Pool - In Ground	\$350.00

Sewage Systems

Class 1, 2, 3	\$350.00
Class 4 & 5-New Sewage System	\$600.00
Bed-Tank Replacement/Repair	\$350.00

Building Permit Fees

DESCRIPTION	FEE
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Agricultural

Farm Buildings- with Livestock	\$0.35 /sq.ft.
Farm Buildings- without Livestock	\$0.30 /sq.ft.
Additions	\$0.30 /sq.ft.
Fabric Structure	\$0.35 /sq.ft.
Manure Storage Tank	\$0.30 /sq.ft.
Silo- Upright or Bin	\$150.00
Silo- Bunker (with Roof)	\$0.30 /sq.ft.
Silo- Bunker (without Roof)	\$0.20 /sq.ft.
Renovation/Structural: (fee/construction value)	\$12.00/\$1000.00

Commercial/Industrial/Institutional

Commercial Buildings	\$0.80 /sq.ft.
Industrial Buildings	\$0.80 /sq.ft.
Institutional Buildings	\$0.80 /sq.ft.
Misc. Renovations/Additions (fee/construction value)	\$12.00/\$1000.00

Miscellaneous

Repairs/Additions/Renovations (where applicable)	\$225.00
Towers (base and tower) (fee/construction value)	\$20.00/\$1000.00
Wind Turbines - Per Turbine	\$100,000.00
Tents	\$150.00
Signs (per O.B.C.)(fee/construction value)	\$14.00/\$1000.00
Other: (fee/construction value)	\$10.00/\$1000.00

Refunds (where applicable)

If Administrative Functions Only Performed	80%
If Admin and Zoning Functions Only Performed	70%
If Permit has been Issued; No Field Inspections have been Performed Subsequent to Issuance	45%
If Permit has been Issued; One Field Inspection has been Performed Subsequent to Issuance	30%
For Each Subsequent Field Inspection, After Permit Issued, Additional Deduction of	5%

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

BY-LAW NO. 45-2022

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE SPECIAL COUNCIL
MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
HELD JUNE 27, 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 27, 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 27, 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 27th day of June, 2022.

READ a THIRD time and finally passed this 27th day of June, 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk