



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Meeting No. 19-2022
Monday, August 8, 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
4. Disclosures of Pecuniary Interest and General Nature Thereof
5. Unfinished Business
6. Minutes of Previous Meetings
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8. Minutes of Sub-Committee Meetings
 - 8.1. Paisley Teeswater Bridge Working Group Minutes 18
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 - July 27, 2022
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17. Closed Session (if required)
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 No. 48-2022

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22. Adjournment
23. List of Upcoming Council meetings

August 15, 2022 - Special Council Meeting at 9:00 a.m.

September 12, 2022

September 26, 2022

October 11, 2022



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

Meeting No. 17-2022

Monday, July 11, 2022, 9:15 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
Chris Legge - Water/Sewer Foreperson

1. Call to Order

Mayor Hammell called the meeting to order at 9:15 am. A quorum was present.

2. Mayor's Announcements (If Required)

The Mayor noted that SMART Transit had hired a new Manager. Stephan Labelle will start on July 25, 2022.

The Chesley Hospital Emergency Room is now open again after a staff shortage forced a closure on the weekend.

The Chesley and District Horticultural Society having a flower show July 20th at 6:30 p.m.

3. Adoption of Agenda

Council passed the following resolution:

222-17-2022**Moved by:** Councillor Greig**Seconded by:** Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of Monday, July 11, 2022 be received and adopted, as distributed by the Clerk.

Carried**4. Disclosures of Pecuniary Interest and General Nature Thereof****5. Unfinished Business****6. Minutes of Previous Meetings****6.1 Regular Council - June 27, 2022**

Council passed the following resolution:

223-17-2022**Moved by:** Councillor Bell**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 June 27, 2022.

Carried**7. Business Arising from the Minutes**

None.

8. Minutes of Sub-Committee Meetings

None.

9. Public Meeting(s)**9.1 Zoning By-law Amendment - Z-2022-061 Dreamaker Campground**

Mayor Steve Hammell called the public meeting to order at 9:30 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law Amendment Z-2022-061 for Dreamaker Campground.

Daniel Kingsbury, Planner for the County of Bruce, attended the meeting. He noted that the purpose of the application is to amend the Municipality's Zoning Bylaw to recognize 168 existing campsites and one cabin (bunkie) at the Dreamaker Campground, which is located at 6870 Highway 21, east of Southampton. The existing zoning on the lands, which was approved in 1996, permits 118 campsites. The Dreamaker Campground has since

evolved to 168 campsites. The proposed Zoning Bylaw Amendment is seeking to recognize 141 existing campsites and one cabin, while placing an additional 27 existing campsites under a holding provision. The holding provision would be removed upon demonstration of sufficient septic capacity for the additional 27 campsites.

Despite not having zoning approvals for the campsite to expand, the campground evolved to its current layout consisting of 168 campsites and one cabin. The site is serviced by four septic systems with an approved capacity of 141 campsites. Despite the approved capacity of the existing septic systems, they have supported 168 sites for the past several years. The existing water distribution system has capacity for up to 300 campsites. The system uses ultraviolet treatment and has operated and been inspected regularly since being installed in the early 2000's.

An Official Plan Amendment is also required for this application.

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

Comments were received from the following agencies:

- Chief Building Official: no comments received.
- Public Works Manager: no comments at this time.

He is still waiting for comments from MTO and has just received GSCA comments which are not included in the agenda package.

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

There were no questions from Members of Council.

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

Planner Ron Davidson was present and noted that the previous owner had the approvals for a campground. The maximum number of campsites was 118. The owner had engineering work completed to expand the campground to 300 sites. They also received a permit from MOE for the septic, but the campground never expanded to 300 sites.

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

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

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

No further questions were raised and the Mayor declared the public meeting closed at 9:40 a.m.

Subsequent to further discussion, Council passed the following resolution:

224-17-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Greig

Be it resolved that the Planning Report for Zoning Bylaw Amendment (Z-2022-061) be received for information; and

That Bruce County Planning staff provide a report regarding the public meeting and a recommendation regarding the application at a subsequent meeting.

Carried

9.2 Zoning By-law Amendment - Z-2022-064 Paisley Inn

Mayor Steve Hammell called the public meeting to order at 9:46 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law Amendment Z-2022-064 for the Paisley Inn.

Daniel Kingsbury, Planner for the County of Bruce, attended the meeting. He noted that the application proposes an amendment to the Municipality's Zoning By-Law to permit a 13.7 metre building as well as to permit more than 50% of the ground floor area to be used for residential space. If approved, the amendment will allow for a new commercial and residential four-story structure that will include 35 apartment and townhouse units at 604 Queen Street South in Paisley.

Planning staff intend on making a recommendation on the proposed amendment at a later date after agency comments have been received, most notably from the Saugeen Valley Conservation Authority and Bruce County Transportation & Environmental Services. The proposed development also needs to address the Municipality's Official Plan which limits residential density to 48 units per hectare.

There may be some requirements to upgrade the existing infrastructure to ensure it is able to support this plan.

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

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

Councillor Greig noted that he would prefer a site specific Local Official Plan Amendment.

Deputy Mayor Davis also felt that there should be a site specific Local Official Plan Amendment and encouraged the increased density to avoid the destruction of farmland.

Councillor Kanmacher asked about the original height to what is proposed.

Councillor Dudgeon asked about the height and density provisions. He asked if the Fire Department has the necessary equipment for a building of this height. The Fire Chief noted that Arran-Elderslie does not have an ariel apparatus for this height of structure, but does not have an issue with this proposed building as Saugeen Shores has an ariel apparatus through mutual aid.

Councillor Dudgeon also asked about the commercial portion of the property. The applicant noted that there will be office spaces available on the Queen Street Side.

Councillor Bell stated that he supported the application and likes the design.

Councillor Kanmacher asked about the existing infrastructure in the area and if it need to be upgraded. She also asked about making the two municipal streets one-way streets.

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

Don Scott, Cuesta Planning, Planner for the Applicant, noted that this proposal addresses housing issues, intensification and is on municipal services. It increases the economy of the business district of Paisley. He feels it is a downtown commercial designation rather than a residential development and feels it does not need a Local Official Plan Amendment.

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

Emma Cubbit, architect for the project, introduced herself. Her goal is to replicate the historic building as best as possible.

Kevin Kanmacher asked if there is consideration for a cross-walk on Queen Street for the increase in density.

Emily Craddock noted that she supported the project.

Diane Williams had concerns regarding the windows looking into her back yard and would like to be able to see the plans.

Jim Craddock noted that traffic will be a problem.

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

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

No further questions were raised and the Mayor declared the public meeting closed at 10:27 a.m.

Subsequent to further discussion, Council passed the following resolution:

225-17-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Kanmacher

That Planning Report for Zoning Bylaw Amendment (Z-2022-064) be received for information; and

That Bruce County Planning staff provide a report regarding the public meeting and a recommendation regarding the application at a subsequent meeting.

Carried

10. Delegations/Presentations

10.1 Don Vincent - Gravel Road and Calcium Application

Mr. Vincent made a presentation to Council.

He asked about the crushed limestone that is on his road. It is dusty after it has been graded with the limestone. His road has not had calcium placed on it. He wants the calcium placed on the road as soon as it is graded. It was about 4-5 days before the calcium was placed on the road.

He purchased flaked calcium to put in front of his house and asked if Council would reimburse him for the next time.

Works Manager Scott McLeod noted that they have switched to quarry gravel in most of the gravel roads in the Municipality. They still use "A" gravel on less travelled roads. Council budgeted a total of \$465,000 for gravel for 2022 and another \$80,000 for dust treatment.

Council thanked Mr. Vincent for his time.

11. Correspondence

11.1 Requiring Action

11.1.1 Municipality of Brighton - Draven Alert

Subsequent to further discussion, Council passed the following resolution:

226-17-2022

Moved by: Councillor Greig

Seconded by: Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution proposed by the Municipality of Brighton supporting the request to make the necessary changes to the the Amber Alert System and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public they are missing;

And further that this motion be sent to all Municipalities across Ontario and the Association of Municipalities of Ontario.

Carried

11.1.2 Chesley Firefighter Association Request

Council directed staff to prepare a staff report regarding storage, drop offs, insurance etc. for the next available Council meeting.

Subsequent to further discussion, Council passed the following resolution:

227-17-2022

Moved by: Councillor Nickason

Seconded by: Councillor Bell

That Council hereby supports the Chesley Firefighter Association for their request in the donation of the Chesley Curling Club from May 2023 to June 2023 for the storage and location of the Annual Yard Sale and waives the rental fee of \$521.98 (plus HST) (plus a 2-3% fee increase) to be funded from the 2023 Donations by Council Budget Account 01-7410-7601.

Carried

11.1.3 City of Owen Sound - Removal of Municipal Councillors Under Prescribed Circumstances

Subsequent to further discussion, Council passed the following resolution:

228-17-2022

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution proposed by the City of Owen Sound supporting the request to the Ministry of Municipal Affairs

and Housing regarding the removal of Municipal Councillors under Prescribed Circumstances.

And further that this motion be sent to the City of Owen Sound, all Municipalities across Ontario, the Association of Municipalities of Ontario, and the Ministry of Municipal Affairs and Housing.

Carried

11.2 For Information

Subsequent to further discussion, Council passed the following resolution:

229-17-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Dudgeon

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

11.2.1 SMART Minutes - May 27, 022

11.2.2 SVCA Press Release

11.2.3 MMWTWG Minutes - April 14, 2022

12. Staff Reports

12.1 CAO/Clerks

12.2 Finance

12.2.1 SRFIN.22.22 Asset Management Professional Services

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

Subsequent to further discussion, Council passed the following resolution:

230-17-2022

Moved by: Councillor Kanmacher

Seconded by: Deputy Mayor Davis

Be It Resolved that Council hereby,

1. Approve the purchase of services provided by PSD Citywide to an upset limit of \$15,000, financed by the 2022 approved operating budget of account 01-1030-7106 and
2. Further that the purchase be exempt from Article 9 of the Procurement Policy.

Carried

12.3 Public Works

12.3.1 SRW.22.22 - Arran-Elderslie Sidewalk Tender

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

Subsequent to further discussion, Council passed the following resolution:

231-17-2022

Moved by: Councillor Kanmacher

Seconded by: Councillor Dudgeon

Be It Resolved that Council hereby,

1. Rejects the bid received from E.C. King Contracting pursuant to Clause 9.0: Acceptance or Rejection of Tenders;
2. And directs staff to contact the Minister in charge of the CCRF with a formal letter requesting an extension to the funding based on contractor obtainability and embellished prices.

Carried

12.3.2 SRW.22.23 - 15 Sideroad Cultural Heritage Evaluation Reports (CHER) and Heritage Impact Assessments (HIA) Reports

232-17-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Greig

Be It Resolved that Council hereby,

1. Directs staff to work with WSP under a reduced scope of the CHER and HIA Reports, and
2. Further that Council acknowledges that the Municipality is choosing not to follow the recommendation of the Cultural

Heritage Report (CHR) and is willing to assume any associated risks.

Carried

12.3.3 SRW.22.24 - Riverside Overflow Event

Water Foreperson Chris Legge responded to questions from Members of Council regarding his information report.

12.4 Building/Bylaw

12.4.1 SRCBO.22.03 – Building Permit Report for May through June 2022 and Building Permit Statistics

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

12.5 Facilities, Parks and Recreation

None.

12.6 Emergency Services

None.

12.7 Economic Development and Planning

None.

13. Notice of Motion

None.

14. Members Updates

Davis:

Deputy Mayor Davis attended the Kinsmen's July Fest.

Bell:

Councillor Bell reported that there is still speeding issues and messy properties. He attended a SMART meeting, presented an award at the Chesley graduation and attended the Lawn Bowling Grand Opening. The Chickadee Landing is closing its business.

Dudgeon:

Councillor Dudgeon had nothing to report.

Greig:

Councillor Greig noted that the Splash Pad Committee had a BBQ to raise money for the splashpad and Tara Twins U15 qualified for the national championships.

Kanmacher:

Councillor Kanmacher attended the Teeswater Bridge Working Group meeting noting that the temporary bridge will be open after the August Long Weekend. Upcoming events in Paisley include the Annual Artists on the River event and a Queen Street Celebration for Canada Food.

Nickason:

Councillor Nickason attended the Annual Rubber Duck Race in Allenford. He has received complaints that people are speeding on the B Line.

Hammell:

Mayor Hammell attended the Kinsmen's July Fest. He also noted that the Chesley Splash Pad was well done. He attended the Paisley School Graduation, a meeting with a Chesley Housing Developer and also Bill Walker's retirement supper.

15. New Business

None.

16. By-laws

None.

17. Closed Session (if required)

18. Resolution to Reconvene in Open Session

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

20. Adoption of Closed Session Minutes

None.

21. Confirming By-law

21.1 By-law 46-2022 - Confirming By-law

Subsequent to further discussion, Council passed the following resolution:

233-17-2022

Moved by: Councillor Bell

Seconded by: Councillor Kanmacher

Be It Resolved that By-law No. 46-2022 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 46-2022 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, July 11, 2022.

Carried

22. Adjournment

Subsequent to further discussion, Council passed the following resolution:

234-17-2022

Moved by: Councillor Bell

Seconded by: Councillor Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:50 a.m.

Carried

23. List of Upcoming Council meetings

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



MUNICIPALITY OF ARRAN-ELDSLIE

Special Council Meeting

MINUTES

Meeting No. 18-2022
Thursday, July 21, 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 - Present Electronically
 Councillor Ryan Nickason

Staff Present: Sylvia Kirkwood - CAO
 Christine Fraser-McDonald - Clerk

1. Call to Order

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

2. Adoption of Agenda

The Mayor requested that an additional personal matter about an identifiable individual be added to Closed Session.

Council agreed to the addition.

Council passed the following resolution:

235-18-2022

Moved by: Councillor Nickason

Seconded by: Councillor Bell

Be It Resolved that the agenda for the Special Council Meeting of Thursday, July 21, 2022 be received and adopted, as distributed by the Clerk.

Carried

3. Disclosures of Pecuniary Interest and General Nature Thereof

4. Delegation(s)

4.1 Harold Elston - Integrity Commissioner

Mr. Elston presented his report to Council.

He discussed the Council Code of Conduct and his role of Integrity Commissioner and how he must apply the code to any incidents.

He feels this was an unfortunate event and through a series of circumstances, the employee is no longer working at the Municipality. He was looking for facts to substantiate the complaint regarding harassment and bullying from a member of Council.

He did not receive sufficient evidence from the employee to substantiate the allegations.

He feels the CAO was caught in the middle and was faced with a young employee that was leaving and had no choice but to make the complaint to the Integrity Commissioner.

Mr. Elston, upon completion of his investigation, dismissed the complaint.

Mr. Elston added that individual Councillors should not be providing direction to staff. Direction must come from Council as a whole. Council must be very careful of the ethical and professional reputation of staff. They should appreciate that staff are trained professionals and be respectful of staff and their expert advice.

The Mayor noted that this incident has affected several different families and that it could be expediated if there are any future issues.

Councillor Kanmacher noted that two months prior to the employee leaving, she had spoke to the CAO, advising that the employee was rude to her and questioned if there was an issue. She wishes that she would have had a chance to address the things that were allegedly said. She is sorry that the stress and frustration as part of this Council has tainted her words and she is sorry that the employee felt this way.

She is sorry that staff is upset and it is not conducive to team building and staff is overworked and short staffed. She wishes that there had been a full investigation. She hopes that the employees legacy is her good work and not this investigation.

She further noted that she is glad this has been resolved and out in the open. Enough money and time has been spent and it is time to move on with the business of Council.

Subsequent to further discussion, Council passed the following resolution:

236-18-2022

Moved by: Deputy Mayor Davis

Seconded by: Councillor Dudgeon

That Council receives and adopts the report and recommendations of the Integrity Commissioner dated July 12, 2022 as it relates to the matter of a complaint lodged against Councillor Melissa Kanmacher.

Carried

5. Closed Session (if required)

The Mayor advised that Council go into Closed Session at 9:32 a.m. for the purpose of matters identified in the motion below.

237-18-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Kanmacher

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

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

Carried

6. 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:

238-18-2022

Moved by: Councillor Bell

Seconded by: Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 11:18 a.m.

Carried

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

Direction was given to staff in Closed Session for items 2 and 3.

8. Confirming By-law

Council passed the following resolution:

239-18-2022

Moved by: Councillor Dudgeon

Seconded by: Councillor Ryan Greig -
Present Electronically

Be It Resolved that By-law No. 47-2022 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 47-2022 being a By-law to confirm the proceedings of the Special Council meeting of the Municipality of Arran-Elderslie held Thursday, July 21, 2022.

Carried

9. Adjournment

Council passed the following resolution:

239-18-2022

Moved by: Councillor Dudgeon

Seconded by: Deputy Mayor Davis

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:22 a.m.

Carried

10. List of Upcoming Council meetings

August 8, 2022

September 12, 2022

September 26, 2022

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Paisley Teeswater Bridge Working Group
March 31, 2022 1:00pm – 2:00pm
Via Teams

Minutes

In Attendance

Sylvia Kirkwood – CAO, Arran-Elderslie
 Deputy Mayor Mark Davis, Arran-Elderslie
 Councillor Melissa Kanmacher, Paisley Ward, Arran-Elderslie
 Scott McLeod, Public Works Manager
 Julie Reid – Deputy Clerk, Arran-Elderslie
 Jim Donohue – Bruce County
 Kelly Vader – B.M. Ross
 Tori Matichuk – Economic Development Officer, Bruce County
 Chief Steve Tiernan, Arran-Elderslie Fire Chief
 Jen Christie, Paisley & District Chamber of Commerce & Business Owner
 Erik Downing – Saugeen Valley Conservation Authority

Absent

Marla Barfoot – OPP
 Carly Steinhoff, Manager of Parks, Facilities and Recreation, Arran-Elderslie
 Kelly Vader – B.M. Ross

1. Welcome

Chair Sylvia Kirkwood called the meeting to order at 1:30 pm and thanked everyone for attending.

2. Approval of Minutes

No changes were noted and the minutes were approved as presented.

3. BM Ross Update – Kelly Vadar

Kelly was not in attendance.

4. Bruce County Update – Jim Donahue

The temporary bridge mobilization will begin May 1st and installation approximately a week later. Some of the tree removal began this week.

An updated project timeline will be forwarded to the Working Group.

Aecon will now be doing a trenchless installation of the gas line under the river. This will decrease the impact on traffic and the work can be completed in April ahead of the bridge work.

A meeting is set up for early next week regarding the parking plan.

5. Arran-Elderslie Update – Scott McLeod

Scott had no updates for the group at this time.

6. Marketing and Communications Update – Sylvia Kirkwood/Tori Matichuk

Tori provided the group with an update on the marketing plan. They have been working with the designer, Tourist Town. Some feedback was received from the Chamber and local residents on the initial designs. From that, three additional branding elements were created for review and initial feedback was obtained at a meeting last evening.

Tori presented the three designs to the Working Group for feedback. Tori explained the thought process behind the ideas.

- Pause a Little in Paisley
This concept encourages people to pause in Paisley instead of just passing through.
- Meet Us at the Rivers
This design may be adjusted to include a mirrored vision of what the new bridge will look like. This is more of a call to action.
- Where the Rivers Meet
This is more of a statement than a call to action and speaks to the unique story associated with the meeting of the rivers. The colour scheme is designed to refer to the heritage theme of Paisley as opposed to the artistic colour side.

The preferred design from the community and Chamber representatives who provided feedback was the Meet Us at the River.

Tourist Town is tweaking the designs for final approval and these designs will be shared with interested parties for a final decision to be made.

Once the campaign theme is confirmed, the platform will be design and next steps will be established.

Members of the Working Group provided their feedback on the three designs, noting that they will be changed slightly.

7. Confirm date & details of Public Meeting – April

The public meeting is planned for the later part of April. Sylvia proposed a walking meeting to showcase the construction area and aspects included in the project. It was noted that there should be a common place for everyone to meet to hear the details in a townhall format and those who wish to join the walking tour could join. The walking tour was proposed to be ahead of the town hall portion of the meeting to provide a visual of the project and then questions could be addressed after. There may be some restrictions to where the tour can take place due to the ongoing gas line project. Arran-Elderslie Staff will reach out to EPCOR.

It was decided that a 6:30 start would best accommodate business owners. The meeting will be April 28th and the location of either the Paisley Arena or the Town Hall will be confirmed shortly.

8. Roundtable Updates from Attendees

A question was raised as to who will be in charge of setting the budget for the Placemaker Grant monies that has been received. A draft budget was for prepared the grant application. This project will include other factors that will fall out of the scope of this project. Once the final budget is decided, it will be brought to Council for approval and then brought forward in this forum for information. It was noted to ensure that we are setting some funds aside for situations that could arise through the course of the project and not allocate all the funding up front. The funds are to be used over a two-year period with a deadline of March 31, 2023.

A question was raised regarding the current lights on the bridge. Currently they are fed from a private property connection. The new bridge will have a new connection to address this issue.

A question was raised regarding ensuring that damages are not incurred to surrounding buildings and structures during the course of the construction. Scott added that it is in the contract that Looby will be doing an assessment before and after as a safeguard against potential accusations of damages.

Erik from the SVCA added that the permits have been issued for the temporary and main structure. There were some concerns regarding any in water work necessary with the gas line drilling. This will hopefully be avoided with the drilling taking place prior to the bridge work commencing. He also noted that there is a contingency built into the plan to allow for the bridge to be lifted temporarily in

the event of a large flooding event. The funding has been applied for to offset some costs associated with the dyke repairs. The mussel move will take place in approximately July. There is a specific time window for this work.

There was an onsite construction meeting at the beginning of the week with the various parties involved in the project.

The construction schedule is now up to date on the project website. It notes that the old structure will be removed in July. For the purposes of planning community events, it would be prudent to assume that the temporary bridge would be in use as of July 1st.

Tori provided a reminder of the team and resources available to assist businesses throughout the project through Bruce County.

9. Next Meeting Date

The next Working Group meeting will be held at 1:30pm on April 26th.

A meeting to approve the design may be called at an earlier time if necessary.

10. Follow Up on Action Items

- Landscape Design
There is a consultant to aid on this item. Nak Landscaping.
- Youth Learning Opportunities
The Arran Elderslie Youth Council will be assisting with this initiative.
- Group Update Platform
A webpage will be created to support the ongoing project once
- Liaison with BC EMS
This was completed with the posting of the project on Municipal511
- Parking Plan
There is an upcoming meeting regarding this matter.

11. Adjournment

The meeting was adjourned at 2:26 pm.

Paisley Teeswater Bridge Working Group

April 26, 2022 1:30pm – 2:10pm

Via Teams

Minutes

In Attendance

Sylvia Kirkwood – CAO, Arran-Elderslie
 Deputy Mayor Mark Davis, Arran-Elderslie
 Councillor Melissa Kanmacher, Paisley Ward, Arran-Elderslie
 Julie Reid – Deputy Clerk, Arran-Elderslie
 Jim Donohue – Bruce County
 Tori Matichuk – Economic Development Officer, Bruce County
 Jen Christie, Paisley & District Chamber of Commerce & Business Owner
 Erik Downing – Saugeen Valley Conservation Authority
 Amanda Froese – County of Bruce
 Carly Steinhoff, Manager of Parks, Facilities and Recreation, Arran-Elderslie
 Kelly Vader – B.M. Ross
 Chief Steve Tiernan, Arran-Elderslie Fire Chief

Absent

Marla Barfoot – OPP
 Scott McLeod, Public Works Manager

The Working Group discussed the content to be discussed at the public meeting. The meeting will be held as a Special Council Meeting since enough Members will be in attendance for quorum. It was decided not to do the walking tour due to the change in weather. Attendees may take a tour of the site following the meeting informally if they wish.

The Working Group decided on the following structure for the meeting:

Call to Order – **Mayor Hammell**

Introductions

Bruce County & BM Ross –Scope of Project and Project Contacts - **Jim Donohue & Kelly Vader**

Arran-Elderslie – Municipality Scope of Project - **Scott McLeod**

Bruce County Communication Plan – **Adam Ferguson**

Marketing Plan – **Tori Matichuk**

Placemaking Grant – **Sylvia Kirkwood**

Ongoing Project Update Meetings and Information Sharing

Question Period

Adjournment – **Mayor Hammell**

Potential Walking Tour for those who wish partake

Following the meeting, the Working Group will meet to discuss next steps and address questions that were raised during the meeting.

The meeting adjourned at 2:00pm.

Paisley Teeswater Bridge Working Group

June 28, 2022 1:00pm – 2:00pm

Via Teams

Minutes

Attendance

Sylvia Kirkwood – CAO, Arran-Elderslie
 Deputy Mayor Mark Davis, Arran-Elderslie
 Councillor Melissa Kanmacher, Paisley Ward, Arran-Elderslie
 Scott McLeod, Public Works Manager
 Carly Steinhoff, Manager of Parks, Facilities and Recreation, Arran-Elderslie
 Amanda Froese – Bruce County
 Kelly Vader – B.M. Ross
 Chief Steve Tiernan, Arran-Elderslie Fire Chief
 Jen Christie, Paisley & District Chamber of Commerce & Business Owner
 Erik Downing – Saugeen Valley Conservation Authority
 Tori Matichuk – Economic Development Officer, Bruce County

Absent

Julie Reid – Deputy Clerk, Arran-Elderslie
 Mike Dowling – OPP

1. Welcome

CAO, Sylvia Kirkwood welcomed all members who were able to attend.

2. Approval of Minutes

Minutes will be brought forward at a future meeting for approval.

3. BM Ross Update – Kelly Vadar

The site www.paisleybridge.com has been shut down and all Q&A and updates are now available on the Bruce County website. The viewing platform matter will be dealt with later in the construction process. The mussel move will be taking place in the next 2 weeks.

4. Bruce County Update – Amanda Froese

The closure has been delayed. She noted that a site meeting would take place the week before closure of the bridge. They are currently working on the north access for the temporary bridge. The closure date is estimated to be August 2nd.

5. Arran-Elderslie Update – Scott McLeod

Parking for the bridge contractors' workers is being determined as well as the final laydown areas for Looby.

6. My Main Street Placemaking – Sylvia Kirkwood

The My Main Street/Where the Rivers Meet Team is utilizing space at the former Sound & Colour Gallery which is owned by Garrett Egglink. A business/services illustrative map has been developed by Students/Tourist Town for Paisley. Event Planning for the summer is currently ongoing.

7. Roundtable Updates from Attendees

Erik Downing with the SVCA provided an overview of SVCA activities and monitoring.

Tori Matichuk with Bruce County Economic reminded the group about the Spruce the Bruce Program and provided an update on activities from Bruce County Economic Development.

8. Next Meeting Date

The next meeting date will be determined as the project progresses.

9. Follow Up on Action Items

- Landscape Design
- Parking Plan

Paisley Teeswater Bridge Working Group
July 27, 2022 1:00pm – 2:00pm
Via Teams
Minutes

In Attendance

Sylvia Kirkwood – CAO, Arran-Elderslie
 Deputy Mayor Mark Davis, Arran-Elderslie
 Councillor Melissa Kanmacher, Paisley Ward, Arran-Elderslie
 Scott McLeod, Public Works Manager
 Julie Reid – Deputy Clerk, Arran-Elderslie
 Carly Steinhoff, Manager of Parks, Facilities and Recreation, Arran-Elderslie
 Kelly Vader – B.M. Ross
 Dave Hackney – OPP
 Chief Steve Tiernan, Arran-Elderslie Fire Chief
 Jen Christie, Paisley & District Chamber of Commerce & Business Owner
 Erik Downing – Saugeen Valley Conservation Authority
 Chelsea Campbell – My Main Street
 Sandra Crockard – My Main Street

Absent

Tori Matichuk – Economic Development Officer, Bruce County
 Amanda Froese – Bruce County

1. Welcome

CAO, Sylvia Kirkwood, welcomed those in attendance. The main objective of this meeting is to provide the group with a construction update prior to the scheduled closing of the old bridge and the opening of the new temporary bridge, which was originally planned for the first week of August.

2. Approval of Minutes

The minutes for previous meetings will be presented at a future meeting for approval.

3. BM Ross Update – Kelly Vadar

Kelly Vadar provided an update regarding the construction project following an update by the contractor. The bridge will not be ready for closure on August 2nd and has been pushed to the week of August 8th. The approaches on the temporary bridge are expected to be completed this week. It is hoped that the removal of the old bridge will begin August 15th. A barge and other materials will be placed to help limit materials landing in the water. The mussel move has been completed and the fish curtain installed.

It was noted that if a group wished to have an event, they should discuss the options with the contractor.

4. Bruce County Update – Amanda Froese

Amanda was not in attendance to provide an update.

5. Arran-Elderslie Update – Scott McLeod

Scott also attended the on-site contractor meeting. There was some discussion about potentially closing the east entrance to Mill Street. Access to residents on this stretch would remain available from the west end. Potential issues with parking were discussed and alternative locations are being investigated. Those residence who will lose their parking access will be provided with free passes to use the designated spaces at the arena/LCBO. Carly is working with the contractor to ensure there will be room for the Zamboni to properly operate during ice season and the works staff will assist with removing snow to limit stockpiling. Kelly added that there will be 3-way stop signs installed at Goldie Street and 4-way stop signs installed at Church Street to assist with traffic control.

6. Roundtable Updates from Attendees

There has been some confusion on who will be able to use the temporary bridge. I.e: size, weight etc. Kelly added that any vehicle that can normally drive on would be permitted. Larger trucks are encouraged to use a detour route but the bridge would be capable of supporting those types of vehicles as well. Anything that is considered over width etc would not be permitted to fit across the bridge.

Fire Chief, Steve Tiernan, noted that they will be monitoring traffic backing up to the firehall to ensure there are no issues with emergency response.

Erik Downing, SVCA, noted that the CA continues to review and modify the project and permits as necessary. The SVCA is also looking for a Dyke Management Agreement to be put in place for both now and in the future with the applicant, Bruce County.

Chelsea Campbell provided a brief update on a potential pop up event that is being planned for immediately prior to the closing of the bridge. The event was originally planned to take place on the bridge but now may be on the roadway in front of the arena. This would require a road closure. The group suggested that Chelsea reach out to Justin with Looby to address how this event will work best. She will provide an update to Sandra Crockard who can update the group at the next meeting of the finalized plans.

7. Next Meeting Date

The next meeting was set for Thursday, August 4 at 1:00 pm.

8. Follow Up on Action Items

- Landscape Design
- Parking Plan
- Bridge Closure Pop Up Event



FLEET MANAGEMENT

Fleet Analysis Meeting

*Municipality of Arran-
Elderslie*

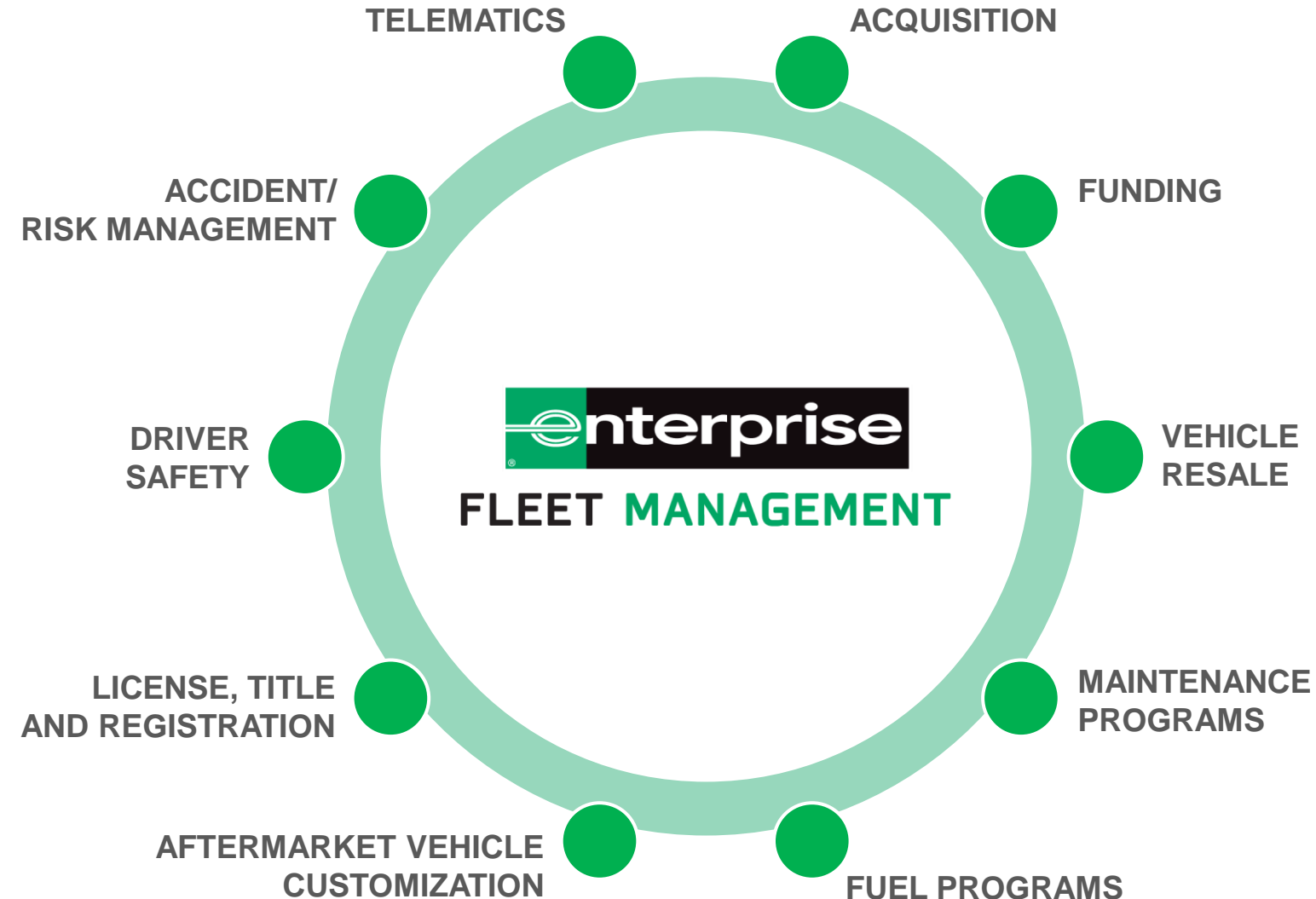


Government References



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ENTERPRISE HOLDINGS

30



2.3
Million
Worldwide

VEHICLES

\$26.4
Billion in Revenue

101,000

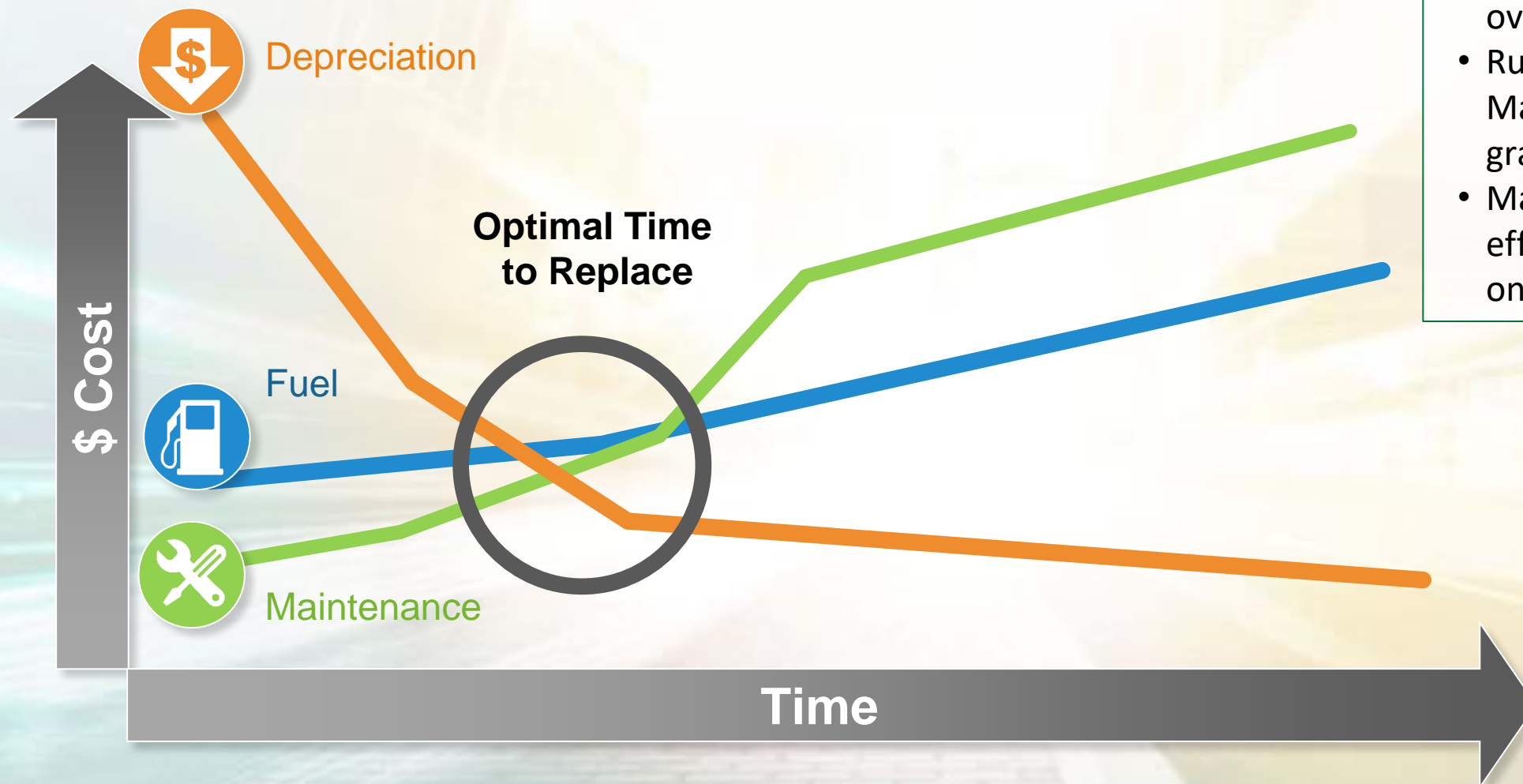
EMPLOYEES

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As one of America's Largest
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EFFECTIVE VEHICLE LIFECYCLE



Key Observations

- Depreciation/year declines over time
- Running costs of Fuel and Maintenance increase gradually over time
- Mandated MPG efficiencies reward staying on technology wave

Your Current Fleet Synopsis

Customer Name	Vehicle Class	Current Odometer	Current Odometer Date	User Entered Expected Annual Mileage	Vehicle Type	Model Year	Make Description	Model Description	Expected Odometer in 12 months
The Municipality Arran-Elderslie	Unknown	5,000	12-9-2021	5,000	1/2 Ton Pickup Quad 4x4	2021	Chevrolet	Silverado 1500	10,000
The Municipality Arran-Elderslie	Unknown	5,000	12-9-2021	15,000	Unknown	2022	Chevrolet	Silverado 1500 LTD	20,000
The Municipality Arran-Elderslie	Unknown	35,378	12-9-2021	11,792	1/2 Ton Pickup Reg 4x4	2019	RAM	1500 Classic	47,170
The Municipality Arran-Elderslie	Unknown	43,742	12-9-2021	10,935	1/2 Ton Pickup Quad 4x4	2018	Chevrolet	Silverado 1500	54,677
The Municipality Arran-Elderslie	Unknown	48,422	12-9-2021	12,105	1 Ton Cab Chassis	2018	Chevrolet	Silverado 3500HD Chassis	60,527
The Municipality Arran-Elderslie	Unknown	60,395	12-9-2021	15,098	1/2 Ton Pickup Quad 4x4	2018	GMC	Sierra 1500	75,493
The Municipality Arran-Elderslie	Unknown	135,433	12-9-2021	11,286	Compact Wagon	2010	Pontiac	Vibe	146,719
The Municipality Arran-Elderslie	Unknown	137,395	12-9-2021	15,266	1/2 Ton Pickup Ext 4x4	2013	Chevrolet	Silverado 1500	152,661
The Municipality Arran-Elderslie	Unknown	150,000	12-9-2021	8,823	Med Duty Cab Chassis	2005	*Chevrolet	*C5C042	158,823
The Municipality Arran-Elderslie	Unknown	160,886	12-9-2021	5,547	3/4 Ton Pickup Reg 4x2	1993	*Chevrolet	*C2500	166,433
The Municipality Arran-Elderslie	Unknown	197,991	12-9-2021	17,999	1/2 Ton Pickup Ext 4x4	2011	GMC	Sierra 1500	215,990
The Municipality Arran-Elderslie	Unknown	212,825	12-9-2021	16,371	1 Ton Cab Chassis	2009	GMC	Sierra 3500HD Chassis	229,196
The Municipality Arran-Elderslie	Unknown	245,110	12-9-2021	18,854	1/2 Ton Pickup Reg 4x4	2009	GMC	Sierra 1500	263,964
The Municipality Arran-Elderslie	Unknown	252,577	12-9-2021	16,838	1/2 Ton Pickup Reg 4x4	2007	GMC	Sierra 1500 Classic	269,415
The Municipality Arran-Elderslie	Unknown	261,583	12-9-2021	16,348	1/2 Ton Pickup Reg 4x4	2006	GMC	Sierra 1500	277,931
The Municipality Arran-Elderslie	Unknown	264,195	12-9-2021	15,540	1/2 Ton Pickup Reg 4x4	2005	Chevrolet	Silverado 1500	279,735
The Municipality Arran-Elderslie	Unknown	293,922	12-9-2021	32,658	1/2 Ton Pickup Ext 4x4	2013	Chevrolet	Silverado 1500	326,580
The Municipality Arran-Elderslie	Unknown	316,243	12-9-2021	24,326	1/2 Ton Pickup Reg 4x4	2009	GMC	Sierra 1500	340,569
The Municipality Arran-Elderslie	Unknown	388,686	12-9-2021	19,434	1/2 Ton Pickup Reg 4x2	2002	Chevrolet	Silverado 1500	408,120

Avg Current Model Year: 2011

Average Current Odometer: 169K

10 Vehicles over 160K currently

What Should We Factory Order

33

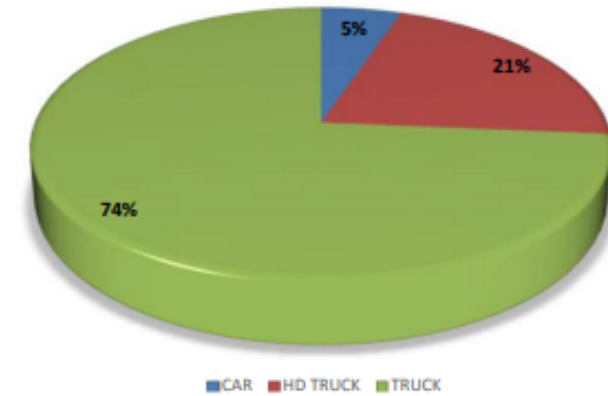
Vehicle Comparison



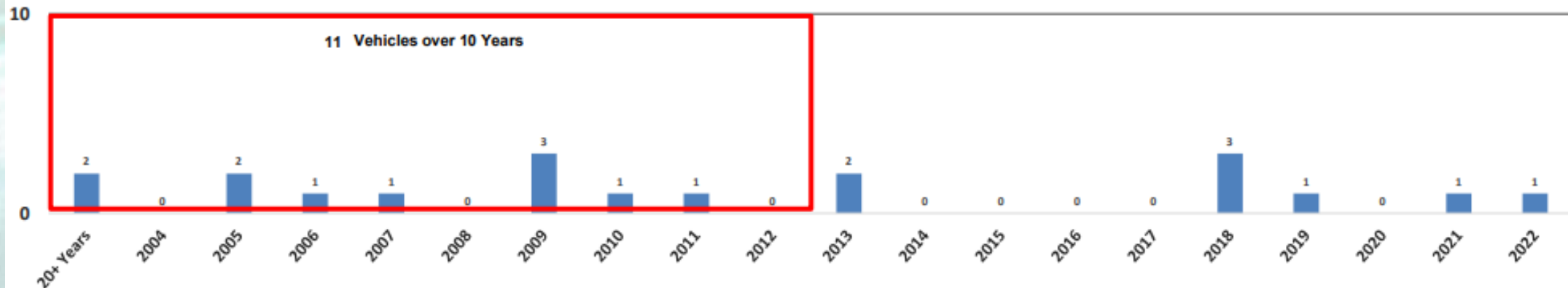
Vehicle Type	1/2 Ton Pickup	1/2 Ton Pickup	1/2 Ton Pickup	1/2 Ton Pickup
Engine	5.0L V8	2.7L Turbo High-Output	2.7L Turbo High-Output	3.6L Pentastar VVT V6 w/eTorque
L/100 km City	15	14	14	12
L/100 km Highway	11	12	12	10
Acquisition Cost	\$55,407	\$54,951	\$56,344	\$56,460
Total Actual Depreciation	\$16,497	\$16,368	\$16,760	\$22,226
Total Fuel Cost	\$22,540	\$22,714	\$22,714	\$19,190
Total Maintenance Cost	\$3,557	\$3,557	\$3,557	\$3,557
Monthly Depreciation	\$1,108.14	\$1,099.02	\$1,126.87	\$1,129.20
Monthly Management Fee	\$55.41	\$54.95	\$56.34	\$56.46
Monthly Interest	\$218.45	\$216.68	\$222.09	\$222.54
Monthly GST/HST Tax	\$0.00	\$0.00	\$0.00	\$0.00
Monthly PST Tax	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Payment with Tax	\$1,382.00	\$1,370.65	\$1,405.30	\$1,408.20
Lease Term	36 Months	36 Months	36 Months	36 Months
Holding Period	3 Years	3 Years	3 Years	3 Years
Annual Kilometers	30,000	30,000	30,000	30,000
Cost per km	\$0.61	\$0.61	\$0.62	\$0.64
RBV at Term	\$15,514	\$15,386	\$15,776	\$15,809
Expected Sales Price at Holding End	\$38,911	\$38,583	\$39,583	\$34,234
Estimated Equity at Term	\$23,397	\$23,197	\$23,807	\$18,425

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2022	2023	2024	2025	2026	Under-Utilized	
Compact Sedan	1	11.6	10,800	1	0	0	0	0	0	* Fiscal Year 2022 = 10 years old and older, or odometer over 160,000
1/2 Ton Pickup Reg 4x2	1	19.7	18,700	1	0	0	0	0	0	* Fiscal Year 2023 = 8 years old and older, or odometer over 130,000
1/2 Ton Pickup Reg 4x4	6	12.4	16,400	5	0	0	0	1	0	* Fiscal Year 2024 = 6 years old and older, or odometer over 100,000
1/2 Ton Pickup Ext 4x4	3	9.2	20,700	2	1	0	0	0	0	* Fiscal Year 2025 = 4 years old and older, or odometer over 70,000
1/2 Ton Pickup Quad 4x4	4	2.3	13,300	0	0	0	2	2	0	* Fiscal Year 2026 = Remaining Vehicles
3/4 Ton Pickup Reg 4x2	1	28.8	5,400	1	0	0	0	0	0	* Underutilized = Annual Mileage less than 4,000
1 Ton Cab Chassis	2	8.0	13,200	1	0	0	1	0	0	
Med Duty Cab Chassis	1	16.7	8,500	1	0	0	0	0	0	
Totals/Averages	19	10.7	14,900	12	1	0	3	3	0	

Vehicle Types



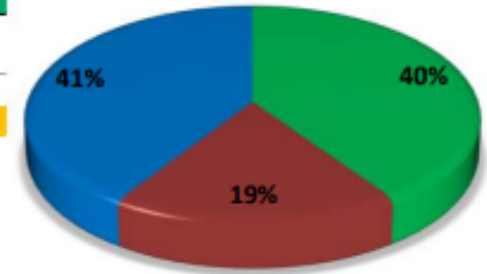
Model Year Analysis



Current Fleet	19	Fleet Growth	0.00%	Proposed Fleet	19
Current Cycle	9.50	Annual KM	14,900	Proposed Cycle	5.00
Current Maint.	\$173.83			Proposed Maint.	\$86.51
Maint. Cents Per KM	\$0.14	Current L/100KM	15	Price/Liter	\$2.00

Fleet Costs Analysis

Fleet Mix				Fleet Cost							Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	19	2.0	19	0	85,919	0			39,634	84,930	210,483	0
'22	19	12	7	12	0	118,861	-36,000		27,059	72,552	182,472	28,011
'23	19	1	6	13	0	127,900	-5,000		26,012	71,520	220,432	-9,949
'24	19	0	6	13	0	127,900	0		26,012	71,520	225,432	-14,949
'25	19	3	3	16	0	161,615	-21,000		22,868	68,425	231,909	-21,426
'26	19	3	0	19	0	189,260	-27,000	-232,701	19,724	65,331	14,614	195,869
'27	19	12	0	19	0	189,260		-19,013	19,724	65,331	255,302	-44,819
'28	19	1	0	19	0	189,260		0	19,724	65,331	274,315	-63,832
'29	19	0	0	19	0	189,260		-68,770	19,724	65,331	205,545	4,938
'30	19	3	0	19	0	189,260		-59,486	19,724	65,331	214,829	-4,346
'31	19	3	0	19	0	189,260		-232,701	19,724	65,331	41,614	168,869



Fuel Maintenance Purchase

10 Year Savings

\$238,366

Avg. Sustainable Savings

\$12,162

Current Fleet Equity Analysis

YEAR	2022	2023	2024	2025	2026	Under-Utilized
QTY	12	1	0	3	3	0
Est \$	\$3,000	\$5,000	\$0	\$7,000	\$9,000	\$0
TOTAL	\$36,000	\$5,000	\$0	\$21,000	\$27,000	\$0
Estimated Current Fleet Equity**					\$89,000	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

58% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

RESOURCES

Fleet Technology

Customer Website

- Visibility and tracking of vehicle data
- Customized dashboards with reporting
- Real-time alerts
- Simplify accounting processes with vehicle descriptors

Fleet Planning Tool Kit

- EFM compares vehicles side-by-side
- Purchase the right vehicle at the right price
- Total cost analysis

Annual Client Review

- Web based solution to evaluate the prior year's performance
- Analyze all fleet costs
- Develop future strategies



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FORGING AHEAD

**Grey Sauble Conservation Authority
Programs and Services Inventory and
Future Agreements**

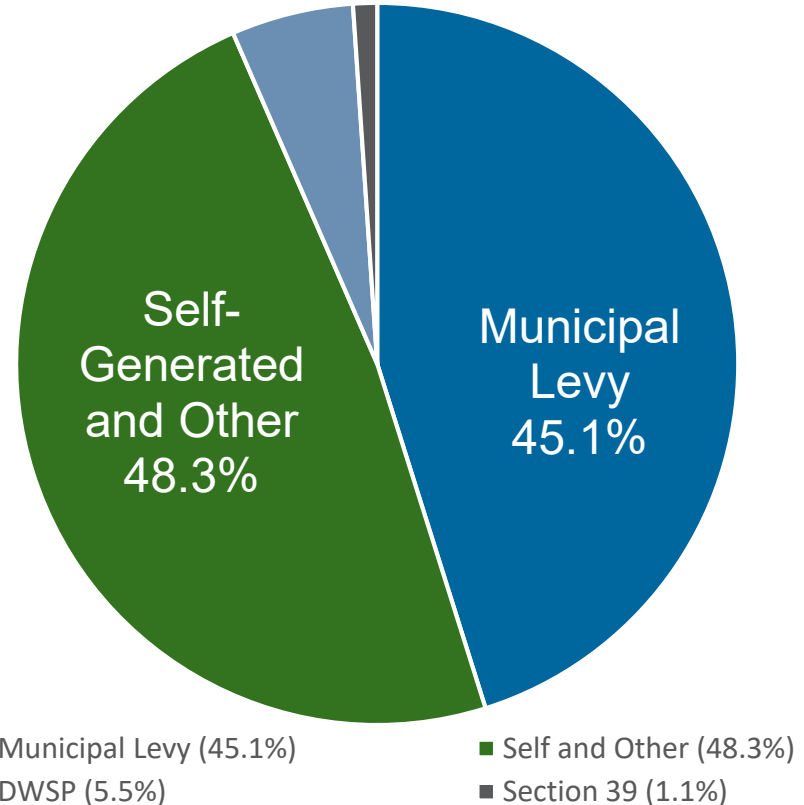
GSCA BACKGROUND

- 8 Member Municipalities
- 11 Board Members (all elected officials)
- > 3100 Square Kilometers
- > 155km of Shoreline
- ~28 Staff (fluctuates seasonally)
- \$3.5M Annual Budget
- GSCA plants or distributes between 50K-100K trees per year into the watershed
- Offers valuable environmental education programming and stewardship opportunities
- Protect people and properties through land-use planning, development review and flood forecasting and warning
- Manage 29,000 acres of natural areas for recreation, natural resources, biodiversity, and ecosystem services



Grey Sauble
CONSERVATION

GSCA 2022 Budget Breakdown



A Quick Overview of the Changes to the Conservation Authorities Act

- Changes to Transparency Requirements
- Potential Ministry Appointed Agricultural Representative
- Mandatory vs. Non-Mandatory Programs
- Changes to Budgeting Process
- Requires Transition Plans, Program/Service Inventories and MOU's

Transparency Requirements

Information Required on CA websites:

- Name and Contact information for all Directors of the Authority (ie: Board Members)
- Meeting Schedule, Agendas, Packages, Minutes and By-Laws
- List of all MOU'S or Agreements with Municipal Partners
- Audited Financial Statements
- Any other documents (ie: Strategic Plan) that is relevant in the opinion of the Authority
- Must be complete by December 31, 2022

Agricultural Representative

The Act gives the Minister the power to appoint an agricultural representative to Authority Boards :

- Application process and appointment handled solely by the MECP
- All the powers of municipally appointed representative, except:
 - Cannot vote on resolution to enlarge, amalgamate or dissolve an Authority
 - Cannot vote on budgetary matters
 - Matters requiring a vote under the Budget Regulation (402/22)
 - Matters related to budget reallocations in a calendar year
 - Matters related to the annual financial audit

Mandatory v. Non-Mandatory

What does Mandatory mean?

Through recent changes to the CAA, the Province has defined Mandatory programs as programs and services related to:

- Natural Hazards Related – Planning, Permitting, Flood Forecasting, Flood and Erosion Control
- Management of CA-Owned Lands – passive and related amenities
- Drinking Water Source Protection
- Other Items Prescribed:
 - Core Watershed-Based Resource Management Strategy
 - Water Quality and Quantity Monitoring

Budget and Apportionment (Levy) Regulation

Current Budget Process:

- Two (2) regulations to address this process
- Weighted collection of levy from all member municipalities for all program areas based on their percentage of Modified Current Value Assessment.
- Special project may be fee for service or special benefiting levy.
- Board approves for circulation, 30-day circulation period, final Board approval

New Budget Process:

- One regulation incorporates the previous two.
- Weighted collection of levy from all member municipalities for Category 1 programs and general operating expenses/capital costs.
- Municipal Services agreements to define fee for service for Category 2 programs.
- Agreements for Category 3 programs if apportionment required.
- Board approves for circulation, 30-day circulation period, final Board approval.

Transition Plans, Inventories and MOU's

Overview

- Transition Plan defines the timeline for getting agreements in place.
- GSCA's Transition Plan was circulated on December 22, 2021.
- Inventory of Programs and Services defines the work that GSCA does and the cost to provide that work.
- GSCA's Inventory of Programs and Services was circulated on January 28, 2022.
- MOU's or Agreements will be required between GSCA and each member municipality by December 31, 2023.

Transition Plan and Status Update

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Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2021	XX	Arrange Preliminary Visits to municipal councils												
	XX	Attend municipal councils to discuss timelines from Consultation Guide												
	XX	Develop Transition Plan Timeline												
	XX	Draft Inventory Programs and Services												
	XX	Assign FTE's to Programs and Services (Internal)												
	XX	Establish/Confirm municipal staff leads/contacts												
	XX	Determine anticipated funding sources for each P&S												
	XX	Provide GSCA Board with list of P&S and Gantt Chart for circulation approval												
	XX	Circulate workplan, Gantt Chart and draft inventory to municipal partners												
	XX	Meetings with municipal staff leads/contacts												
	XX	Follow up meetings with municipal staff (if necessary)												
	XX	Follow up meetings with municipal councils (if requested)												
	XX	Deadline for receiving comments on workplan, timeline and/or P&S inventory												
	XX	Final Transition Plan timeline approved by GSCA Board of Directors												
	XX	Submit Transition Plan timeline to MECP												
	XX	Transition Plan timeline made available to the public												
Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2022	XX	Prepare a revised draft Programs and Services Inventory												
	XX	Classify Programs and Services as Category 1, 2 or 3												
	XX	Assign costs to Programs and Services												
	XX	Consult with Board of Directors on Programs and Services Inventory												
	XX	Circulate Programs and Services Inventory to Municipalities												
Phase 2: 2022	XX	Seek final approval of Programs and Services Inventory from Board of Directors												
	XX	Submit Inventory of Programs and Services to MECP												
	XX	Consult with municipal staff on programs and services inventory												
		Support municipal staff at municipal council meetings to discuss programs and services												
		Update programs and services inventory as necessary based on consultation												
		Review and prepare amendments to existing 'Category 2' agreements as necessary												
		Prepared internal drafts of MOUs/Agreements for 'Category 3' programs and services												
		Bring final draft of programs and services back to Board of Directors												
		Update programs and services inventory as necessary based on Board feedback												
	XX	Submit first quarterly report to MECP												
		Consult with municipal staff on draft agreements												
		Bring first draft agreements to GSCA Board of Directors for initial review and comment												
		Submit second quarterly report to MECP												
		Update draft agreements as necessary based on Board feedback												
		Submit third quarterly report to MECP												
Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 2: 2023		Support municipal staff at municipal council meetings to discuss draft agreements												
		Submit fourth quarterly report to MECP												
		Finalize agreements for Board of Directors' approval												
		GSCA Board of Directors' resolution to execute agreements												
		Execute final MOUs/Agreements												
		Submit fifth quarterly report to MECP												
		Consult with municipal staff on draft 2024 budget												
		Consult with Board of Directors on draft 2024 budget based on municipal discussions												
		Submit sixth quarterly report to MECP												
		Deadline to request an extension to timeline												
		Finalize draft budget for Board of Directors' approval to circulate												
		Circulate draft budget to municipal partners												
		Attend municipal Council meetings as requested to discuss the draft budget												
		GSCA Board of Directors' resolution to approve the 2024 budget												
		Submit Inventory of Programs and services and copies of signed MOUs/Agreements to participating municipalities												
		Submit Inventory of Programs and services and copies of signed MOUs/Agreements to MECP												
		Posting of final MOUs/Agreements on GSCA website												

Programs and Services Inventory

Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Annual Capital Funding Amount (5-Year Average)	Funding Mechanisms and Percentage of Funding Source (Capital Costs)	Approximate Annual Funding Needs	Agreement Requirements	Comments
Administration, Finance, HR	Corporate Services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	Enabling Service	1		1. Municipal Levy (92.4%) 2. Service Agreements (4.7%) 3. Self-Generated (2.3%)		1. Municipal Levy (92.4%) 2. Self-Generated (92.1%)		No	Collectively, these are enabling program costs that are required to run the organization.
	Financial Services	Accounting and payroll	Enabling Service	1	\$598,750	4. Provincial Transfer Payment (0.3%) 5. Grants (0% - variable) 6. Donations (0.3% - variable)	\$59,000		\$657,750	No	
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses	Enabling Service	1						No	
	Governance	Supporting CA Boards, Advisory Committees and the Office of the CAO	Enabling Service	1						No	
	Asset Management	Asset management planning, facilities, fleet and property management	Enabling Service	1						No	
Communications	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations.	Reg. 689/21 s.1(2) Reg. 689/21 s.1(3) & 4	1		1. Municipal Levy (100%)	\$3,440	1. Grants (11.6%) 2. Self-Generated (88.4%)	\$89,315	No	
	Communications and Marketing	General communications and marketing support for the organization	Enabling Service	1	\$85,875					No	
	Education and Community Events	Community event development, execution and support	Reg. 689/21 s.1(2) & s.1(3) & 4	1						No	
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of groups. These vital partnerships allow GSCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3	\$4,816	1. Municipal Levy (100%)	\$0	n/a	\$4,816	Yes	
	Public awareness and Communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private forestry/stewardship, day camp, stewardship)	CAA s.21(1)(i)	3	\$5,635	1. Municipal Levy (100%)	\$0	n/a	\$5,635	Yes	
Conservation Lands	Section 29 Minister's regulation for Conservation Areas	Conservation areas enforcement/compliance	Reg. 689/21 s.9(14)	1						No	
	Strategy for CA owned or controlled lands and management plans	Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management procedures for different land categories, etc.	Reg. 689/21 s.9(1)	1						No	
	Development and Maintenance of a Land Inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including location, surveys, site plans, maps, acquisition date, and how the parcel was acquired.	Reg. 689/21 s.9(13)	1	\$475,248	1. Municipal Levy (64.8%) 2. Self-Generated (35.2%) Any surplus self-generated revenue is transferred to reserves.	\$94,457	1. Municipal Levy (11.2%) 2. Self-Generated (88.2%) 3. Grants (0.2%) 4. Donations (17.4%)	\$569,705	No	The total cost of operating these mandatory programs and services is heavily offset by self-generated revenue.
	Management, operation and Maintenance of CA owned lands	Management and Maintenance of CA owned lands including stewardship, restoration, and ecological monitoring.	Reg. 689/21 s.9(12)	1						No	
	Passive Recreation Use, Infrastructure and Management Planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions and other capital assets.	Reg. 689/21 s.9(1)	1						No	
	Land Acquisition and Disposition Policy	The development of one or more policies governing land acquisitions and land dispositions.	Reg. 689/21 s.9(1)	1						No	
	Forestry – Hazard Tree and Biodiversity Management	Management of hazardous/diseased trees and the management of biodiversity and invasive species on Conservation Authority owned lands.	Reg. 689/21 s.9(12)	1						No	
	Land Acquisition and Disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing GSCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of GSCA.	CAA s.21(1)(c)	3	\$10,000	1. Self-Generated (100%)	\$0	n/a	\$10,000	No	In 2021, approximately \$10,000 in staff time and legal service fees went into the acquisition of donated properties. ROI was 600%.
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of groups. These vital partnerships allow GSCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3	\$15,000	1. Self-Generated (100%)	\$0	n/a	\$15,000	No	Partnership building is the key to not-for-profit success. We are able to leverage these partnerships into volunteer time, donations, and general good-will. This portion of the program is self-sustaining, bringing in over \$60,000 in annual revenues which help to offset other in-program costs.
	Land Lease and Agreement Management	Management of current and future land leases and property agreements. These leases and agreements help drive land based revenues to offset the costs associated with management and maintenance of GSCA's land holdings.	CAA s.21(1)(j)&(d)	3	\$10,000	1. Self-Generated (100%)	\$0	n/a	\$10,000	No	This portion of the program is self-sustaining, bringing in over \$200,000 in annual revenues which help to offset other in-program and capital costs.
	Paid Parking Management	Management of the Authority's paid parking program, including staff time and all associated fees and expenses.	CAA s.21(1)(m)	3	\$78,500	1. Self-Generated (100%)	\$0	n/a	\$78,500	No	
Core Watershed-based Resource Management Strategy	Grey County Property Management	Service contract with the County of Grey for GSCA to manage all County forest lands and the CP Rail Trail	CAA s.21(1)(n)	2	\$80,358	1. Service Agreement(s) (100%)	\$0	n/a	\$200,895	Yes	Provided for the Corporation of the County of Grey, Agreement Date: December 31, 2019
	Grey County By-Law Management	Service contract with the County of Grey for GSCA to oversee the Grey County Forest Management By-Law	CAA s.21(1)(n)	2	\$120,537					Yes	
	Strategy Development	Collaborate/complete existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting	Reg. 689/21 s.8 Reg. 689/21 s.12(13) Reg. 689/21 s.12(4)	1	\$0	All	\$0	n/a	\$0	No	This is a new program/service area that is mandated by the Province that will draw staff time from all other program areas. No specific dollar amount is being allocated at this time.
Drinking Water Source Protection	Source protection authority role as set out in the Clean Water Act	Source Protection Area/Region, tech support, SRC support, SPA reports and meetings, activities required by the Clean Water Act and regulations.	Reg. 689/21 s.13	1	\$188,680	Provincial Transfer Payment (100%)	\$0	n/a	\$188,680	No	
Drinking Water Risk Management	Drinking Water Source Protection Risk Management Official Services	Provision of Risk Management Services to 14 municipalities throughout the Source Protection Region on a fee-for-service basis.	Clean Water Act s.47(1) & s.48(1) CAA s.21(1)(a)&(n)	2	\$67,460	Service Agreements (100%)	\$0	n/a	\$67,460	Yes	See Appendix for Municipalities and Agreement Dates
Environmental Education	Curriculum delivery	Program development & delivery	CAA s.21(1)(a)&(n)	3	\$0	1. Service Agreement(s) (100%)	\$0	n/a	\$0	No	May want to consider agreements for this in the future.
	Day Camp Programming	Program development and execution for GSCA's summer day camp program	CAA s.21(1)(a)&(n)	3	\$67,108	1. Self-Generated (95.5%) Any surplus transferred to reserves 2. Grants (4.5%) - variable	\$0		\$67,108	No	This program is designed to be self-sufficient through user fees. Expansion of this program at the request of one or more municipalities may necessitate additional funding and service agreements.

Programs and Services Inventory - Details

	Annual Operating Costs (2022)		Five -Year Average Capital Costs		Approximately Total Annual Costs	
	Dollar Amount	Percentage of Operating Cost	Dollar Amount	Percentage of Capital Costs	Dollar Amount	Percentage of Total
Total Funding Cost:	\$3,245,231	100.0%	\$241,347	100.0%	\$3,486,578	
Category 1 Portion:	\$2,444,261	75.3%	\$241,347	100.0%	\$2,685,608	77.0%
Category 2 Portion:	\$268,355	8.3%	\$0	0.0%	\$268,355	7.7%
Non-Levy-Based Category 3 Portion:	\$471,642	14.5%	\$0	0.0%	\$471,642	13.5%
Levy-Based Category 3 Portion:	\$60,973	1.9%	\$0	0.0%	\$60,973	1.7%

- Agreements only required for those Category 3 Programs require municipal funding.
- These programs include some communications work, stewardship, and watershed monitoring
- As noted above, in 2022, this equates to \$61K across eight municipalities
- This is just 1.7% of GSCA's total annual budget
- Arran-Elderslie's share of this is ~\$1,650 per year

Next Steps

Moving from Discussion to Agreement

Next Steps

As we move forward through this transition, the following immediate and longer-term actions are necessary:

- Over the past few months, we have met with Senior municipal staff
- Over the next six months we will be meeting with municipal councils.
- Make any necessary changes to the P/S Inventory.
- Review and amend, as necessary, any existing Category 2 agreements.
- Negotiate, draft and execute Category 3 agreements with municipal partners by **~August 31, 2023**.
- Create first draft budget under new regulations: **~August 2023**
- Implement approved budget under new regulations: **January 1, 2024**



THANK YOU



Grey Sauble Conservation Authority Transition Plan

Conservation Authority Act Amendments Mandatory and Non-Mandatory Programs and Services and Functional Workplan

January 26, 2022



PROTECT. RESPECT. CONNECT.

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GSCA Transition Plan: Conservation Authorities Act Changes

Transition Period

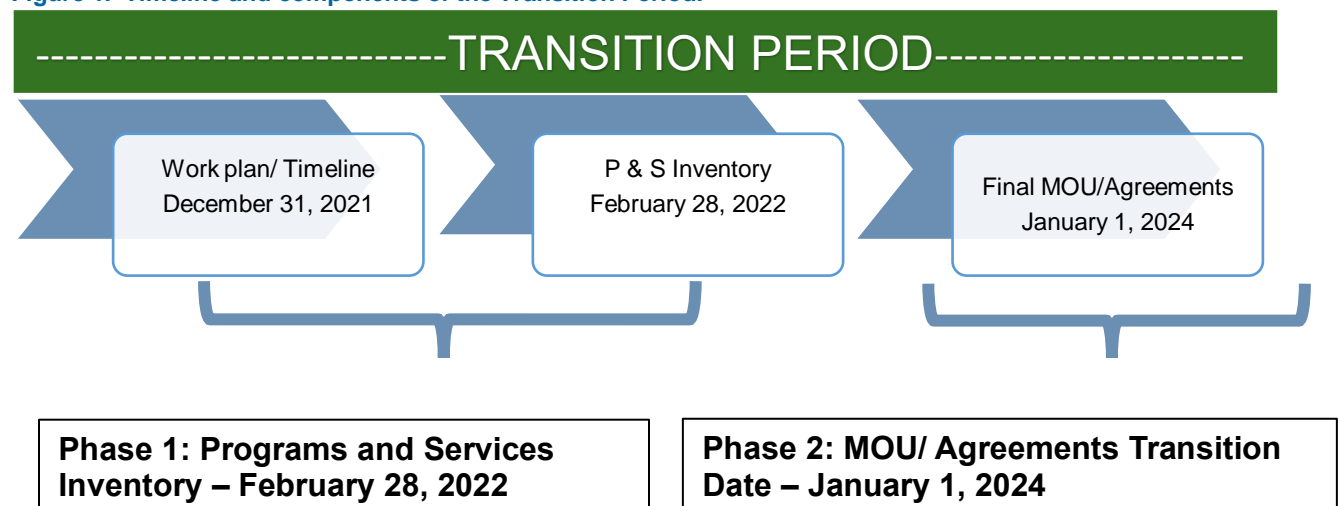
The purpose of the transition period is to prepare conservation authorities and municipalities for the change to the budgeting process based on the delivery of mandatory and non-mandatory programs and services by January 1, 2024. This Transition Plan will lay out the two phases of the Transition Period and will establish a rough timeline for the carrying out of these activities.

There are two phases to the Transition Period (Figure 1). The first phase requires the development of this Transition Plan which consists of a workplan/timeline, as well as an inventory of programs and services. The Transition Plan portion is required to be submitted to the Ministry of Environment, Conservation and Parks (MECP) and to be made available to the public by December 31, 2021. The associated inventory of programs and services must be provided to the MECP no later than February 28, 2022.

This document has been revised for the January 26, 2022 Board Meeting to include the required Inventory of Programs and Services.

The second phase of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with any regulations governing municipal programs and services. These agreements must be complete and in place by the transition date of January 1, 2024.

Figure 1. Timeline and components of the Transition Period.



Legislative Requirements for the Transition Plan

The applicable legislative requirements for the Transition Plan are shown in Table 1 below.

Table 1: Requirements for a Transition Plan (see 21.1.4 (2)) of the *Conservation Authorities Act* and Corresponding Sections in this Guidance document

Prescribed Dates	Key Deliverables
December 31, 2021	Transition Plan
February 28, 2022	Inventory of Programs and Services
July 1, 2022 - October 1, 2023	Quarterly Progress Reports: Status of Inventory and Agreement Negotiations
October 1, 2023	Request for Extension Deadline
January 1, 2024	Transition Date: All required MOU's/Agreements to be implemented
January 31, 2024	Final Report: Final Inventory and Statement of Compliance Re: Agreements
December 31, 2024	Mandatory Programs and Services Deliverables to be completed

Workplan/Timeline and Consultations

Background

As outlined in Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act, the Transition Plan is to include a work plan and timeline outlining the steps a conservation authority plans to take to develop and enter into agreements with its participating municipalities. The Transition Plan is to include the consultation process with participating municipalities on the inventory of all the Authority's programs and services and the steps to be taken to enter into agreements where municipal levy is required to fund non-mandatory programs and services. See Figure 2 for further details.

Figure 2: Description of CA Programs and Service Categories as per MECP (for inventory)

1. **Mandatory programs and services (Category 1):** municipal levy can be used without any agreement
2. **Municipal programs and services (Category 2):** non-mandatory programs and services at the request of a municipality, with municipal funding provided through a MOU/agreement.
3. **Other programs and services (Category 3):** non-mandatory programs and services an authority determines are advisable. Use of municipal levy for these programs requires a MOU/agreement with participating municipalities.

The workplan/timeline and inventory of programs and services will support 2024 budget discussions including the newly proposed categorization of CA programs and services as Categories 1, 2, or 3 and with specification of the funding mechanism as per Figure 2. It should be recognized that some municipal partners may have an overlap of more than one conservation authority's jurisdiction within their municipal boundaries and the specific process between authorities may not align perfectly. GSCA has created its programs and service inventory to align with its annual budget documents.

Gantt Chart Timeline

Grey Sauble Conservation Authority has prepared a Gantt Chart to outline the proposed timelines associated with Phases 1 and 2 of the Transition Period. These are shown below in Tables 2, 3 and 4.

Year	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2021	Arrange Preliminary Visits to municipal councils												
	Attend municipal councils to discuss timelines from Consultation Guide												
	Develop Transition Plan Timeline												
	Draft Inventory Programs and Services												
	Assign FTE's to Programs and Services (Internal)												
	Establish/Confirm municipal staff leads/contacts												
	Determine anticipated funding sources for each P&S												
	Provide GSCA Board with list of P&S and Gantt Chart for circulation approval												
	Circulate workplan, Gantt Chart and draft inventory to municipal partners												
	Meetings with municipal staff leads/contacts												
	Follow up meetings with municipal staff (if necessary)												
	Follow up meetings with municipal councils (if requested)												
	Deadline for receiving comments on workplan, timeline and/or P&S inventory												
	Final Transition Plan timeline approved by GSCA Board of Directors												
	Submit Transition Plan timeline to MECP												
	Transition Plan timeline made available to the public												

Table 2: 2021 Workplan Timeline

Year	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2022	Prepare a revised draft Programs and Services Inventory												
	Classify Programs and Services as Category 1, 2 or 3												
	Assign costs to Programs and Services												
	Consult with Board of Directors on Programs and Services Inventory												
	Circulate Programs and Services Inventory to Municipalities												
	Seek final approval of Programs and Services Inventory from Board of Directors												
	Submit Inventory of Programs and Services to MECP												
Phase 2: 2022	Consult with municipal staff on programs and services												
	Support municipal staff at municipal council meetings to discuss programs and services												
	Update programs and services inventory as necessary based on consultation												
	Review and prepare amendments to existing 'Category 2' agreements as necessary												
	Prepared internal drafts of MOUs/Agreements for 'Category 3' programs and services												
	Bring final draft of programs and services back to Board of Directors												
	Update programs and services inventory as necessary based on Board feedback												
	Submit first quarterly report to MECP												
	Consult with municipal staff on draft agreements												
	Bring first draft agreements to GSCA Board of Directors for initial review and comment												
	Submit second quarterly report to MECP												
	Update draft agreements as necessary based on Board feedback												
	Submit third quarterly report to MECP												

Table 3: 2022 Workplan Timeline

Year	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 2: 2023	Support municipal staff at municipal council meetings to discuss draft agreements												
	Submit fourth quarterly report to MECP												
	Finalize agreements for Board of Directors' approval												
	GSCA Board of Directors' resolution to execute agreements												
	Execute final MOUs/Agreements												
	Submit fifth quarterly report to MECP												
	Consult with municipal staff on draft 2024 budget												
	Consult with Board of Directors on draft 2024 budget based on municipal discussions												
	Submit sixth quarterly report to MECP												
	Deadline to request an extension to timeline												
	Finalize draft budget for Board of Directors' approval to circulate												
	Circulate draft budget to municipal partners												
	Attend municipal Council meetings as requested to discuss the draft budget												
	GSCA Board of Directors' resolution to approve the 2024 budget												
	Submit Inventory of Programs and services and copies of signed MOUs/Agreements to participating municipalities												
	Submit Inventory of Programs and services and copies of signed MOUs/Agreements to MECP												
	Posting of final MOUs/Agreements on GSCA website												

Table 4: 2023 Workplan Timeline

Note: Red lines within the Tables 1, 2 and 3 represent the deadlines identified in Table 1.

Transition Period Timeline – June 2021 – January 2024

Phase 1: Transition Plan and Inventory of Programs and Services

Second Quarter, 2021 (April – June)

1. Meet with municipal councils to provide initial information on the changes to the Act, the regulatory consultation guide, and to explain the general process.

Third Quarter, 2021 (July – September)

1. Develop draft workplan/timeline for developing inventory and reaching agreements (Transition Period).
2. Develop draft programs/services inventory, including identification of mandatory versus non-mandatory status and proposed funding sources.
3. Seek preliminary approval from GSCA Board of Directors on Draft workplan and programs/services inventory.
4. Determine municipal staff leads and arrange meetings to discuss the programs, the process and the next steps.

Fourth Quarter, 2021 (October – December)

1. Circulate workplan/timeline and programs and services inventory to municipalities.
2. Meet with municipal staff to discuss changes, transition period and to determine initial steps necessary to draft and execute agreements (eg: internal review; legal review; Council meeting dates; etc).
3. Attend council meetings if/as requested.
4. Receive final comments back from municipal staff, if any, on timeline.
5. Seek final approval of the Transition Plan from GSCA Board of Directors.
6. Submit Transition Plan to MECF.
7. Post Transition Plan on GSCA's public facing website.

First Quarter, 2022 (January – March)

1. Prepare revised draft of Programs and Services Inventory. This inventory will include:
 - a. A list of all of the programs and services that GSCA is providing as of February 28, 2022, and any programs and services GSCA intends to provide after February 28, 2022,
 - b. An estimate of the annual cost of providing the program or service, the sources of funding, and the percentage of the total that each source of funding accounts for.

- c. Classification of each program or service as Category 1, 2 or 3.
2. Consult with the GSCA Board of Directors on the list of programs and services.
3. Circulate the programs and services inventory to municipalities.
4. Seek final approval of the inventory of programs and services from GSCA Board of Directors.
5. Submit Inventory of Programs and Services to MECP.

Phase 2: MOUs/Agreements

Second Quarter, 2022 (April – June)

1. Consult with municipal staff on programs and services inventory, including discussions about service provision.
2. Attend municipal council meetings to support municipal staff reports.
3. Update programs and services as necessary based on consultations.
4. Prepare amendments and internal drafts of existing municipal service agreements, consistent with the requirements for non-mandatory municipal services (Category 2 programs and services).
5. Prepare internal drafts of MOUs/Agreements for non-mandatory other programs and services that require levy dollars (Category 3 programs and services).
6. Bring final draft of programs and services inventory back to GSCA Board of Directors.
7. Update programs and services inventory based on GSCA Board of Directors feedback.
8. Submit first quarterly report to MECP.

Third Quarter, 2022 (July – September)

1. Consultation with municipal staff on draft agreements.
2. Bring first draft of agreements to GSCA Board for comment.
3. Update draft agreements as necessary based on GSCA Board feedback
4. Submit second quarterly report to MECP.

Fourth Quarter, 2022 (October – December)

1. Submit third quarterly report to MECP.

First Quarter, 2023 (January – March)

1. Attend municipal council meetings to support municipal staff reports on draft agreements.
2. Submit fourth quarterly report to MECP

Second Quarter, 2023 (April – June)

1. Finalize agreements for Board of Directors' approval.
2. Commence with execution of final MOUs/Agreements.

3. Submit fifth quarterly report to MECP.

Third Quarter, 2023 (July – September)

1. Finalize execution of final MOUs/Agreements.
2. Consultation with municipal partners on draft 2024 budget.
3. Consult with Board of Directors on draft 2024 budget based on municipal discussions.
4. Submit sixth quarterly report to MECP.

OCTOBER 1, 2023 – DEADLINE FOR REQUESTS FOR EXTENSIONS TO MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS

Fourth Quarter, 2023 (October – December)

1. Finalize draft budget for Board of Directors' approval to circulate.
2. Circulate draft budget to municipal partners for 30-day review period.
3. Attend municipal council meetings as requested to discuss the budget, the agreements, and GSCA's programs and services.
4. GSCA Board of Directors resolution to approve the 2024 Budget.
5. Submit inventory of programs and services and copies of signed MOUs/Agreements to participating municipalities.
6. Submit inventory of programs and services and copies of signed MOUs/Agreements to MECP.
7. Posting of final MOUs/agreements on CA website.

January 1, 2024 – Transition Period ends

All required conservation authority/municipal MOUs/agreements need to be in place, and the transition to the new funding model is reflected in the 2024 budget in compliance with the new legislation.

Grey Sauble Conservation Authority: Programs and Services Inventory (Version 1.0)

Prepared: January 2022

APPENDIX 1

Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Annual Capital Funding Amount (5-Year Average)	Funding Mechanisms and Percentage of Funding Source (Capital Costs)	Approximate Annual Funding Needs	Agreement Requirements	Comments
Administration, Finance, HR	Corporate Services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	Enabling Service	1	\$598,750	1. Municipal Levy (92.4%) 2. Service Agreements (4.7%) 3. Self-Generated (2.3%) 4. Provincial Transfer Payment (0.3%) 5. Grants (0% - variable) 6. Donations (0.3% - variable)	\$59,000	1. Municipal Levy (7.9%) 2. Self-Generated (92.1%)	\$657,750	No	Collectively, these are enabling program costs that are required to run the organization.
	Financial Services	Accounting and payroll	Enabling Service	1						No	
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses	Enabling Service	1						No	
	Governance	Supporting CA Boards, Advisory Committees and the Office of the CAO	Enabling Service	1						No	
	Asset Management	Asset management planning, facilities, fleet and property management	Enabling Service	1						No	
Communications	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1	\$85,875	1. Municipal Levy (100%)	\$3,440	1. Grants (11.6%) 2. Self-Generated (88.4%)	\$89,315	No	
	Communications and Marketing	General communications and marketing support for the organization	Enabling Service	1						No	
	Education and Community Events	Community event development, execution and support	Reg. 686/21 s.1(2) & s.1(3)3,4	1						No	
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of" groups. These vital partnerships allow GSCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3	\$4,816	1. Municipal Levy (100%)	\$0	n/a	\$4,816	Yes	
	Public awareness and Communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private forestry/planting, day camp, stewardship)	CAA s.21(1)(q)	3	\$5,635	1. Municipal Levy (100%)	\$0	n/a	\$5,635	Yes	
Conservation Lands	Section 29 Minister's regulation for Conservation Areas	Conservation areas enforcement/compliance	Reg. 686/21 s.9(1)4	1	\$475,248	1. Municipal Levy (64.8%) 2. Self-Generated (35.2%)* *Any surplus self-generated revenue is transferred to reserves.	\$94,457	1. Municipal Levy (11.2%) 2. Self-Generated (68.2%) 3. Grants (3.2%) 4. Donations (17.4%)	\$569,705	No	The total cost of operating these mandatory programs and services is heavily offset by self-generated revenue.
	Strategy for CA owned or controlled lands and management plans	Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	Reg. 686/21 s.9(1)1	1						No	
	Development and Maintenance of a Land Inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired.	Reg. 686/21 s.9(1)3	1						No	
	Management, operation and Maintenance of CA owned lands	Management and Maintenance of CA owned lands including stewardship, restoration, and ecological monitoring	Reg. 686/21 s.9(1)2	1						No	
	Passive Recreation Use, Infrastructure and Management Planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions and other capital assets.	Reg. 686/21 s.9(1)1	1						No	
	Land Acquisition and Disposition Policy	The development of one or more policies governing land acquisitions and land dispositions	Reg. 686/21 s.9(1)1	1						No	
	Forestry – Hazard Tree and Biodiversity Management	Management of hazard/diseased trees and the management of biodiversity and invasive species on Conservation Authority owned lands	Reg. 686/21 s.9(1)2	1	\$10,000	1. Self-Generated (100%)	\$0	n/a	\$10,000	No	In 2021, approximately \$10,000 in staff time and legal service fees went into the acquisition of donated properties. ROI was 800%
	Land Acquisition and Disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing GSCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of GSCA.	CAA s.21(1)(c)	3						No	Partnership building is the key to not-for-profit success. We are able to leverage these partnerships into volunteer time, donations, and general good-will.
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of" groups. These vital partnerships allow GSCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3	\$15,000	1. Self-Generated (100%)	\$0	n/a	\$15,000	No	This portion of the program is self-sustaining, bringing in over \$60,000 in annual revenues which help to offset other in-program costs.
	Land Lease and Agreement Management	Management of current and future land leases and property agreements. These leases and agreements help drive land based revenues to offset the costs associated with management and maintenance of GSCA's land holdings.	CAA s.21(1)(c)&(d)	3	\$10,000	1. Self-Generated (100%)	\$0	n/a	\$10,000	No	This portion of the program is self-sustaining, bringing in over \$250,000 in annual revenues which help to offset other in-program and capital costs.
	Paid Parking Management	Management of the Authority's paid parking program, including staff time and all associated fees and expenses.	CAA s.21(1)(m)	3	\$78,500	1. Self-Generated (100%)	\$0	n/a	\$78,500	No	Provided for the Corporation of the County of Grey; Agreement Date : December 31, 2019
	Grey County Property Management	Service contract with the County of Grey for GSCA to manage all County forest trails and the CP Rail Trail	CAA s.21(1)(n)	2	\$80,358	1. Service Agreement(s)(100%)	\$0	n/a	\$200,895	Yes	This is a new program/service area that is mandated by the Province that will draw staff time from all other program areas. No specific dollar amount is being allocated at this time.
	Grey County By-Law Management	Service contract with the County of Grey for GSCA to oversee the Grey County Forest Management By-Law	CAA s.21(1)(n)	2	\$120,537					Yes	
Core Watershed-based Resource Management Strategy	Strategy Development	Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development. Implementation and annual reporting	Reg. 686/21 s.8 Reg. 686/21 s.12(1)3 Reg. 686/21 s.12(4)	1	\$0	All	\$0	n/a	\$0	No	
Drinking Water Source Protection	Source protection authority role as set out in the Clean Water Act.	Source Protection Area/Region, tech support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations.	Reg. 686/21 s.13	1	\$188,660	Provincial Transfer Payment (100%)	\$0	n/a	\$188,660	No	
Drinking Water Risk Management	Drinking Water Source Protection Risk Management Official Services	Provision of Risk Management Services to 14 municipalities throughout the Source Protection Region on a fee-for-service basis.	Clean Water Act s.47(1) & s.48(1) CAA s.21(1)(a)&(n)	2	\$67,460	Service Agreements (100%)	\$0	n/a	\$67,460	Yes	See Appendix for Municipalities and Agreement Dates
Environmental Education	Curriculum delivery	Program development & delivery	CAA s.21(1)(a)&(q)	3	\$0	1. Service Agreement(s)(100%)	\$0	n/a	\$0	No	May want to consider agreements for this in the future
	Day Camp Programming	Program development and execution for GSCA's summer day camp program	CAA s.21(1)(a)&(q)	3	\$67,108	1. Self-Generated (95.5%)* *Any surplus transferred to reserves 2. Grants (4.5%) - variable	\$0	n/a	\$67,108	No	This program is designed to be self-sufficient through user fees. Expansion of this program at the request of one or more municipalities may necessitate additional funding and service agreements.

Note:

Category 1 (White)
Category 2 (Blue)
Category 3 (Green)
New Programming (Yellow)



Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category (1) Mandatory; (2) Municipal; (3) Other	Annual Operating Funding Amount (2022)	Funding Mechanisms and Percentage of Funding Source (Operating Costs)	Annual Capital Funding Amount (5-Year Average)	Funding Mechanisms and Percentage of Funding Source (Capital Costs)	Approximate Annual Funding Needs	Agreement Requirements	Comments
Environmental Planning	Section 28.1 Permit Administration and Compliance activities	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. This program also involves the investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	\$414,298	2022 Distribution 1. Self-Generated (78.5%) 2. Municipal Levy (20.8%) 3. Provincial Transfer Payment (0.7%) Future Distribution to be defined by current Service Rates Review Study.	\$0	n/a	\$414,298	No	Funding for the Environmental Planning Department is set up as a user pays system. However, users fees cannot offset the whole cost due to work required that is either specifically for a municipality or cannot be tied to an application (i.e: phone calls, broader policy review, violations, etc.)
	Review under Other Legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	Reg. 686/21 s.6	1						No	
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	Reg. 686/21 s.7	1						No	
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1							No	
	Plan Review not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) related to Natural heritage and water resources, not related to natural hazards.	CAA s.21(1)(n)	2						Yes	The cost of this work cannot be separated out. There is no additional cost to municipalities for GSCA to provide this work.
	Natural Heritage	Natural heritage monitoring, plans/strategies and system design not on Conservation Authority owned land, to inform Official Plan and/or County level studies	CAA s.21(1)(n)	2						Yes	See Appendix for Municipalities and Agreement Dates.
Fleet and Equipment	Fleet and Equipment	Management and maintenance of the Authority's fleet and equipment assets.	Enabling Service	1	\$83,500	1. Self-Generated (100%)	\$39,110	1. Self-Generated (100%)	\$122,610	No	Fleet and Equipment is an enabling service that is funded through chargebacks to individual departments
Forestry	Forestry – Forest Management Operations on GSCA lands	Forestry services, planting and/or woodlot management on Conservation Authority land	Reg. 686/21 s.9(1)2	1	\$141,959	1. Self-Generated (100%)	\$0	1. Self-Generated (100%)	\$141,959	No	Future allocations of funding to this Department are currently being investigated based on sustainability, mandatory program definitions, and environmental considerations.
	Forestry – Reforestation of private land, tree sales, and forestry services (MFTIP, Advice, Marking, etc.)	Forestry services, planting and/or woodlot management for private landowners	CAA s.21(1)(g)&(o)	3	\$249,602	1. Self-Generated (56.7%) 2. Grants (43.3%)	\$0	1. Self-Generated (100%)	\$249,602	No	GSCA receives a substantial amount of grant money from various partners to assist with this programming.
GIS/IT/IM	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1(3)	1	\$277,494	1. Municipal Levy (99.3%) 2. Self-Generated (0.7 %)	\$13,540	1. Municipal Levy (54.7%) 2. Self-Generated (42.4%) 3. Grant (3.0%)	\$291,034	No	This is an enabling program/service that allows for the function of all other program areas.
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1							
Stewardship	Watershed Stewardship and Restoration	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.	CAA s.21(1)(g)&(o)	3	\$62,776	1. Municipal Levy (34%) - variable 2. Grants (66%) - variable	\$0	n/a	\$62,776	Yes	GSCA receives a substantial amount of grant money from various partners to assist with this programming.
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	Reg. 686/21 s.2	1	\$140,177	1. Municipal Levy (79%) 2. Provincial Transfer Payment (21%)	\$0	1. Municipal Levy (100%)	\$140,177	No	
	Low water response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	Reg. 686/21 s.3	1						No	
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1						No	
	Ice Management Plans	The development and updating of ice management plans, in concert with municipal partners, for areas of the watershed with known ice jamming issues.	Reg. 686/21 s.4	1	\$0	1. Municipal Levy (100%)	\$0	n/a	\$0	No	Following the Provincial Transfer payment cuts in 2018, GSCA stopped providing budget dollars to ice management
	Flood and Erosion Control Infrastructure Operation and Management	Water & erosion control infrastructure and low flow augmentation.	Reg. 686/21 s.5	1	\$9,450	1. Municipal Levy (77.6%) 2. Provincial Transfer Payment (22.4%)	\$31,800	1. Municipal Levy (78.6%) 2. Provincial Grant (6.3%) 3. Self-Generated (15.1%)	\$62,350	No	
	Other Dams	Maintenance of other dam infrastructure for flow augmentation, liability management and	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1	\$21,100	1. Municipal Levy (100%)				No	
Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management	Reg. 686/21 s.12(1)2 Reg. 686/21 s.12(3)	1	\$7,750	1. Municipal Levy (100%)	\$0	1. Provincial Grant (100%)	\$7,750	No	
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2)	1						No	
	GSCA Water Quality Monitoring Network – Chemistry	Surface water quality sampling at 25 additional sites at key locations to better understand the watershed conditions and to support Watershed Report Card Evaluations and Watershed Health Checks.	CAA s.21(1)(a)	3	\$29,178	1. Municipal Levy (100%)	\$0	1. Municipal Levy 2. Grant 3. Donation	\$29,178	Yes	
	GSCA Water Quality Monitoring Network - Benthic	Benthic/Biological Monitoring and Assessment Program (BioMAP) – samples collected annually and processed/identified by GSCA staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Card Evaluations and Watershed Health Checks	CAA s.21(1)(a)	3						Yes	
	Documentation of stream crossings type and size, baseflow, water temperature and fish presence	Program is undertaken using summer technician staff and supports long-term review of planning and permit applications	CAA s.21(1)(a)	3						Yes	
	Thermal Stream Classification	Use of data loggers to classify fish communities as cold-water, cool water or warmwater. This information supports long-term review of natural heritage information and watershed health.	CAA s.21(1)(a)	3						Yes	
	Watershed Report Cards and Watershed Health Checks	Report backs to the community on the current state of the watershed(s) based on water quality, forest cover and wetland cover. Watershed report cards provide an overview of the entire GSCA area. Watershed health checks focus on smaller watershed or sub-watershed areas.	CAA s.21(1)(a)	3						Yes	

Note: **Category 1 (White)**
Category 2 (Blue)
Category 3 (Green)
New Programming (Yellow)

	Annual Operating Costs (2022)		Five -Year Average Capital Costs		Approximately Total Annual Costs	
	Dollar Amount	Percentage of Operating Cost	Dollar Amount	Percentage of Capital Costs	Dollar Amount	Percentage of Total
Total Funding Cost:	\$3,245,231	100.0%	\$241,347	100.0%	\$3,486,578	
Category 1 Portion:	\$2,444,261	75.3%	\$241,347	100.0%	\$2,685,608	77.0%
Category 2 Portion:	\$268,355	8.3%	\$0	0.0%	\$268,355	7.7%
Non-Levy-Based Category 3 Portion:	\$471,642	14.5%	\$0	0.0%	\$471,642	13.5%
Levy-Based Category 3 Portion:	\$60,973	1.9%	\$0	0.0%	\$60,973	1.7%



Listing of Existing Category 2 Service Agreements

APPENDIX 2

Municipality	Planning Agreement in Place (Y/N)	Agreement Date	Risk Management Agreement in Place (Y/N)	Agreement Date	Participating Municipality (Y/N)
Arran-Elderslie	Y*	September 5, 2019	Y	January 1, 2021	Y
Blue Mountains	Y	June 22, 2007	Y	September 13, 2021	Y
Brockton	N	n/a	Y	January 1, 2021	N
Chatsworth	Y	July 24, 2007	Y	November 10, 2020	Y
Georgian Bluffs	Y	January 8, 2020	Y	November 25, 2020	Y
Grey Highlands	Y	June 22, 2007	Y	January 20, 2021	Y
Kincardine	N	n/a	Y	October 14, 2020	N
Meaford	Y	March 26, 2007	Y	January 1, 2021	Y
Northern Bruce Peninsula	Y*	September 5, 2019	Y	August 9, 2021	N
Owen Sound	Y	June 15, 2020	Y	March 20, 2017	Y
Saugeen Shores	N	n/a	Y	January 1, 2021	N
South Bruce	N	n/a	Y	November 10, 2020	N
South Bruce Peninsula	Y*	September 5, 2019	Y	January 1, 2021	Y
West Grey	N	n/a	Y	April 5, 2021	N

*Planning agreements in Bruce County are with the County of Bruce acting on behalf of the lower tier municipalities





Arran-Tara Agricultural Society

**RR 1 Dobbinton, Ont NOH 1LO
Amanda Hammell Secretary/ Treasurer
Phone 519-934-2724
e-mail: aarantaraagsociety@gmail.com**

July 27, 2022

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

The Arran-Tara Agricultural Society would like the Municipality to declare a half-day Holiday in the Village of Tara on September 14, 2022. This is the date of our Arran-Tara fall fair parade in which is important to the community.

Any further information, please contact the writer at the above information. Thank you for your consideration.

Sincerely,

Amanda Hammell

SAUGEEN VALLEY CONSERVATION AUTHORITY

CONSERVATION THROUGH COOPERATION

MINUTES

Meeting: Authority Meeting
Date: Thursday, May 19, 2022, 1:00 p.m.
Location: Electronic
Chair: Maureen Couture

Members present: Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

Others present: Jennifer Stephens, General Manager / Secretary-Treasurer
 Donna Lacey, Manager, Forestry and Lands
 Elise MacLeod, Manager, Water Resources
 Erik Downing, Manager, Environmental Planning and Regulations
 Laura Molson, Manager, Corporate Services
 Jeremy Harbinson, Water Resources Technician
 Jilliana Wiersma, Lands Technician
 Jody Duncan – Water Resources Technician
 Nicole Gibson – Water Resources Technician
 Stacey Van Opstal, Flood Forecasting and Warning Coordinator
 Janice Hagan, Executive Assistant / Recording Secretary

The Authority meeting was called to order at 1:00 p.m.

1. Land Acknowledgement:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and is grateful to have the opportunity to meet in this territory.

2. Adoption of Agenda

Motion #G22-42

Moved by Diana Rae

Seconded by Bill Stewart

THAT the agenda be adopted as circulated.

CARRIED

3. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

4. Approval of Authority Annual Meeting Minutes –March 17, 2022

Motion #G22-43

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on March 17, 2022, be approved as circulated.

CARRIED

5. New Staff Introductions

The following new staff were introduced:

- a. Elise MacLeod, Manager, Water Resources
- b. Jeremy Harbinson – Water Resources Technician
- c. Nicole Gibson – Water Resources Technician
- d. Jody Duncan – Water Resources Technician
- e. Jilliana Wiersma, Lands Technician
- f. Stacey Van Opstal, Flood Forecasting and Warning Coordinator
- g. Ashley Richards, Communications Coordinator

6. Matters Arising from the Minutes

- a. Procurement policy

Laura Molson discussed the proposed updated Procurement policy. She clarified that items that are unbudgeted would continue to be brought to the Board for approval prior to requesting proposals (RFPs). After discussion the following motion carried:

Motion #G22-44

Moved by Dave Myette

Seconded by Paul Allen

THAT the Purchasing policy of Saugeen Valley Conservation Authority, dated May 2022, be approved as submitted.

CARRIED

- b. Hybrid Meetings

Janice Hagan presented her investigation into hybrid meeting options. Due to the high cost, the Directors resolved to continue conducting meetings remotely via Zoom and options will be reviewed at the end of the term in October 2022.

Motion #G22-45

Moved by Steve McCabe

Seconded by Cheryl Grace

THAT the Hybrid Meeting report be received for information.

CARRIED

Mark Davis arrived at 1:44 p.m.

7. General Manager's Update

Jennifer Stephens reviewed the General Manager's report. She included a verbal update of the Cedar Crescent Village file and noted that the Executive Committee directed staff to reach out to a 3rd party Technical Expert to review the Dynamic Beach Hazard Assessment provided by the Town of Saugeen Shores. The review has been completed by a coastal expert and submitted to the Town.

After discussion, the following motion was carried:

Motion #G22-46

Moved by Dan Gieruszk

Seconded by Bill Stewart

BE IT RESOLVED THAT the General Manager/Secretary-Treasurer's report be received as information.

CARRIED

8. Consent Agenda

Bill Stewart requested Item 8g, Correspondence be removed from the Consent agenda for discussion.

Motion #G22-47

Moved by Bill Stewart

Seconded by Diana Rae

THAT Item 8g, Correspondence, be removed from the Consent agenda for discussion.

CARRIED

Bill Stewart requested further information concerning correspondence from Bill Walker, MPP, Bruce-Grey-Owen Sound in response to a request from Developer Jayson Long, Saugeen Cedar Heights West Subdivision permit. Jennifer explained that staff have since met with the Developer and has alleviated his concerns. Staffing changes that may have contributed to the delays have been addressed.

Motion #G22-48

Moved by Tom Hutchinson

Seconded by Diana Rae

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 8a-f, h], along with their respective recommended motions be accepted as presented.

CARRIED

9. New Business

a. 2022 Workplan

Jennifer Stephens presented the 2022 Workplan and noted that the Strategic Plan is a foremost priority. Status updates will be provided at each Board meeting. There was no discussion.

Motion #G22-49

Moved by Cheryl Grace

Seconded by Steve McCabe

THAT the 2022 Workplan for priority activities to be carried out using funds approved through the 2022 budget be approved.

CARRIED

b. Award of Tender – User Fee Review

Laura Molson discussed the User Fee Review Request for Proposal (RFP). One bid was received from Watson and Associates Economists Ltd. along with references.

Motion #G22-50

Moved by Dan Gieruszak

Seconded by Bill Stewart

THAT Watson & Associates Economists Ltd. Be engaged to perform a User Fee Review at a cost of \$29,100 plus HST, with funds to be drawn from the Working Capital Reserve.

CARRIED

Sue Paterson left the meeting at 2:21 p.m.

Christine Robinson arrived at 2:30 p.m.

c. SVCA Flood and Erosion Control Projects – Request for Proposal (RFP)

Elise MacLeod presented the Flood and Erosion Control report and the recommendation that external support be obtained for the 2022 annual inspection of all SVCA Flood and Erosion Control projects. It is the intention that this is a one-time investment to aid with obtaining a baseline for future inspections conducted by staff.

Motion #G22-51

Moved by Dan Gieruszak

Seconded by Bill Stewart

THAT staff be directed to prepare a Request for Proposal for external support to complete a 2022 inspection of all SVCA Flood and Erosion Control projects;

AND FURTHER THAT these funds be drawn from the Working Capital Reserve.

CARRIED

d. Purchase of Additional Fleet Vehicles

Donna Lacey discussed the report requesting the Authority purchase two new cars rather than the one truck that had been included in the 2022 budget at an additional cost of \$15,000.

Motion #G22-52

Moved by Dan Gieruszak

Seconded by Diana Rae

THAT staff be authorized to proceed with the purchase of two new cars, following the receipt of competitive quotes, in accordance with the Authority's Purchasing Policy, in an amount not to exceed \$55,000;

AND FURTHER THAT the up to \$15,000 not included in the 2022 budget be drawn from the Motor Pool Reserve.

CARRIED

e. Connectivity in the Durham Campground

Donna Lacey reviewed the submitted report and noted that seasonal campers at Durham expect better internet connectivity. The establishment of a hub and installation of fibre receptables for campers to connect would provide a solution. Campers would arrange for their own connection directly with the provider. The Directors thanked staff for the initiative in keeping the campgrounds modernized and competitive since broadband is a high priority for campers.

Motion #G22-53

Moved by Christine Robinson

Seconded by Tom Hutchinson

THAT staff be authorized to permit EH!tel to install a WI-FI hub in the seasonal campground section of the Durham campground, as well as the installation of fibre internet receptacles at each of the serviced seasonal campground sites;

AND FURTHER THAT the funds, not to exceed \$15,000 be taken from the campground reserves.

CARRIED

10. Closed Session – To discuss personal matters relating to an identifiable individual.

Motion #G22-54

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Authority move to Closed Session, In-Camera, to discuss matters relating to an identifiable individual; and further

THAT Jennifer Stephens, Laura Molson, and Janice Hagan remain in the meeting.

CARRIED

Motion #G22-59

Moved by Dave Myette

Seconded by Dan Gieruszk

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

CARRIED

Chair Couture reported that there was direction given during the Closed Session.

There being no further business, the meeting adjourned at 3:23 p.m. on motion of Don Murray and Christine Robinson.

Maureen Couture
Chair

Janice Hagan
Recording Secretary



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Steve Tiernan, Fire Chief

Meeting Date: August 8, 2022

Subject: SRFIRE.22.08 2nd Quarter Report (April 1, 2022 to June 30, 2022)

Attachments: Appendix "A"

Report Summary

The intent of this report is to update Council of the Arran-Elderslie Fire and Emergency Services Operations and Statistics for the 2nd Quarter Operational Period of 2022.

Background

The following information is comprised of Fire Responses, Training, Apparatus Information, Fire Prevention and Public Education completed for the second quarter of 2022 (April 1 to June 30, 2022).

Analysis

Completed analysis of information for first quarter of 2022 obtained from Arran-Elderslie Fire & Emergency Services and statistics received until end of June, 2022.

Call statistics are identified in Appendix "A".

Summary of Training

With the pending implementation of mandatory certification as of July 1st of this year, we have formed a training committee, with one instructor from each fire station. Along with the Fire Chief, these instructors will assist in helping develop the Municipality's certification programs moving into the future.

At this time, we have one firefighter attending Brockton Regional Training Center completing his NFPA 1001 Firefighter 1 certification and three firefighters from the Chesley Station challenging the NFPA 1001 Firefighter 1&2 certification at the Markdale Regional Training Center in August.

Firefighters have already started training on the NFPA 1001 Firefighter 1 in-house, doing their skills signoffs as we move forward. At this time there is approximately 21 firefighters requiring firefighter NFPA 1001 Firefighter 1&2 certification. Certification in HazMat at an awareness and operations level will come through the winter and later into next year.

Firefighters also continue to complete their annual training including CPR and First Aid, Auto Ex, Water Rescue (shore based only), Nozzle Operations, Firefighter Survival and RIT Operations.

In working with Brockton Regional Training Center, staff have secured an NFPA 1021 Officer 1 Certification Class for existing officers requiring the certification, as well as firefighters looking to move into Acting Captain roles. This will be started in March of 2023.

Commencing in August 2022 we will be implementing Acting Captain positions in each station (2 positions at each location). This provides further education for firefighters moving into officer candidates, and assists with our succession plan moving forward.

Apparatus Review

Pump and Ladder testing was completed in June with only a few minor adjustments to some of the pumps and minor maintenance. The following are maintenance issues addressed in the 2nd quarter.

- Paisley Tanker 85 is waiting on a relief valve to be replaced (on back order).
- Paisley Rescue 86 required a new on-board compressor for the brakes.
- Chesley Pumper 92 has the 35' ladder waiting on a rung repair. Chesley Tanker 94 required two new 3" intake nipples in-between valve to tank (rotted out).
- Tara Rescue 76 required two new batteries.
- Tara station required a new liner for the Porta Tank of the tanker. Now purchased and installed.

Annual MTO vehicle checks are in progress at each station.

Completed analysis of information for second quarter of 2022 obtained from Arran-Elderslie Fire & Emergency Services and statistics received until end of June, 2022.

Prevention and Inspections

As Covid-19 restrictions have started to ease, in person inspections and public education meetings are starting to increase.

Public Education Activities include visits to Junior/Senior Kindergarten and School visits to the fire stations. Monthly news articles are also published in the Paisley Advocate paper.

Fire prevention activities include Home Daycare Inspections and Home Care Inspections for assisted living.

Inspections of commercial businesses through request and complaint are ongoing throughout the Municipality.

Link to Strategic/Master Plan

Fire Masterplan 2020

Corporate Strategic Plan:

6.1 Protecting Infrastructure, Recreation and Natural Assets

Financial Impacts/Source of Funding

There are no financial implications resulting from this report. All costs associated with expenditures within this 2nd quarter are aligned with current Budgets. Staff are continuing to assess the budgetary impacts of Mandatory Certification O. Reg. 343/22 and recommendations will be brought forward during the 2023 budget process.

Approved By: Sylvia Kirkwood, CAO

Appendix "A"

2nd Quarter Fire Statistics

	Fires	Medical	Motor Vehicle Collisions	Alarms	Other; Gas Leak, Hydro Wires, Spills Burn Complaints, Etc.	Mutual, Station, Other Department, Aid	Cancelled	Total Calls
TARA Station 70	4	4	1	0	0	3	3	15
PAISLEY Station 80	3	3	2	3	2	1	0	14
CHESLEY Station 90	0	6	2	0	2	2	1	13
Total Calls For 1st Quarter 2022							Total Calls 40	
Total Calls For 2nd Quarter 2022							Total Calls 42	
Year to Date							Total YTD 82	

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

BY-LAW NO. 48-2022

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL
MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
HELD AUGUST 8, 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 August 8, 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 Regular Council meeting held August 8, 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 8th day of August, 2022.

READ a THIRD time and finally passed this 8th day of August, 2022.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk