



# MUNICIPALITY OF ARRAN-ELDERSLIE

## Council Meeting

### AGENDA

Meeting Number 03-2023  
Monday, February 13, 2023, 9:00 a.m.  
Council Chambers  
1925 Bruce Road 10, Chesley, ON

	Pages
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	
5.1 Paisley Dyke Repairs	1
6. Minutes of Previous Meetings	4
7. Business Arising from the Minutes	
8. Minutes of Sub-Committee Meetings	
8.1 SMART Board Minutes - October 28, 2023	19
9. Public Meeting(s)	
10. Delegations	
11. Presentations	
11.1 B.M. Ross & Associates Limited - Bridge Infrastructure Master Plan	26
11.2 Ontario Provincial Police - Inspector Krista Miller	52

12.	Correspondence	
12.1	Requiring Action	
12.1.1	Chesley & District Horticultural Society	72
12.2	For Information	
12.2.1	Bruce County - Bill 23	74
12.2.2	Clean Energy Frontier - February Newsletter	76
12.2.3	Rick Byers, MPP - Media Release	79
13.	Staff Reports	
13.1	CAO/Clerks	
13.1.1	SRCLK.2023.01 – Establishment of an Updated Code of Conduct for Members of Council and Local Boards and Updated Council and Staff Relations Policy	81
13.2	Finance	
13.2.1	SRFIN.23.08 2023 Operating and Capital Budget – 3rd Draft	123
13.3	Public Works	
13.3.1	SRW.23.02 Community Safety Zone - Paisley Detour Route	154
13.3.2	SRW.23.03 Municipal Fleet Review	162
13.4	Building/Bylaw	
13.5	Facilities, Parks and Recreation	
13.5.1	SRREC.23.03 Municipal Office Lower-Level Renovation	182
13.5.2	Proposed 2023 Grant Application Submissions	184
13.6	Emergency Services	
13.7	Economic Development and Planning	
14.	Notice of Motion	

15.	Members Updates	
16.	New Business	
16.1	Request for Changes to the OMAFRA Tile Drainage Program	187
17.	By-laws	
17.1	By-law 09-2023 - Appoint an Integrity Commissioner	188
17.2	By-law 10-2023 - Extend Garbage Collection Contract	190
17.3	By-Law 11-2023 Designate a Community Safety Zone for the duration of the Teeswater Bridge Replacement Project	194
18.	Closed Session (if required)	
	Not Required.	
19.	Resolution to Reconvene in Open Session	
20.	Adoption of Recommendations Arising from Closed Session (If Any)	
21.	Adoption of Closed Session Minutes	
22.	Confirming By-law	
22.1	By-law 11-2023 - Confirming By-law	196
23.	Adjournment	
24.	List of Upcoming Council meetings	
	• February 22, 2023 - Special Council Meeting - 2023 Budget	
	• February 27, 2023	
	• March 13, 2023	
	• March 27, 2023	

**Report To:** Municipality of Arran-Elderslie Council

**From:** Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Conservation

**Date:** January 16, 2023

**Subject:** Support for SVCA Paisley Dyke Repair project

**Purpose:** To request a Council resolution to support SVCA in submitting an application under the WECI funding program, for repairs to the Paisley Flood Control Works dyke.

---

## Recommendation

THAT the Municipality of Arran-Elderslie Council support the remainder of the Paisley Dyke Repair project, proposed by Saugeen Valley Conservation Authority; and

THAT Council supports the Saugeen Valley Conservation Authority in making an application to the Water and Erosion Control Infrastructure funding program for the Paisley Dyke Repair project; and

THAT the Municipality is prepared to pay its share of the project costs, at \$14,828.50 should the project be funded by the Water and Erosion Control Infrastructure Program; and

FURTHER THAT should SVCA be unsuccessful in obtaining funding from the Water and Erosion Control Infrastructure Program, the Municipality is prepared to pay for the project in its entirety at \$29,657.

## Report Summary

Due to scheduling of the Teeswater River Bridge Replacement project, repairs of the Paisley dyke will not be completed within the 2022-2023 Water and Erosion Control Infrastructure (WECI) fiscal year; therefore, funding received under this program will lapse prior to completion of the work. SVCA staff seek Council approval to support a new WECI application for the 2023-2024 fiscal year to complete the dyke repair work.

To apply for WECI funding, SVCA staff need a Resolution of Council supporting the project, noting that the Municipality is prepared to pay its share (50%) of the project costs.

## Background

---



A SVCA staff presentation was made on September 27, 2021, to Members of Council regarding the necessary repairs needed along a portion of the Paisley Flood Control Works dyke. With support from Council, SVCA staff applied and were successful in receiving a provincial grant for these dyke improvements under the WECl program.

The WECl program is a cost-share program where the Ministry of Natural Resources and Forestry (MNRF) provides funding for the maintenance of flood and erosion control infrastructure owned or maintained by Conservation Authorities. The WECl program approves eligible projects on a yearly basis, provided that an application is submitted during a short window in January/February; SVCA staff have been informed that the application window is January 23<sup>rd</sup>, 2023 to February 17<sup>th</sup>, 2023. In accordance with WECl program guidelines, all approved projects must be completed in the fiscal year (April 1 to March 15) in which they are approved and funded.

The Paisley Dyke Repair project was tendered under the Teeswater River Bridge Replacement to reduce expenses related to insurance, mobilization, scheduling, etc. There are two main components to the Paisley Dyke Repair project:

- 1) Address toe erosion along the bottom of the dyke, upstream of the bridge
- 2) Address elevation changes to the top of the dyke, upstream of the bridge

Under 2022-2023 WECl program, a condition of funding for this project was the completion of a dyke stability assessment by a geotechnical consultant.

On June 21, 2022, SVCA staff attended an on-site meeting for the bridge replacement project, where overall project schedule was discussed. It was noted that the dyke repair work was not scheduled until Summer/Fall 2023 and would therefore not be completed within the 2022-2023 WECl fiscal year. However, SVCA staff contacted the WECl Program Analyst and confirmed that the dyke stability assessment would still be eligible for funding in 2022-2023 if it could be completed by March 2023. Boreholes for the Paisley dyke stability assessment are scheduled for January 16<sup>th</sup> and 17<sup>th</sup>, with project completion by March 2023.

## Analysis

Under the bridge replacement tender, the following items are related to the proposed Paisley Dyke Repair project:

Item	Tender Amount (no HST)
5-10 Rip rap erosion protection Class 1 for dyke	\$13,836.00
5-11 Armor stones for dyke	\$7,527.00
5-12 Raise dyke elevation	
a) Strip, stockpile and replace topsoil	\$5,058.00
b) Place fill to raise dyke elevation	\$3,236.00
Total:	\$29,657.00

The tendered cost of the project did not include the dyke stability assessment that was a condition of WECl funding.

The remainder of the project work related to toe erosion repairs and elevation changes are scheduled for late summer 2023, based on the current bridge replacement schedule. SVCA staff will need to re-apply for WECl funding for the remaining \$29,657.00, with support from Council. Completion of the dyke stability assessment will strengthen the new WECl application, however there are no guarantees of a successful application.

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

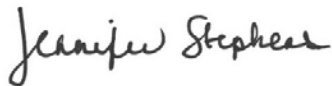
The total cost of the Paisley Dyke Repair project is \$29,657.00. The Municipality would be fully responsible for this expense as they are the benefitting party. Should SVCA staff be successful with a new WECl application, this amount could be reduced by up to 50%. If SVCA staff are unsuccessful, the Municipality would be responsible for the full project expense.

Prepared by:



Elise MacLeod  
Manager, Water Resources

Approved by:



Jennifer Stephens  
General Manager / Secretary-Treasurer



## **MUNICIPALITY OF ARRAN-ELDERSLIE**

### **Council Meeting**

### **MINUTES**

**Meeting Number 02-2023**

**Monday, January 30, 2023, 9:00 a.m.**

**Council Chambers**

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

Council Present:	Mayor Steve Hammell Deputy Mayor Jennifer Shaw Councillor Ryan Nickason - absent Councillor Darryl Hampton Councillor Brian Dudgeon Councillor Moiken Penner Councillor Peter Steinacker
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 Steve Tiernan - Fire Chief Chris Legge - Water/Sewer Foreperson

#### **1. Call to Order**

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

#### **2. Mayor's Announcements (If Required)**

There were no announcements today.

#### **3. Adoption of Agenda**

Council passed the following resolution:

**19-02-2023**

**Moved by:** Councillor Steinacker

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that the agenda for the Council Meeting of Monday, January 30, 2023 be received and adopted, as distributed by the Clerk.

**Carried**

**4. Disclosures of Pecuniary Interest and General Nature Thereof**

None.

**5. Unfinished Business**

None.

**6. Minutes of Previous Meetings**

**6.1 January 9, 2023 Council Minutes**

Subsequent to further discussion, Council passed the following resolution:

**20-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held January 9, 2023.

**7. Business Arising from the Minutes**

None.

**8. Minutes of Sub-Committee Meetings**

**8.1 Multi-Municipal Wind Turbine Working Group Minutes of the November 10, 2022 Meeting**

Subsequent to further discussion, Council passed the following resolution:

**21-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council receives the Multi-Municipal Wind Turbine Working Group Minutes of November 10, 2022 for information purposes.

**Carried**

**8.2 Chesley and Area Fire Board Minutes - April 26, 2022**

Subsequent to further discussion, Council passed the following resolution:

**22-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved that Council receives the Chesley and Area Fire Board Minutes of April 16, 2022 for information purposes.

**Carried**

### **8.3 Paisley Fire Subcommittee Minutes - June 14, 2022**

Subsequent to further discussion, Council passed the following resolution:

**23-02-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Penner

Be It Resolved that Council receives the Paisley Fire Subcommittee Minutes of June 14, 2022 for information purposes.

**Carried**

### **8.4 Bruce Area Solid Waste Recycling Minutes - September, 2022**

Subsequent to further discussion, Council passed the following resolution:

**24-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council receives the Bruce Area Solid Recycling Minutes of September 15, 2022 for information purposes.

**Carried**

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

None.

## **10. Delegations**

### **10.1 Tara Curling Club - Rental Rates**

Edith Sinclair, Kay Holmes and Barb Kelly of the Tara Curling Club spoke to Council regarding rental rates.

Mrs. Sinclair noted that on December 14, 2022 they hosted a senior men's bonspiel. They used about a third of the community centre space and did

not use the main kitchen or the bathrooms. They were charged \$382.15 plus HST for a total of \$431.83.

Historically, the Tara Curling Club is allowed one free use of our community centre hall and kitchen per 6 month curling season. The club usually rents the facility 6-8 times. They recently learned that Chesley Curling Club gets 15 usages of their community centre at no charge. They are asking for equal treatment within the Municipality.

Council thanked the members for their presentation.

## **11. Presentations**

### **11.1 Ryerson Students Placemaking Project**

Maddie Vernooy, along with Leslie Beedell, Kaight Rehner, Jessica Sperry, Kate Trombino, Tomas Vildeand and Dr. Smith discussed the placemaking project for Paisley.

She noted that there are very few, if any, studies that examine the unique, economic, environmental, political, and social factors that define rural communities. As rural municipalities begin to invest in placemaking efforts that aim to foster positive economic and social capital, there needs to be a more in-depth understanding of the nuances of rural communities.

Understanding the unique characteristics of rural placemaking, including how those in the community identify with their environment, enables more informed placemaking strategies for community development.

If placemaking projects are simply imposed onto a community to attract capital, residents are unlikely to feel comfortable in these spaces, reducing the connections they have to the space and the trust that they have in the consultation process. This trend is often seen in rural placemaking initiatives that aim to attract tourists through processes of rural restructuring that are situated within a broader shift from economies reliant on agriculture and manufacturing to economies rooted in service provision.

For this project, they created a Terms of Reference to make the placemaking process more tangible, by tying the ideas and feedback to specific places in the community.

Council thanked Ms. Vernooy and the group for their presentation.

### **11.2 Grey Sauble Conservation Authority - Tim Lanthier, CAO**

Tim Lanthier, CAO of the Grey Sauble Conservation Authority, provided an overview of the 2023 Budget.

He noted that the proposed operating levy increase for 2023 is \$45,295 or 2.99% across eight member municipalities. This increase is largely driven by increasing operating costs associated with salary, OMERS, WSIB, CPP

and insurance which have collectively increased by over \$130,000 from 2022 to 2023.

The proposed capital levy increase for 2023 is \$38,700 across eight member municipalities. This increase is needed to ensure sustainability of GSCA's Capital Assets. In 2023, GSCA's self-generated revenue is proposed to increase from \$1.24M to \$1.81M, which reduces the pressure on municipal levy. This shift in revenue distribution to more self-generated revenue has allowed GSCA to ensure long-term corporate sustainability

They have strategic plan goals such as: Better Monitor and Manage Flood Risks , Enhance GSCA Land Management and Natural Heritage Preservation, Support the Development of Watershed Plans with Municipalities, Improve Water Quality and Strengthen Environmental Education and Communication.

The Draft 2023 Budget includes a total budget increase of \$530,898 and a total levy increase of \$82,995. Arran-Elderslie's proposed 2023 levy is \$44,416, which is an increase of \$2,191.

Subsequent to further discussion, Council passed the following resolution:

**25-02-2023**

**Moved by:** Councillor Penner

**Seconded by:** Deputy Mayor Shaw

That Council endorses the Grey Sauble Conservation Authority 2023 budget as presented.

**Carried**

## **12. Correspondence**

### **12.1 Requiring Action**

#### **12.1.1 Saugeen Valley Conservation Authority - Support for SVCA Paisley Dyke Repair project**

Council directed staff to investigate the ownership of the dike.

Subsequent to further discussion, Council passed the following resolution:

**36-02-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Hampton

THAT the Municipality of Arran-Elderslie Council support the remainder of the Paisley Dyke Repair project, proposed by Saugeen Valley Conservation Authority; and

THAT Council supports the Saugeen Valley Conservation Authority in making an application to the Water and Erosion Control Infrastructure funding program for the Paisley Dyke Repair project; and

THAT the Municipality is prepared to pay its municipal share of the project costs, at \$14,828.50 should the project be funded by the Water and Erosion Control Infrastructure Program; and

THAT the Municipality is also prepared to pay its proportionate share of the Paisley Dyke Stability Assessment for a total of \$13,745.00.

FURTHER THAT should SVCA be unsuccessful in obtaining funding from the Water and Erosion Control Infrastructure Program, the Municipality is prepared to pay for the project in its entirety at \$29,657.

**Tabled**

#### 12.1.2 Bruce Area Solid Waste Recycling - 2023 Operating Budget

Subsequent to further discussion, Council passed the following resolution:

**26-02-2023**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Hampton

That Council endorses the Bruce Area Solid Waste Recycling 2023 budget as presented.

**Carried**

#### 12.2 For Information

Subsequent to further discussion, Council passed the following resolution:

**27-02-2023**

**Moved by:** Deputy Mayor Shaw

**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**

12.2.1 Crime Stoppers of Grey Bruce - Tipster Magazine Winter 2023

12.2.2 MPAC - Farm Forestry Exemptions

12.2.3 Saugeen Valley Conservation Authority Board Minutes - December 15, 2022

12.2.4 Grey Bruce Women's House

### **13. Staff Reports**

#### **13.1 CAO/Clerks**

None.

#### **13.2 Finance**

13.2.1 SRFIN.23.05 By-Law Updates for 2023

Subsequent to further discussion, Council passed the following resolution:

**28-02-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Steinacker

Be It Resolved that Council hereby,

1. Receive By-Law 04-2023 being a by-law to provide for a 2023 interim tax levy and to provide for the payment of taxes;
2. Receive By-Law 05-2023 being a by-law to enter into an agreement with Canadian Imperial Bank of Commerce; and
3. That the By-Laws be brought forward for Council approval.

**Carried**

13.2.2 SRFIN.23.07 2023 Operating and Capital Budget – 2nd Draft

Council requested that a representative from the Hospital Foundation be invited to a future meeting of Council.

Council also requested that the Head of the Hospital Board be invited to address Council to discuss the nursing shortage at a future Council meeting.

Council directed staff to bring back a budget that has identified more savings.

Subsequent to further discussion, Council passed the following resolutions:

**29-02-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Hampton

Be It Resolved that Council hereby directs staff to waive the fees for the two 2022 events for the Tara Curling Club as per their request to Council.

**Carried**

**30-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby,

1. Support staff to continue to refine the Budget to address efficiencies and cost savings; and
2. Direct staff to bring the 3<sup>rd</sup> Draft Operating and Capital Budget to Council on February 13<sup>th</sup>, 2023, for review and consideration.

**Carried**

**13.2.3 SRFIN.23.06 Fees and Charges By-Law for 2023**

Subsequent to further discussion, Council passed the following resolution:

**31-02-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Hampton

Be It Resolved that Council hereby,

1. Receive the recommended changes to the 2023 Fees and Charges Bylaw as attached as Appendix A; and
2. Direct Staff to present the draft 2023 Fees and Charges Bylaw at the Special Council meeting of February 22, 2023.

**Carried**

### **13.3 Public Works**

#### **13.3.1 SRWS 23-03 Ministry Drinking Water Inspections**

Chris Legge, Water Foreman, gave his report to Council for information purposes.

### **13.4 Building/Bylaw**

#### **13.4.1 SRCBO.23.01- Year End Report - Building Permit Statistics for 2022**

Pat Johnston, Chief Building Official, gave his report to Council for information purposes.

### **13.5 Facilities, Parks and Recreation**

#### **13.5.1 SRREC 23.01 Curling Club Agreement Information**

Carly Steinhoff, Park, Facilities and Recreation Manager, gave her report to Council for information purposes.

Council directed staff to coordinate a meeting with all three curling clubs, at the Chesley Curling Club, to discuss all three agreements prior to renewing them so that each club has the same opportunities. Staff will share the report with the clubs.

### **13.6 Emergency Services**

None.

### **13.7 Economic Development and Planning**

None.

## **14. Notice of Motion**

None.

## **15. Members Updates**

Shaw:

Deputy Mayor Shaw attended the Tara and Chesley branding workshop, the Clean Energy Summit, and suggested an invitation to Jessica Linthorne to

update Council on Clean Energy. She also attended the Affordable Housing talk in Paisley.

Hampton:

Councillor Hampton attended the municipal site tour, attended the Chesley and Area Fire Board meeting, will be at the Chesley Branding meeting, Friends of the Chesley Hospital meeting and will be attending the Special Council meeting on February 22, 2023.

Dudgeon:

Councillor Dudgeon had nothing to report.

Steinacker:

Councillor Steinacker noted that there is a Housing Forum being held on February 9th, and discussed speeding in Tara.

Penner:

Councillor Penner attended the ROMA conference and attended the Clean Energy Summit,

Nickason:

Councillor Nickason was absent.

Hammell:

Mayor Hammell attended the Community Branding meetings, thanked staff for the Municipal tour, attended the the ROMA conference, and attended the Affordable Housing talk in Paisley. There was a delegation with the associate Minister of Health at ROMA to discuss the Chesley Hospital and Chesley Place.

**16. New Business**

None.

**17. By-laws**

**17.1 By-law 04-2023 - Interim Tax Levy**

Subsequent to further discussion, Council passed the following resolution:

**32-02-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

Be It Resolved that By-law No. 04-2023 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 04-2023 being a By-law to provide for a 2023 interim tax levy and to provide for the payment of taxes.

**Carried**

## **17.2 By-law 05-2023 - Borrowing By-law**

Subsequent to further discussion, Council passed the following resolution:

**33-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that By-law No. 05-2023 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 05-2023 being a By-law to enter into an agreement with the Canadian Imperial Bank of Commerce and that the Treasurer is authorized on behalf of the Municipality to borrow, from time to time, from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate \$2,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.

**Carried**

## **17.3 By-law 06-2023 - Agency Agreement with Fire Marque Inc.**

Subsequent to further discussion, Council passed the following resolution:

**34-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that By-law No. 06-2026 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 06-2023 being a By-law to enter into an Agency Agreement with Fire Marque Inc. for the purposes of appointing Fire Marque Inc. as its agent for the purpose of filing claims on behalf of the Municipality and to recover, on their behalf, any insurance proceeds from the insurers of the

affected parties which are recoverable in accordance with the terms of any policy agreement for the costs and expenses incurred by the Fire Department as a result of attending at the Incident Sites.

**Carried**

#### **17.4 By-law 07-2023 Tile Loan Debenture 2023-02 MAXWELL**

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

Subsequent to further discussion, Council passed the following resolution:

**35-02-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that By-law No. 07-2023 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 07-2023 being a By-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*

**Carried**

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

The Mayor advised that Council go into Closed Session at 3:21 p.m. for the purpose of matters identified in the motion below.

**37-02-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Hampton

*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; (Firefighter compensation standardization) (Animal Control Contract)

( ) a proposed or pending acquisition or disposition of land by the municipality or local board;

( ) 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 may hold a closed meeting under another Act;
- ( ) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (X) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; (solid waste management and extension of Integrity Commissioner agreement)
- ( ) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- ( ) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Staff Authorized to Remain:

Item 1 - CAO Sylvia Kirkwood, Clerk Christine Fraser-McDonald, Fire Chief Steve Tiernan and Treasurer Tracey Neifer

Item 2 - CAO Sylvia Kirkwood, Clerk Christine Fraser-McDonald, Treasurer Tracey Neifer and Works Manager Scott McLeod

Item 3 - CAO Sylvia Kirkwood and Clerk Christine Fraser-McDonald

Item 4 - CAO Sylvia Kirkwood and Clerk Christine Fraser-McDonald

**Carried**

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

Subsequent to further discussion, Council passed the following resolution:

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 4:30 p.m.

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

Mayor Hammell reported out of the closed session indicating that Council only discussed the matters identified in the motion regarding firefighter compensation

standardization, garbage collection contract, extension of the Integrity Commissioner contract and the Animal Control Contract.

Direction was given to staff in Closed Session regarding the extension of the Integrity Commissioner contract, the animal control contract, and the extension of the garbage collection contract.

Subsequent to further discussion, Council passed the following resolutions:

### **38-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Council hereby directs training compensation rates for all Arran-Elderslie Fire & Emergency Services fire fighters be based on required hours for training as established by an annual schedule and approved operating budget.

**Carried**

## **21. Adoption of Closed Session Minutes**

Subsequent to further discussion, Council passed the following resolution:

### **39-02-2023**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated January 9, 2023.

**Carried**

## **22. Confirming By-law**

### **22.1 Confirming By-law 08-2023**

Subsequent to further discussion, Council passed the following resolution:

### **40-02-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Dudgeon

Be It Resolved that By-law No. 08-2023 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 08-2023 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, January 30, 2023.

**Carried**

**23. Adjournment**

Subsequent to further discussion, Council passed the following resolution:

**41-02-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that the meeting be adjourned to the call of the Mayor at 4:45 p.m.

**Carried**

**24. List of Upcoming Council meetings**

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

### **GENERAL BOARD MEETING MINUTES**

Friday, October 28, 2022, 1:30 p.m.

Via Videoconference

**Board Members Present:** Councillor Warren Dickert, Town of Hanover Councillor, Board President  
Councillor Beth Hamilton, Municipality of West Grey, Board Vice-President  
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores, Board Past President  
Councillor Doug Bell, Municipality of Arran-Elderslie  
Councillor Jim Frew, Township of Southgate  
Councillor Dean Leifso, Municipality of Brockton  
Mayor Scott Mackey, Township of Chatsworth  
Councillor Ed McGugan, Township of Huron-Kinloss

**Board Members Absent:** Councillor Dave Cuyler, Municipality of Kincardine

**Others Present:** Paul Allen, Councillor, Municipality of Grey Highlands  
Stephan Labelle, SMART Manager  
Catherine McKay, Recording Secretary

**1. Call to Order**

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

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

None declared.

**3. Approval of the Agenda**

**Motion #2022-067**

Moved by Scott Mackey; Seconded by Beth Hamilton

That the agenda for October 28, 2022 be accepted as circulated.

**Carried**

**4. Delegation**

There were no delegations.

**5. Minutes of Previous Meeting – September 30, 2022**

The President thanked the Vice-President for chairing the September 30 meeting in his absence.

**Motion #2022-068**

Moved by Jim Frew; Seconded by Ed McGugan

That the minutes of the July 22, 2022 General Board Meeting be accepted as circulated.

**Carried**

**6. Business Arising from the Minutes**

**A. Media Relations Policy**

Ed McGugan suggested that the policy should specifically state that in media interviews, the President and Manager are speaking on behalf of the Board, and not themselves. Dean Leifso agreed, adding that usually the President or Manager would speak to the media following a SMART presentation at a council meeting. The President noted that municipalities have different positions on SMART issues, and the intent of the policy is not to muzzle a council member but to ensure that SMART's corporate position is put forward. Scott Mackey noted the Mayor typically represents council issues and he also suggested that some media releases should be kept on the web site for more than three months. The President noted that this provision is intended to ensure that the web

site is current. Scott Mackey suggested an amendment stating that media releases remain on the web at the discretion of the Manager or President, and Ed McGugan suggested an amendment stipulating that when speaking to the media, the views presented must be those of the Board and not the views of the individual. Doug Bell supported the two proposed amendments to the policy.

**Motion #2022-069**

Moved by Beth Hamilton; Seconded by Ed McGugan

That the Media Relations Policy be amended as discussed and that the policy be approved as so amended.

**Carried**

**B. Board and Employee Meetings Policy**

The Vice-President suggested that the policy be amended to specify that minutes or notes of Board and employee meetings be taken by a Board Member or the Manager and made available to employees.

**Motion #2022-070**

Moved by Scott Mackey; Seconded by Jim Frew

That the Board and Employee Meetings Policy be amended as discussed and that the policy be approved as so amended.

**Carried**

**C. Open Board Meetings Policy**

This item was deferred.

**D. Mileage Reimbursement Policy**

The President reviewed the policy, explaining its purpose and intent.

**Motion #2022-071**

Moved by Beth Hamilton; Seconded by Ed McGugan

That the Mileage Reimbursement Policy be approved as presented.

**Carried**

**7. New Business**

**A. Salary Increase for 2023**

The Manager noted that inflation is roughly 7% and he contacted Christine Walker, Director of Corporate Services/Treasurer for the Town of Hanover who advised him that the Town's plans for an increase for 2023 have not yet been finalized. Scott Mackey noted that SMART's practice is to refer to the average of the increase by the municipal partners. It was noted that a specific percentage increase may have to be used for budget purposes and due to the budget cycle of the municipalities, awarding retroactive pay may occur, although it is not ideal. Ed McGugan stated that Huron-Kinloss awarded an increase of significantly more than 1.9%. The President suggested that SMART follow its Annual Wage & Salary Review Policy and that the issue be deferred to the new Board when its members can speak to the practices of their respective municipalities.

**B. Christmas and Boxing Day Dates**

The Manager explained that the current policy provides that employees are paid for Christmas Day and Boxing Day which are statutory holidays. This year, Christmas falls on a Sunday with Boxing Day falling on Monday. He proposed that SMART staff be paid for Friday, December 23 and Monday, December 26, or Monday, December 26 and Tuesday, December 27. Scott Mackey and the President favoured Monday and Tuesday since it would be preferable to have staff working on Friday, December 23 as more clients are likely to want rides in the days leading up to Christmas, rather than in the days following Christmas.

**Motion #2022-072**

Moved by Mike Myatt; seconded by Doug Bell

That SMART provide staff with Monday, December 26 and Tuesday, December 27 off with pay for the 2022 Christmas Day and Boxing Day statutory holidays.

**Carried**

**C. Strategic Plan**

The President thanked the Vice-President for taking the time to revisit the plan. The Vice-President note that the updated plan sets out the priorities, showing whether they are complete or in progress, along with explanatory notes and next steps. She also referred to the Legacy Activities which will allow the next Board to see the work done by the current Board. Scott Mackey thanked the Vice-President for her work which will be beneficial for the new Board.

**D. CUTRIC Membership**

The Manager noted that CUTRIC (Canadian Urban Transit Research & Innovation Consortium) is taking the lead on electrification of transit vehicles and provides consulting advice to municipalities on purchasing electric vehicles. When he attended the CUTA (Canadian Urban Transit Association) conference, he learned that many municipalities are looking at electric vehicles and at the CUTRIC conference, he met a Shell representative in charge of installing charging stations who said that Shell plans to install 500,000 in the next three years as part of its carbon neutral objective. The Manager proposed that SMART join CUTRIC, which would cost \$718 for the rest of 2022 and all of 2023.

Ed McGugan thanked the Manager for this information and noted that Huron-Kinloss is a small rural municipality and he has heard a lot during the election campaign about climate action plans and electric vehicles. Huron-Kinloss has an electric Zamboni which does not cost a lot more than a propane machine. He said that SMART should be aware of this organization and it might be possible to get a discount on electric vehicles as a member. The Vice-President expressed appreciation that the Manager brought the matter forward and suggested that SMART join and if the membership is not useful, it would not be renewed. She said that electric vehicles are the way of the future and should be investigated. Scott Mackey is not opposed to a membership, but suggested that the Manager reach out to other organizations in Grey and Bruce to see if a joint membership is possible. The President requested that the Manager follow up with Amanda Froese, Transportation Director in Bruce County, and Grey Stephanie Stewart, Manager, Community Transportation for Grey County to pursue a joint membership.

**E. ID Cards**

The Manager proposed that SMART staff should have ID cards given that they are providing service to the public. He noted that staff wear shirts with "Saugeen Mobility" stitched on them, but it is up to drivers whether their name is also on the garment. He said it is not necessary to purchase a machine to make cards, since they can be purchased on line for about \$10 each. Scott Mackey agreed, and Ed McGugan suggested that the vehicles driven by the drivers might be sufficient identification, although the Manager noted that as is the case with a taxi, there is a distinction between the vehicle and the driver. Beth Hamilton supported the proposal since SMART staff often go into hospitals and long term care facilities. She suggested that a provision could be added to the policy covering clothing, rather than creating a new policy. Scott Mackey said that if ID cards are obtained for staff, they should be required to wear them, which the Manager said would be the case.

**Motion #2022-073**

Moved by Beth Hamilton; seconded by Scott Mackey

That the Manager be authorized to spend a maximum of \$500 to purchase staff ID cards and that he develop a policy on staff ID cards for Board approval.

**Carried**

Board Member Mike Myatt left the meeting at 2:25 p.m.

**F. Service Cancellation Policy**

The Manager stated that clients who repeatedly cancel their booked rides should have their service suspended or cancelled. He noted that the welcome letter that clients receive says that service may be cancelled, as does the user fees policy, so there may not be a need for an additional policy. In response to a question from Scott Mackey, the Manager stated that there is a \$25 fee for last minute cancellations, and added that if a client cancels a ride at the last minute, other clients cannot get a ride because a vehicle is tied up. The cost of last minute cancellations is lost rides to clients and staff time spent on rides that do not materialize. Scott Mackey suggested that the \$25 fee might not be high enough if clients continue to cancel. The Manager said that some clients do not seem to care, and some do not respond when the driver knocks on their door or calls them, and there are about six clients who book rides, cancel and then pay the cancellation fee. The President pointed out that the cost of many client rides is less than \$25 and the Manager agreed that most rides are short. Ed McGugan suggested that an additional policy is not required and that the decision on cancelling a client's access to SMART rides should be left to the Manager, given he has the most experience with the issue. Dean Leifso agreed that more discretion is better and suggested that the circumstances should always be taken into account. He suggested a sliding scale or a limit such as if a client cancels ten times, they are no longer eligible for service. He noted that SMART has charitable status and should be careful to avoid discriminating against clients. He added that the Board can give the Manager the discretion to decide, but has to back him up since dissatisfied clients often call a Board member, a Mayor or send a letter to a local newspaper. The President suggested a higher cancellation fee, but the Manager felt that this would not be effective. He suggested a sliding scale of a one month and then a two month suspension. He concluded that he has enough tools in place to handle service cancellations. The President concluded the discussion by noting that a policy is not needed at this point, and that the Manager can bring the issue back to the Board if necessary.

**G. Participation at the CUTA Conference 23-26 October 2022**

The Manager attended the conference which was sold out and had more than 1,000 participants and vendors in attendance. He reported that it was certainly beneficial as it presented vendors and available products, along with users of transit and trends such as electrification. He said that he was able to make a number of good contacts from organizations the size of SMART as well as smaller ones. He highlighted a number of appoints from the conference:

- there are one million positions waiting to be filled in the transportation industry in Canada as a result of COVID, early retirement and the fact that the industry is seen as “dirty”, causing people to not want to join. The inside of a bus is seen as toxic and young people do not want to join an industry where they have to wait to get seniority in order to have good shifts.
- SMART is the only service that charges for “no shows”, as others are leery of discrimination complaints. The issue of clients who cancel is a large problem, and in addition, organizations are trying to find ways to avoid an empty return trip. UBER for example, delivers groceries.
- remote work has caused people to not want to go back to their former way of working, and fuel increases of 40% have impacted budgets. A lot of municipalities are looking at electrification and some are spending money to buy a lot of electric vehicles.
- the demand for SMART rides exceeds capacity and there may be ways to supplement current resources to meet the demand, such as using taxis or UBER. SMART has more hours available than it uses, but has to turn down rides four times a day on average because it does not have drivers and vehicles available. Another option would be to use volunteer drivers like Home and Community Support Services, which has lost half of its volunteer drivers during COVID.
- some attendees at the conference are worried about the situation after 2025 when some federal funding will cease, although in SMART's case it has municipal funding, rather than relying solely on federal funds.
- a five year review of the Accessibility for Ontarians with Disabilities Act is currently underway and might lead to changes which could impact SMART and similar services.

Ed McGugan thanked the Manager for his attendance and asked if public transit is struggling to survive. The Manager noted that it has in fact survived the last few years but is hurting and running at 80% of ridership compared to pre-pandemic times, and there are a lot of budget pressures.

**8. Correspondence**

There was no correspondence.

**9. Reports and Recommendations**

**A. Report on September 2022 Operations**

The Manager reviewed the report, noting that rides are going back to pre-pandemic levels. Some rides are longer, such as those in Grey Highlands, where the driver has to travel 90 – 100 km to get to a client who is taking a much shorter ride of one or two kms. The President confirmed that this occurs because there are no drivers on staff who live near Grey Highlands clients.

**Motion #2022-074**

Moved by Beth Hamilton; seconded by Ed McGugan

That the Board approve Report SL2022-1002 September 2022 Operational as presented.

**Carried**

**B. Report on Draft 2023 Budget**

The Manager presented the report, noting pressures resulting from increased costs in virtually all items including insurance and maintenance. The report forecasts a 2023 net operational deficit of \$597,825 based on total municipal contributions of \$740,975, which is a 7% increase from the 2022 municipal contributions.

He noted that one vehicle rather than 3 will be purchased in 2023 since three would increase municipal contributions by 55%. The budget is based on a 7% increase in contributions and a wage increase has been included. In response to a question from Scott Mackey, the Manager noted that municipal contributions are based on ridership and population, adding that in the most recent census Chatworth's population decreased. Its contribution for 2023 amounts to \$44,000. The Vice-President asked about the gas tax revenue and the Manager noted that it is now \$1.1 million due to efficiencies achieved in the previous year. The Vice-President expressed concerns about using all of the gas tax funding and there is no guarantee about how much SMART would get. In the past, gas tax funds have been put towards reserves, but this year, there would not be any excess funds. The Manager noted that if SMART had continued to receive ICIP funding, it could have put funds towards reserves, and added that it is hard to reduce the budget in order to achieve a surplus. The Manager noted that with the same number of drivers and vehicles, SMART can provide rides as budgeted and would still have available hours to increase rides. Furthermore, the budget is based on an increase of \$90,000 for fuel which could be lower or higher, and if lower, it might be possible to have funds to put aside.

Paul Allen noted that Grey Highlands' trial is coming to an end on May 1, 2023 and asked if it would be beneficial to take the \$10,700 contribution to Council and renew its membership in SMART at budget time. The Manager noted that if Grey Highlands renews, the cost would be \$12,000 - \$14,000 more. Paul Allen noted that the \$10,700 figure is the unused portion and asked for a firm figure to take to Council at budget time. The Manager agreed to identify the amount for the period May 1 – December 31. If Council supports this, then Grey Highlands would become a full-fledged partner, and could renew at the end of December 2023.

Scott Mackey said that user fees should increase with costs so that all the increases are not borne by the municipalities. The Manager said that user fees could be increased but this could cause a loss of clients, since SMART's fees are already higher than other services. He said that next year, one of the areas of focus will be to increase charitable donations which could eliminate the need for a fee

increase. Paul Allen asked if SMART has explored sponsorship options such as asking Chapman's Ice Cream or Ice River Springs to sponsor a certain percentage of riders. The Manager said that this is being considered, along with the option of having advertising on vehicles. Doug Bell suggested approaching Bruce Power which the Manager said he plans to do.

Scott Mackey asked which services in more than SMART, noting that a transfer to hospital by Voyago can cost in the range of \$480. The Manager mentioned Home and Community Support Services, but did not have their fees at hand, but they are less than SMART's. He will provide the Board with figures at a future meeting. Ed McGugan said that he regularly sees accessible buses operated by a private service called One Care in the Wingham area, noting that it could result in fewer rides for SMART. The Manager agreed to do a survey of such services and report back to the Board.

The President noted that municipalities would like to have numbers for their budget discussions and asked Board members if the budget needs to be adjusted. The Board agreed to a 7% increase. Doug Bell noted that Arran-Elderslie's share is going up \$10,000 which the Manager explained is based on ridership and population. Its population increased, and last year its share was 9.03%, and this year it is 9.88%.

Scott Mackey noted that 2022 has been a very tough year, he supports SMART, and is hoping to stay on the Board. He feels that the Manager has done a good job putting together a reasonable budget given inflationary pressures, but fears that if expenses lead to contribution increases, this might drive municipalities away.

Dean Leifso noted that SMART makes more money on short trips and in light of possible competition from taxis, could increase user fees, but should not price itself out of the market.

The Vice-President supported the 7% increase and asked the Manager to bring a recommendation regarding user fees to the next meeting. She acknowledged that SMART should work at increasing its charitable revenue stream and pursue efficiencies such as reducing postage and costs of staff driving to submit paper work in favour of doing these tasks electronically. She asked the Manager to circulate information regarding population and rides to the Board.

The President clarified that it is the overall budget that is increasing by 7%, not individual municipal contributions.

Discussion ensued about SMART versus taxi service with Dean Leifso noting that SMART clients do not always need specialized equipment if, for example, they are sight impaired or do not have a driver's licence due to a medical condition. So taxi services providing rides to SMART clients do not need handicapped vans to provide rides, and Hanover, Walkerton and Saugeen Shores have taxi services that can provide short rides, and would be able to do 5 or 6 in a day. Scott Mackey suggested that taxis might be an option since every ride costs SMART money and if it used taxis, it would not lose as much. Ed McGugan said that as a result of the staff event, he learned that some drivers are concerned about clients not being qualified to use SMART, and in such a case, they should take a taxi if they are able.

**Motion #2022-075**

Moved by Dean Leifso; seconded by Beth Hamilton

That the Board approve the 2023 proposed budget as presented.

**Carried**

### C. Legacy Activities

The Vice-President asked the Manager to advise her of anything that might have been missed in the document. The President stated that this document will be valuable to the new Board.

Scott Mackey asked for a short survey of those in attendance to see who might return to the Board following the municipal elections and said that he would like to continue, adding that some continuity would be helpful for the Manager. Ed McGugan said that he hoped to be back, and the President said that the Mayor decides committee and board assignments, but he would welcome the opportunity to serve on the Board again.

### 10. Committee Reports

There were no Committee Reports.

### 11. Closed Session

There were no items for a closed session.

### 12. Adjournment & Upcoming Meeting Dates

The Board discussed the impact of the municipal elections on the Board's composition. It was noted that there might not be a quorum for a December meeting due to the timing of the swearing in of new Councillors and the time required for the subsequent appointments to boards and committees.

Board members conveyed their best wishes to their colleagues and the President and Vice-President were thanked for doing more than expected and setting the organization on the correct course. The Vice-President thanked Catherine McKay for the meeting minutes, assisting SMART through its transition, and help with policy development. The Vice-President noted that the Board has every confidence in the Manager and wishes him all the best.

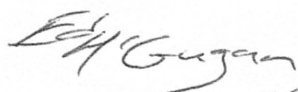
The next meeting of the Board will take place on Friday, January 27, 2023 at 1:30 p.m. in the SMART boardroom.

### Motion

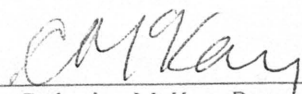
Moved by Dean Leifso; Seconded by Ed McGugan

That the Board of Directors of SMART adjourn at 3:35 p.m.

Carried

  
04 Feb 2023

~~Warren Dickert~~, President

  
Catherine McKay, Recording Secretary



# MUNICIPALITY OF ARRAN-ELDERSLIE

## Bridge Infrastructure Master Plan



Council Presentation  
February 13 2023



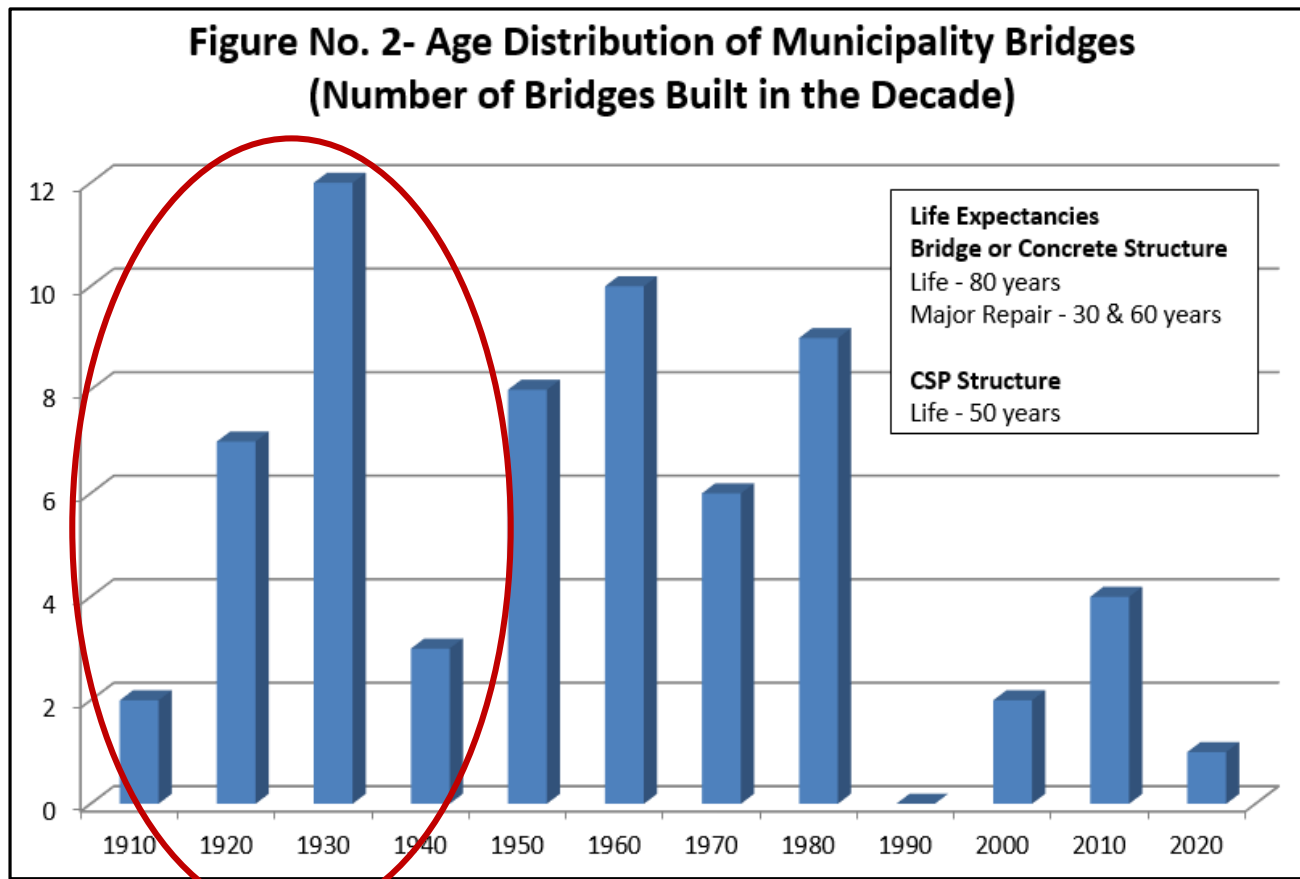
# Agenda

- Project Background
- Master Plan Process
- Evaluation Approach
- Bridge Alternatives
- Preferred Approach
- Next Steps



# Project Background

- Arran-Elderslie maintains 64 Bridges (>3m in length)
- The Infrastructure Master Plan is considering outcomes for only 17 of the oldest crossings in the Municipality



# Background Investigations

- Visited bridge sites to evaluate the condition of the 17 identified crossings
- Based on the reviews and our professional opinion, completed evaluation to determine if it would be more practical to repair or replace each of the structures
- Based upon current condition, tried to predict when repairs and/or replacements would be necessary
- Probable replacement costs and repair costs, when practical, were calculated for each structure
- Developed methods to compare the value of each crossing relative to the cost to maintain it
- Summarized the Results



# Study Bridges

# A11-Wilson

# A24-Ruff

# A14-Arranvale

# A5-Hunts

## A29, A30

# E22, E24

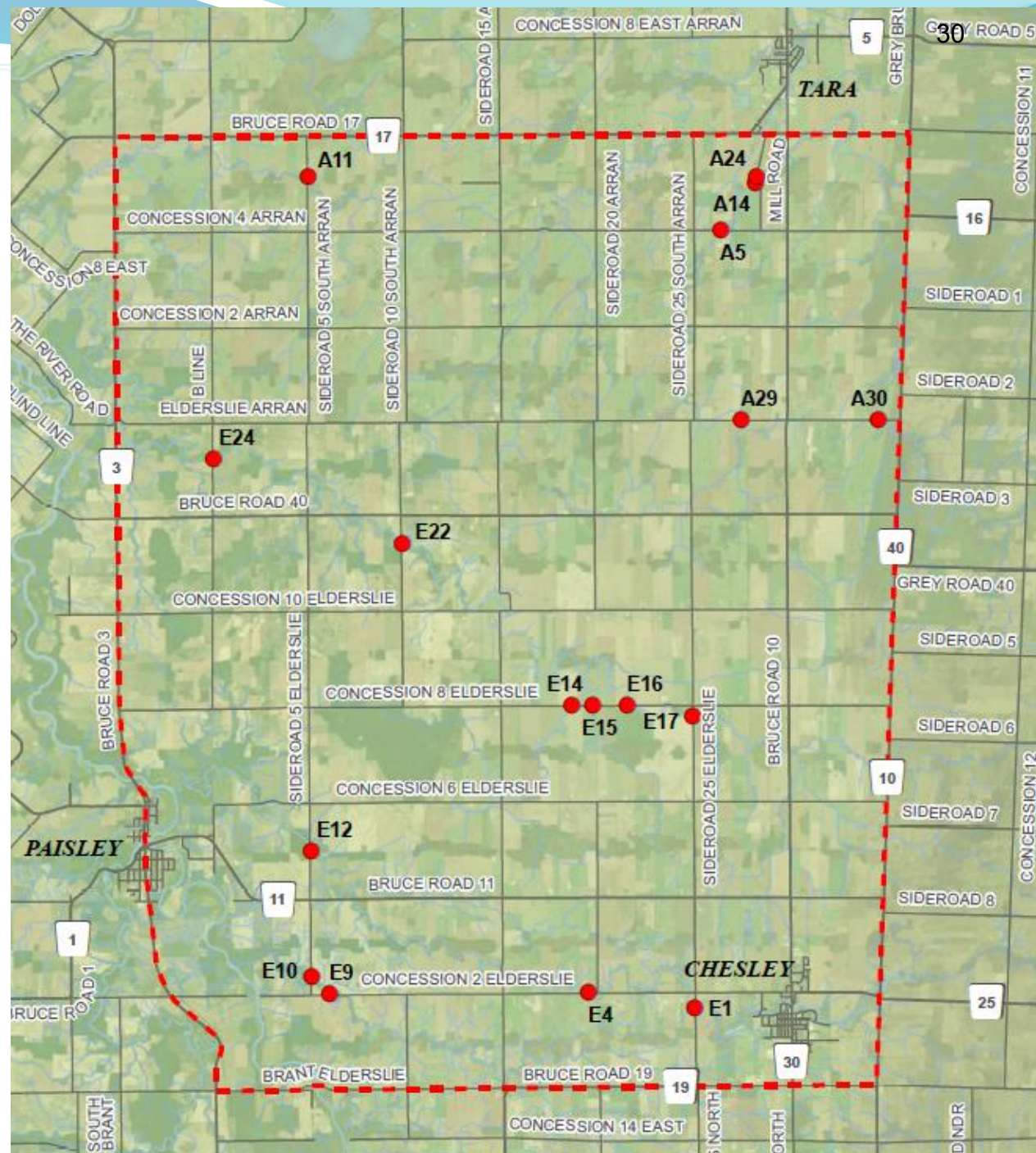
E14, E15, E16, E17

# E12-Pearces

E9, E10

# E4-Allens

# E1-Priebe

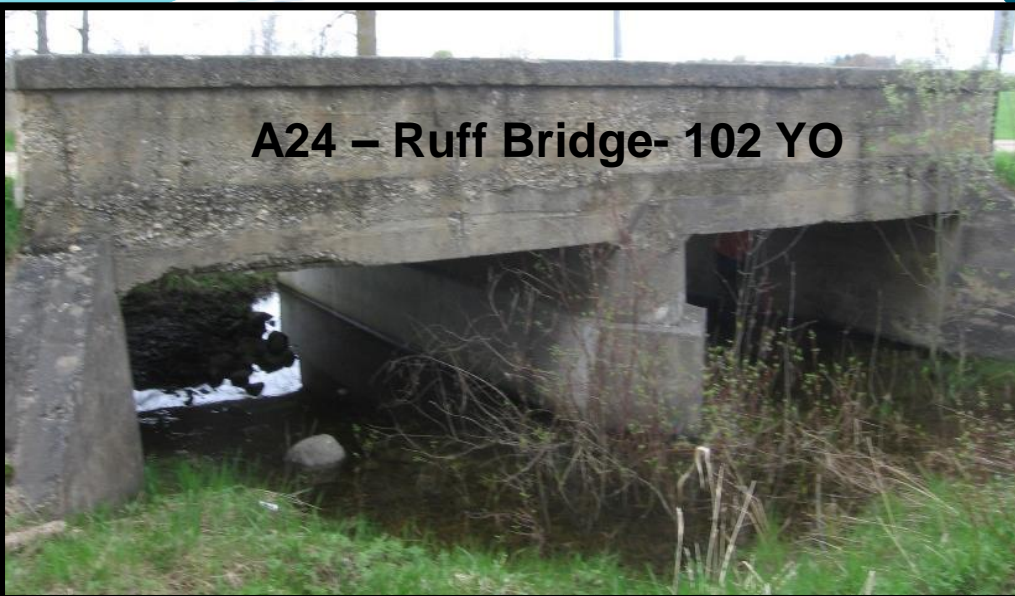




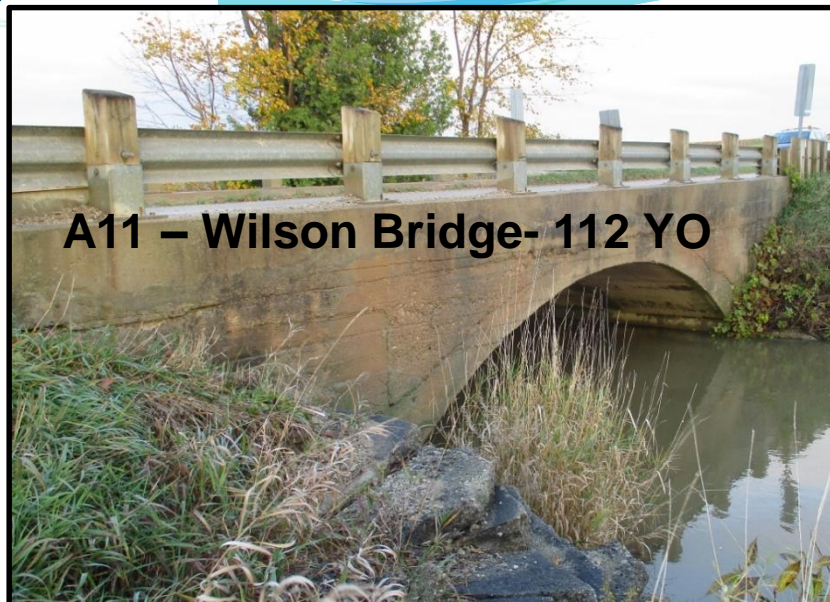
# Bridges

31

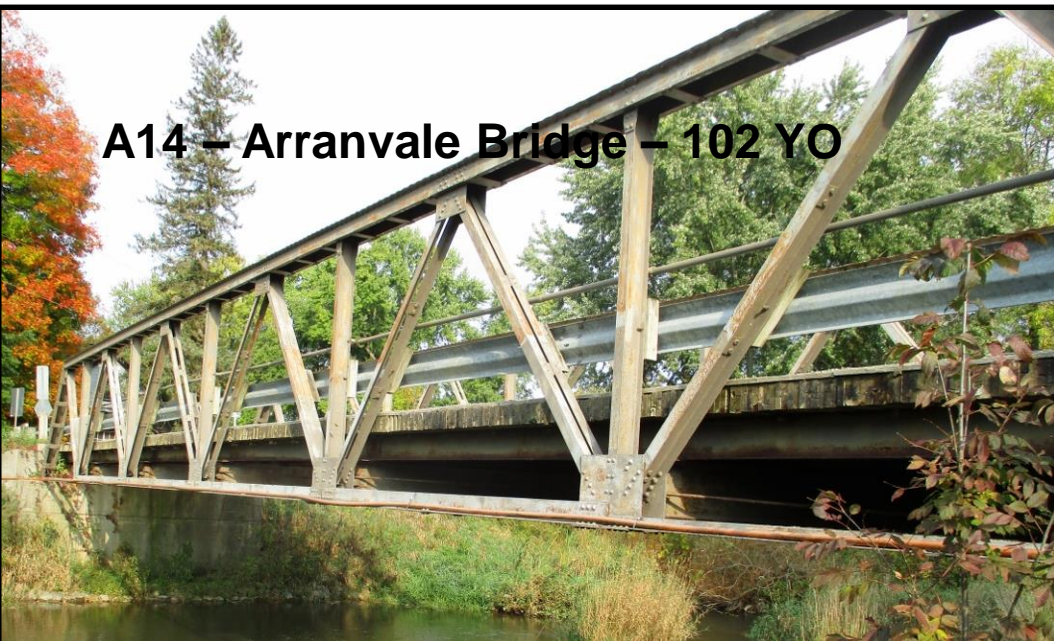
**A24 – Ruff Bridge- 102 YO**



**A11 – Wilson Bridge- 112 YO**



**A14 – Arranvale Bridge – 102 YO**



**A5 – Hunts Bridge – 112 YO**





# Bridges

32

**A29 – 92 YO**



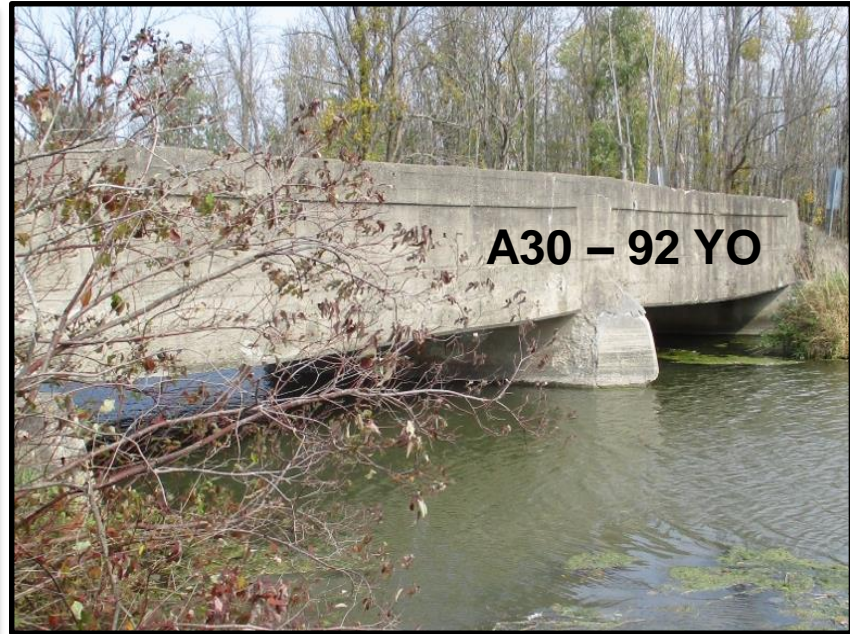
**E22 – 102 YO**



**E24 – 102 YO**



**A30 – 92 YO**





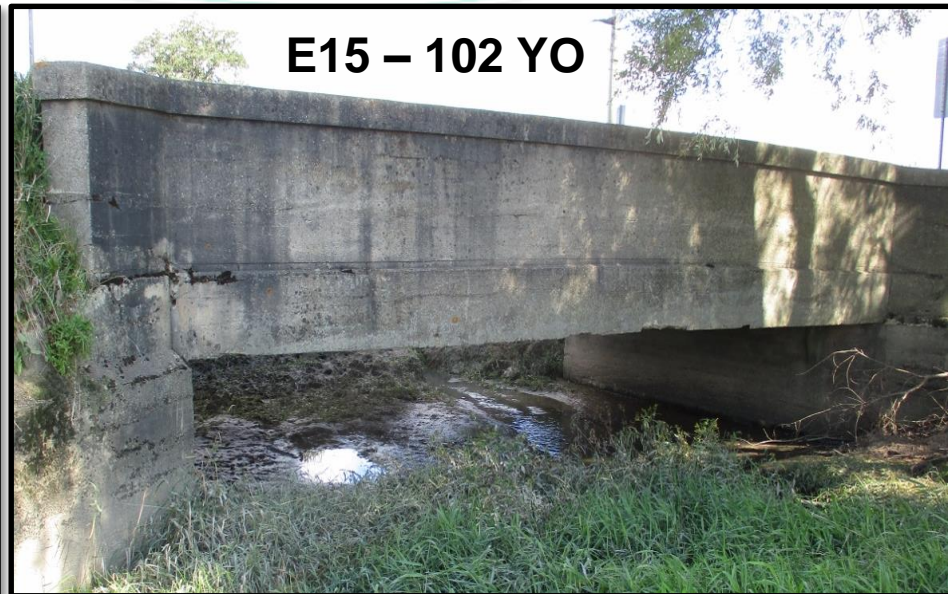
# Bridges

33

**E14 – 92 YO**



**E15 – 102 YO**



**E17 – 92 YO**



**E16 – 92 YO**





**E1- Priebe – 84 YO**



# Bridges

**E4- Allens – 102 YO**





# Bridges

E12 - Pearces Bridge – 92 YO



E9 – 92 YO

35



E10 – 92 YO

# Master Plan Timeline

- Notice of Commencement September 2019
- Agency/Indigenous Consultation September 2019
- Cultural Heritage Evaluation Report March 2020
- Engineering Evaluation of Crossings 2021
- Evaluation of Bridges 2021
  - Traffic Counts, Detour Options, BCI, Road Connectivity, Road Surface Condition, Load Limit
- Develop Possible Closure Recommendations 2022
- Council Presentation Winter 2023





# What are Master Plans

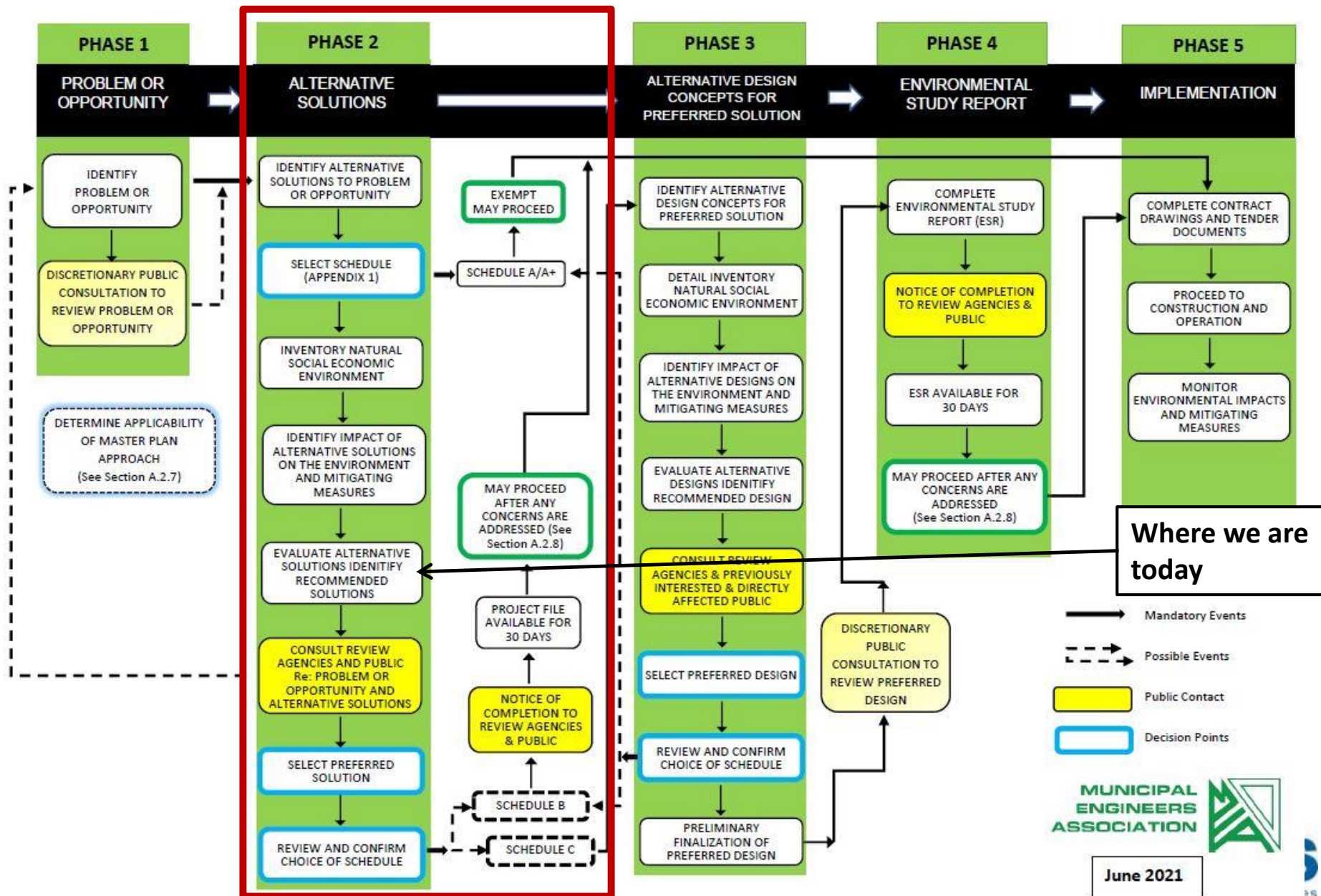
- Master Plans take a System Wide Approach to Planning which relates Infrastructure either Geographically or by Function
- Recommends projects to be implemented over an extended period
- Addresses at minimum the First Two Phases of the MEA Class EA which can be Implemented through separate individual projects

## SCOPE OF MASTER PLAN STUDY

- Review a number of older bridges in Arran-Elderslie, complete required studies and provide recommendations for future
- Consult with Residents, Review Agencies and First Nations
- Develop a phasing plan for implementation of recommendations
- Consider possible closures

# MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS

NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA



# Master Plan Alternatives

- **Alternative 1** – Replace or repair all of the crossings, as required. This option means that each crossing would be either repaired or replaced, and none would be retired (closed).
- **Alternative 2** – Close some crossings and either replace or repair the remaining crossings. This option means that several bridges, will eventually be closed to traffic and removed, while the remaining crossings will be either repaired or replaced.
- **Alternative 3** – Do Nothing. The do nothing option, is a consideration during any Master Plan Class EA process. This option would propose that no commitment is made either way and improvements or changes to address problems will continue to be made on a case by case basis.

# Additional Evaluations

- **Traffic Counts** – Provided by Arran-Elderslie
- **Detour Options** – Shortest Route around if Bridge Closed
- **BCI** – Bridge Condition Index (Condition Score)
- **Road Surface** – Gravel/Pavement
- **Load Limit** – Based on Engineering Review
- **Road Connectivity** – Connection to County Roads or corridors through the Municipality
- **Cost Estimates** – Replacement/Repair

# Evaluation of Alternatives

- Cost to Replace All Crossings > \$28 Million
- Two Main Evaluation Approaches were Identified
- Approach #1
  - Approach #1 utilizes BCI, Load Limit, Traffic Counts, Road Types, Detour Lengths (if closed), Road Connectivity and Replacement Costs, to identify bridges for Closure.
- Approach #2
  - Approach #2 removes the BCI and Load Limit Scores and just focuses on Traffic Counts, Road Types, Detour Lengths (if closed) and Road Connectivity, to identify bridges for Closure. With this approach you are focusing more on the location and function of the bridges, rather than their current condition.



# Evaluation of Alternatives

- With both Approaches, 4 Bridges were initially identified for Closure (Option A), then an additional 4 bridges were identified for closure (Option B) – 8 Total
- Bridges identified for closure would remain open until required repair costs exceeded a pre-determined threshold or the condition of the bridge threatened public safety
- Ultimately, Arran-Elderslie will determine how many crossings it wants to permanently close and the timeline for closure
- A long range plan that identifies crossings that will eventually be closed will be helpful in making other infrastructure decisions (road work) and for the agricultural and Mennonite communities.

# Scoring System

- A scoring system was developed so that recommendations are defensible. Highest scores are recommended for Closure

**BCI:** <30 = 20  
 31-40 = 15  
 41-50 = 10  
 > 50 = 5

**Load:** < 10 = 15  
**Limit** 11-20 = 10  
 > 20 = 5

**Traffic:** < 100 = 15  
 100-250 = 10  
 > 250 = 5

**Road:** Gravel = 15  
 HCB = 10  
 LCB = 5

**Detour:** < 8km = 15  
 9-10 = 10  
 > 11 = 5

**Replace \$:** < 1mil = 5  
 1-2mil = 10  
 > 2mil = 15

**Road Connection:** None = 15  
 Some = 10  
 Yes = 5

# Approach #1

Replace All Crossings  
> \$28 Million

## Option A Closures

- A30, E22, E17, E1

\$19.4 Million

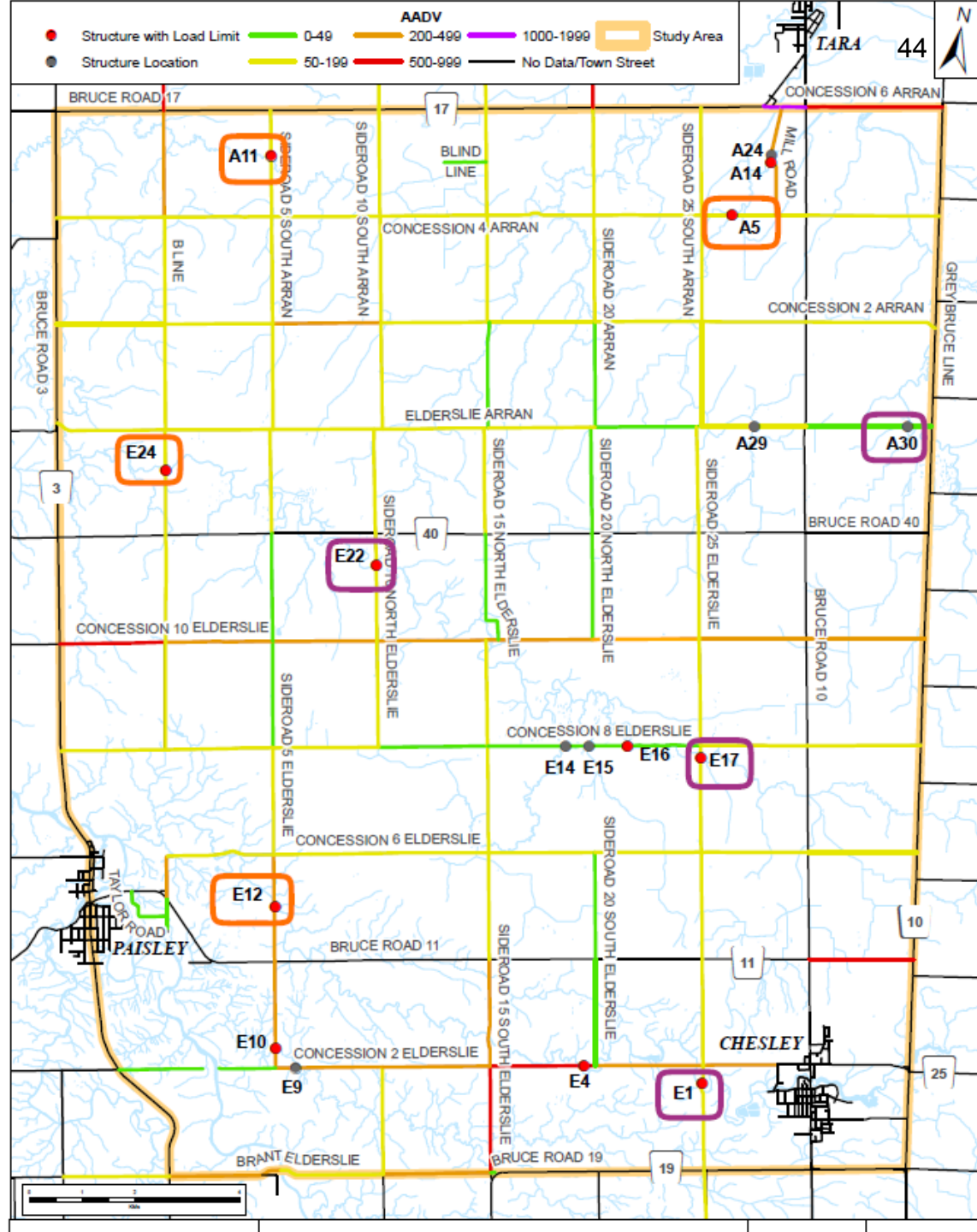
Saves \$8.7 Million

## Option B Closures

- A11, A5, E24, E12

\$12.4 Million

Saves \$15.7 Million



# Approach 1 – Matrix Results

## Approach #1

Initial approach to identifying bridge closures, which utilizes BCI, Load Limit, Traffic Counts, Road Types, Detour Lengths (if closed), Road Connectivity and Replacement Costs, to identify bridges for Closure. Table 1.1 is the matrix used to identify the bridges. Table 1.2 is a proposed timeline for implementation of either closures, repairs or replacements.

**Table 1.1: Potential Bridge Closure Assessment Matrix – Recommended Closures Option A -  Option B -  + **

Structure ID	Type & Age	BCI	Score	Load Limit	Score	Traffic Count	Score X 2	Road Type <sup>1</sup>	Score	Detour	Score	Replace\$	Score x 2	Road Connectivity	Score	Total
E1 – <u>Priebe</u>	Truss-1938	40	15	10	15	61	30	Gravel	15	8.1km	10	\$ 2,559,045	30	Some	10	125
E4 – <u>Allens</u>	Truss-1920	50	10	18/29/36	10	591	10	HCB	5	8.2km	10	\$2,362,020	30	Yes	5	80
A5 – Hunts	Conc. Arc-1910	63	5	9	15	125	20	Gravel	15	7.1km	15	\$1,348,035	20	Some	10	100
E9	Beam-1930	26	20	25	5	272	10	LCB	10	12.2km	5	\$1,019,175	20	Yes	5	75
E10	T-Beam-1930	48	10	11	10	349	10	LCB	10	12.2km	5	\$1,183,605	20	Yes	5	70
A11 – Wilson	Conc. Arch-1910	45	10	12	10	90	30	Gravel	15	8.1km	10	\$799,935	10	No	15	100
E12 – <u>Pearces</u>	Truss-1930	46	10	8	15	252	10	Gravel	15	7.6km	15	\$2,970,120	30	Yes	5	100
A14 – <u>Arranvale</u>	Truss-1920	45	10	14	10	320	10	Gravel	15	5.2km	15	\$2,958,390	30	Yes	5	95
E14	T-Beam-1930	34	15	25	5	19	30	Gravel	15	12.2km	5	\$1,046,580	20	Yes	5	95
E15	T-Beam-1920	41	10	25	5	19	30	Gravel	15	12.2km	5	\$1,019,175	20	Yes	5	90
E16	T-Beam-1930	31	15	15	10	0	30	Gravel	15	12.2km	5	\$1,019,175	20	Yes	5	100
E17	Truss-1930	38	15	11	10	155	20	Gravel	15	8.2km	10	\$2,298,075	30	No	15	115
E22	Truss 1920	46	10	3	15	0	30	Gravel	15	8.1 km	10	\$1,978,350	20	No	15	105
E24	Truss-1920	53	5	10	15	166	20	Gravel	15	8.2km	10	\$1,887,000	20	No	15	100
A24 – Ruff	Conc. slab-1920	29	20	25	5	320	10	Gravel	15	5.2km	15	\$781,665	10	Some	10	85
A29	Conc. slab-1930	56	5	25	5	51	30	Gravel	15	7.9km	15	\$964,365	10	Some	10	90
A30	Conc. slab-1930	38	10	12	10	34	30	Gravel	15	8.8km	10	\$1,868,730	20	Some	10	105

**Scoring System:** <sup>1</sup>LCB – Low Class Bituminous, HCB – High Class Bituminous

**BCI:** <30 = 20  
 30-40 = 15  
 41-50 = 10  
 >50 = 5  
**Load Limit:** <10 = 15  
 11-20 = 10  
 > 20 = 5  
**Traffic:** <100 = 15  
 100-250 = 10  
 > 250 = 5  
**Road Type:** Gravel = 15  
 LCB = 10  
 HCB = 5  
**Detour Length:** < 8 = 15  
 8-10 = 10  
 >10 = 5  
**Replace Cost:** < 1 mil = 5  
 1-2 mil = 10  
 > 2 mil = 15  
**Road Connection:** none = 15  
 some = 10  
 yes = 5

# Approach #1 Repair Timelines

Table 1.2: Recommended Outcomes for Approach #1 – Option #A - 4 Bridge Closures Option #B– 4 additional closures

Structure ID	Type & Age	BCI	Recommended Outcome	Repair Costs	Repair Timeline	Replacement Costs	Replacement Timeline
E1 – Priebe	Truss-1938	40	Closure	No Immediate Repairs		N/A	10-15 Years
E4 - Allens	Truss-1920	50	Replace	No Immediate Repairs		\$2,362,020	15-20 Years
A5 – Hunts	Conc. Arc-1910	63	Repair then Closure	\$75,000	1-5 Years	N/A	20-25 years
E9	Beam-1930	26	Replace	\$212,000 (N/A)	N/A	\$1,019,175	1-5 Years
E10	T-Beam-1930	48	Replace	No Immediate Repairs		\$1,183,605	15-20 Years
A11 – Wilson	Conc. Arch-1910	45	Closure	No Immediate Repairs		N/A	15-20 Years
E12– Pearces	Truss-1930	46	Closure	No Immediate Repairs		N/A	15-20 Years
A14–Arranvale	Truss-1920	45	Replace	No Immediate Repairs		\$2,958,390	15-20 Years
E14	T-Beam-1930	34	Repair then Replace	\$81,000	1-5 Years	\$1,046,580	10-15 Years
E15	T-Beam-1920	41	Replace	No Immediate Repairs		\$1,019,175	10-15 Years
E16	T-Beam-1930	31	Repair then Replace	\$146,000	1-5 Years	\$1,019,175	10-15 Years
E17	Truss-1930	38	Repair then Closure	\$98,000	1-5 Years	N/A	10-15 Years
E22	Truss 1920	46	Repair then Closure	\$23,000	1-5 Years	N/A	15-20 Years
E24	Truss-1920	53	Repair then Closure	\$13,000	1-5 Years	N/A	20-25 Years
A24 – Ruff	Conc. slab-1920	29	Replace	N/A	N/A	\$781,665	1-5 Years
A29	Conc. slab-1930	56	Repair then Replace	\$78,000	1-5 Years	\$964,365	20-25 Years
A30	Conc. slab-1930	38	Repair then Closure	\$150,000	1-5 Years	N/A	10-15 Years

Total Replacement Costs: \$12,354,150

\*Timelines and anticipated work are preliminary and will change based on the results of annual inspections and other bridge priorities



## Approach #2

# Replace All Crossings > \$28 Million

## Option A Closures

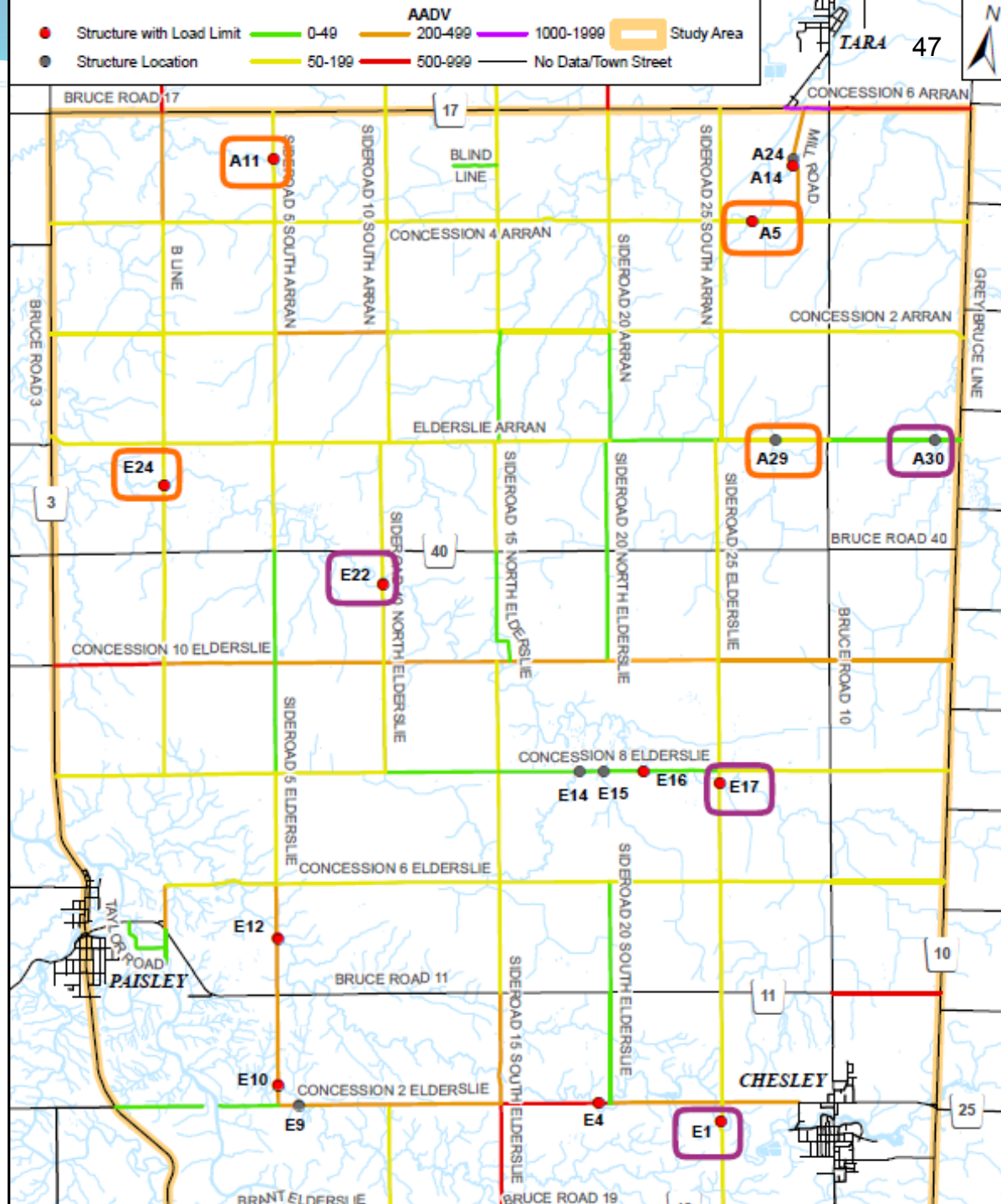
- E17, A30, E22, E1

\$19.4 Million  
Saves \$8.7 Million

## Option B Closures

- A11, A5, E24, A29

\$14.4 Million  
Saves \$13.7 Million



# Approach 2 – Matrix Results

\*Evaluate based on only location, remove bridge condition components

**Table 2.1: Potential Bridge Closure Assessment Matrix – Recommended Closures Option A -  Option B -  + **

Structure ID	Type & Age	Traffic Count	Score X 2	Road Type <sup>1</sup>	Score	Detour	Score	Replace\$	Score x 2	Road Connectivity	Score	Total*
E1 – <u>Priebe</u>	Truss-1938	61	30	Gravel	15	8.1km	10	\$ 2,559,045	30	Some	10	95
E4 – <u>Allens</u>	Truss-1920	591	10	HCB	5	8.2km	10	\$2,362,020	30	Yes	5	60
A5 – Hunts	Conc. Arc-1910	125	20	Gravel	15	7.1km	15	\$1,348,035	20	Some	10	80
E9	Beam-1930	272	10	LCB	10	12.2km	5	\$1,019,175	20	Yes	5	50
E10	T-Beam-1930	349	10	LCB	10	12.2km	5	\$1,183,605	20	Yes	5	50
A11 – Wilson	Conc. Arch-1910	90	30	Gravel	15	8.1km	10	\$799,935	10	No	15	80
E12 – <u>Pearces</u>	Truss-1930	252	10	Gravel	15	7.6km	15	\$2,970,120	30	Yes	5	75
A14 – <u>Arranvale</u>	Truss-1920	320	10	Gravel	15	5.2km	15	\$2,958,390	30	Yes	5	75
E14	T-Beam-1930	19	30	Gravel	15	12.2km	5	\$1,046,580	20	Yes	5	75
E15	T-Beam-1920	19	30	Gravel	15	12.2km	5	\$1,019,175	20	Yes	5	75
E16	T-Beam-1930	0	30	Gravel	15	12.2km	5	\$1,019,175	20	Yes	5	75
E17	Truss-1930	155	20	Gravel	15	8.2km	10	\$2,298,075	30	No	15	90
E22	Truss 1920	0	30	Gravel	15	8.1 km	10	\$1,978,350	20	No	15	90
E24	Truss-1920	166	20	Gravel	15	8.2km	10	\$1,887,000	20	No	15	80
A24 – Ruff	Conc. slab-1920	320	10	Gravel	15	5.2km	15	\$781,665	10	Some	10	60
A29	Conc. slab-1930	51	30	Gravel	15	7.9km	15	\$964,365	10	Some	10	80
A30	Conc. slab-1930	34	30	Gravel	15	8.8km	10	\$1,868,730	20	Some	10	85

\* If scores are tied for one or more structures, the structure with the lowest traffic count is moved to the higher category

**Scoring System:** <sup>1</sup>LCB – Low Class Bituminous, HCB – High Class Bituminous

<b>Traffic:</b>	<100 = 15	<b>Road Type:</b>	Gravel = 15	<b>Detour Length:</b>	< 8 = 15	<b>Replace Cost:</b>	< 1 mil = 5	<b>Road Connectivity:</b>	none = 15
	100-250 = 10		LCB = 10		8-10 = 10		1-2 mil = 10		some = 10
	> 250 = 5		HCB = 5		>10 = 5		> 2 mil = 15		yes = 5

# Approach #2 Repair Timelines

Table 2.2: Recommended Outcomes for Approach #2 – Option #A - 4 Bridge Closures Option #B – 4 more closures

Structure ID	Type & Age	BCI	Recommended Outcome	Repair Costs	Repair Timeline	Replacement Costs	Replacement Timeline
E1 – <u>Priebe</u>	Truss-1938	40	Closure	No Immediate Repairs		N/A	10-15 Years
E4 - <u>Allens</u>	Truss-1920	50	Replace	No Immediate Repairs		\$2,362,020	15-20 Years
A5 – Hunts	Conc. Arc-1910	63	Repair then Closure	\$75,000	1-5 Years	N/A	20-25 years
E9	Beam-1930	26	Replace	\$212,000 (N/A)	N/A	\$1,019,175	1-5 Years
E10	T-Beam-1930	48	Replace	No Immediate Repairs		\$1,183,605	15-20 Years
A11 – Wilson	Conc. Arch-1910	45	Closure	No Immediate Repairs		N/A	15-20 Years
E12– <u>Pearces</u>	Truss-1930	46	Replace	No Immediate Repairs		\$2,970,120	15-20 Years
A14– <u>Arranvale</u>	Truss-1920	45	Replace	No Immediate Repairs		\$2,958,390	15-20 Years
E14	T-Beam-1930	34	Repair then Replace	\$81,000	1-5 Years	\$1,046,580	10-15 Years
E15	T-Beam-1920	41	Replace	No Immediate Repairs		\$1,019,175	10-15 Years
E16	T-Beam-1930	31	Repair then Replace	\$146,000	1-5 Years	\$1,019,175	10-15 Years
E17	Truss-1930	38	Repair then Closure	\$98,000	1-5 Years	N/A	10-15 Years
E22	Truss 1920	46	Repair then Closure	\$23,000	1-5 Years	N/A	15-20 Years
E24	Truss-1920	53	Repair then Closure	\$13,000	1-5 Years	N/A	20-25 Years
A24 – Ruff	Conc. slab-1920	29	Replace	N/A	N/A	\$781,665	1-5 Years
A29	Conc. slab-1930	56	Repair then Closure	\$78,000	1-5 Years	N/A	20-25 Years
A30	Conc. slab-1930	38	Repair then Closure	\$150,000	1-5 Years	N/A	10-15 Years

Total Replacement Costs: \$14,359,905

\*Timelines and anticipated work are preliminary and will change based on the results of annual inspections and other bridge priorities



# Next Steps

- Select a Preliminary Preferred Approach
- Seek Additional Input from Residents, Agencies & FN
- Public Information Meeting
- Based on Feedback, Confirm a Preferred Approach
- Finalize Master Plan Report
- Select a Phasing Timeline
  - Can be Modified as Bridge Conditions Change over Time
- Publish Notice of Master Plan Completion



# Questions?

# South Bruce OPP 2022 Year End Report – Arran Elderslie



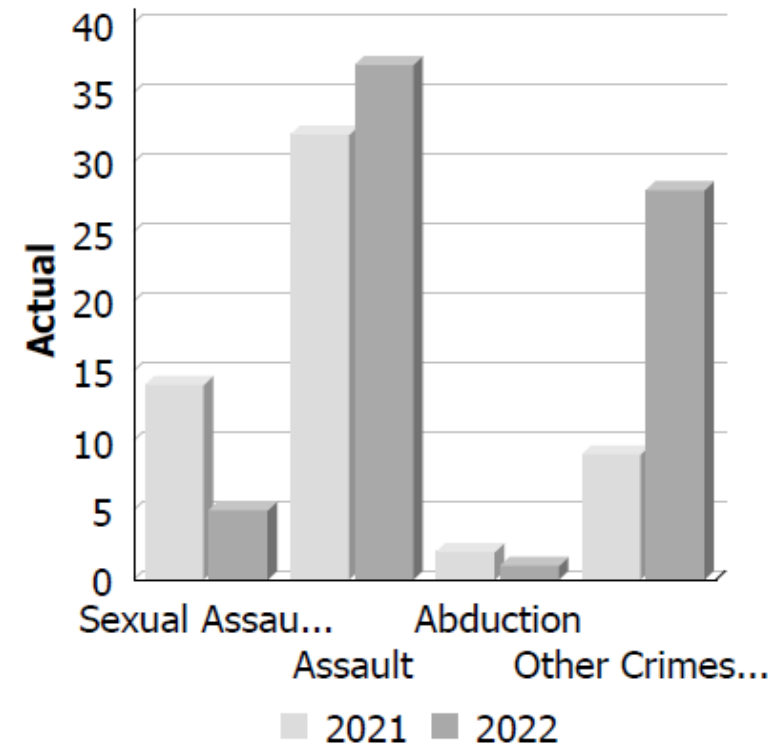
# Agenda

- Crime Statistics Review
- Traffic Statistics Review
- Calls for Service
- Detachment Updates

# Violent Crime Statistics

## Violent Crime

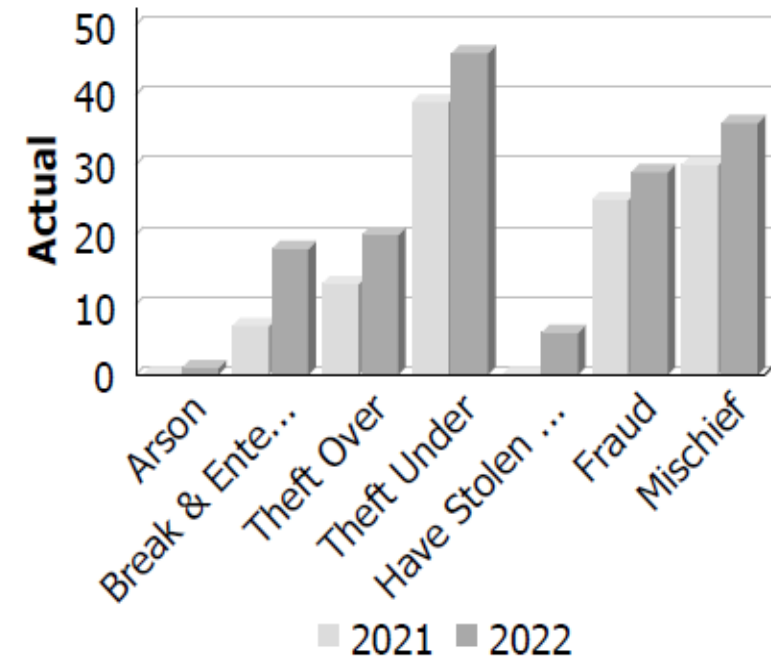
Actual	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	14	5	-64.3%	14	5	-64.3%
Assault	32	37	15.6%	32	37	15.6%
Abduction	2	1	-50.0%	2	1	-50.0%
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	9	28	211.1%	9	28	211.1%
<b>Total</b>	<b>57</b>	<b>71</b>	<b>24.6%</b>	<b>57</b>	<b>71</b>	<b>24.6%</b>



# Property Crime Statistics

## Property Crime

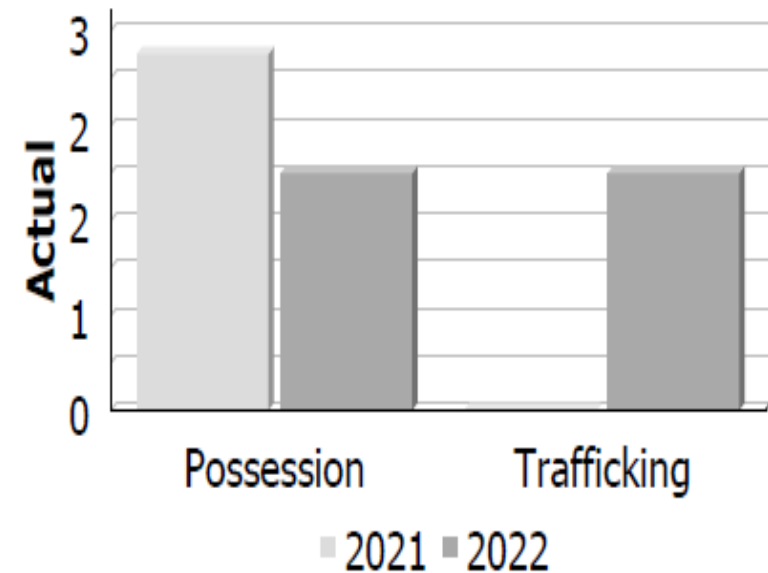
Actual	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Arson	0	1	--	0	1	--
Break & Enter	7	18	157.1%	7	18	157.1%
Theft Over	13	20	53.8%	13	20	53.8%
Theft Under	39	46	17.9%	39	46	17.9%
Have Stolen Goods	0	6	--	0	6	--
Fraud	25	29	16.0%	25	29	16.0%
Mischief	30	36	20.0%	30	36	20.0%
<b>Total</b>	<b>114</b>	<b>156</b>	<b>36.8%</b>	<b>114</b>	<b>156</b>	<b>36.8%</b>



# Drug Crime Statistics

## Drug Crime

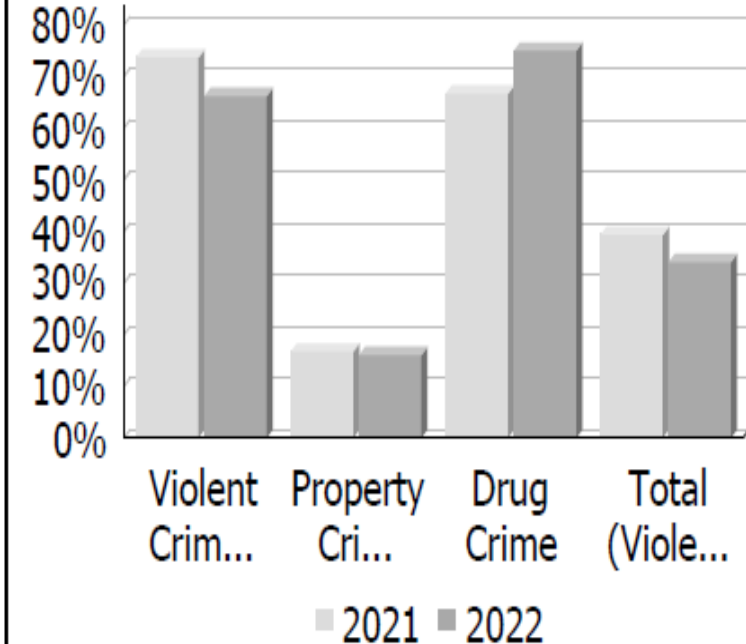
Actual	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Possession	3	2	-33.3%	3	2	-33.3%
Trafficking	0	2	--	0	2	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>3</b>	<b>4</b>	<b>33.3%</b>	<b>3</b>	<b>4</b>	<b>33.3%</b>



# Clearance Rates

## Clearance Rate

Clearance Rate	January to December			Year to Date - December		
	2021	2022	Difference	2021	2022	Difference
Violent Crime	73.7%	66.2%	-7.5%	73.7%	66.2%	-7.5%
Property Crime	16.7%	16.0%	-0.6%	16.7%	16.0%	-0.6%
Drug Crime	66.7%	75.0%	8.3%	66.7%	75.0%	8.3%
<b>Total (Violent, Property &amp; Drug)</b>	<b>39.3%</b>	<b>34.0%</b>	<b>-5.3%</b>	<b>39.3%</b>	<b>34.0%</b>	<b>-5.3%</b>





# Traffic Statistics

Motor Vehicle Collisions			
	2021	2022	% Change
Fatal	1	0	-100%
Personal Injury	5	9	80%
Property Damage	79	117	48%
Total	85	126	48%

# Traffic Statistics

Offence	Year 2020	Year 2021	Year 2022	3 Year Average
Traffic Complaint	142	141	123	135
Traffic Hazard	19	18	38	25
RIDE Programs	13	11	54	26
Dangerous Operation	0	1	2	1
Traffic Enforcement	36	29	14	26
Impaired/Over 80	9	10	8	9
Warn Range Suspensions	5	4	0	3
Stunt Driving	0	2	2	1.3
E-Ticketing	N/A	123	176	149.5 (2 Year average)

# Calls for Service

- Total Calls for Service – 1,163 (1,015)
- Total hours – 5,812 (4,831)
- Traffic Stops (SB) – 2629 as of the end of November
- Big Four Charges (SB) – 1258
- Criminal Code Charges (SB) - 1066

# Top 10 Calls for Service

1. Motor Vehicle Collisions – 126
2. Suspicious Persons – 65
3. Suspicious Vehicles – 61
4. Family Dispute – 56
5. Mental Health Act – 53
6. False Alarms – 53
7. Domestic Disturbance – 52
8. Theft Under – 46
9. Assault – 37
10. Mischief - 36

# Detachment Updates - Convoys

- Freedom Convoys
- South Bruce OPP officers dedicated many hours to monitoring and responding to the Freedom Convoys both locally, regionally and provincially.
- Our Provincial Liaison Team proved invaluable with all the Convoys planned in the South Bruce area.



# Detachment Updates- Mental Health

- Our officers continue to work with members of the Mobile Mental Health and Addictions Response Team(MMHART). MMHART has proven to be a valuable resource for the officers when dealing with individuals with suspected mental health or addictions concerns.
- In addition to MMHART, South Bruce OPP became involved in a partnership with Grey Bruce OPP and Grey Bruce Health Services. Provincial funding financed the hiring of three Mental Health clinicians to form a Mobile Crisis Response Team (MCRT).

# Detachment Updates- Mental Health

- Julie ROBINSON, a Mental Health nurse, is assigned to South Bruce OPP. This model involves ROBINSON riding with an officer Monday to Friday 1000-1800 attending any call for service within the South Bruce catchment area that has a mental health or addictions component to it.
- Since the inception of MCRT at the end of November 2022, ROBINSON has responded to 30 calls for service with our officers and completed 12 after the fact referrals. Thirteen individuals were diverted away from unnecessary Emergency Room visits and were provided appropriate resources.

# Detachment Updates –Tri County Traffic Initiative

Traffic Initiative	Impaired Charges	Speeding Charges	Stunt/Racing Charges	Seatbelt Charges	Total Charges (HTA, CAIA, LLA, etc)
Canada Road Safety Week (17 May 22 – 23 May 22)	12	603	12	23	661
Canada Day Weekend (15Jun22-03Jul22)	6	543	4	32	755
Civic Weekend Initiative (29Jul22 – 01Aug22)	4	435	9	39	589
Labour Day Weekend Initiative (02Sep22 – 05Sep22)	6	333	2	8	449

# Detachment Updates

- On the 30<sup>th</sup> of March, as a result of a multi-jurisdictional investigation into the theft of enclosed trailers and their contents, search warrants were conducted at three residences, two in Huron County and one in Brant Township. Between the properties three trailers, an RTV, and an ATV were recovered. Also seized was drug trafficking paraphernalia, a range of CDSA including Ecstasy, Methamphetamine and Cocaine as well as numerous firearms. Three individuals from Brockton and one from Huron County were arrested and charged with multiple offences.

# Detachment Updates - Warrants

- On November 15, 2022, members of the Ontario Provincial Police (OPP) Community Street Crimes Unit (CSCU), OPP West Region Emergency Response Team (ERT), OPP Tactics and Rescue Unit (TRU), OPP Canine and South Bruce OPP executed a search warrant at a property along Concession 4 in Arran Township.
- Police seized a large quantity of stolen property. The list of recovered items includes: a Ford F150 pick-up truck, a Dodge Ram pick-up truck, a Dodge Charger, a Ski-Doo GSX snowmobile, 2 Polaris snowmobiles, a Honda TRX All-Terrain Vehicle (ATV), a Triton snowmobile trailer, a Stihl concrete saw, a Rolair air compressor, 9 Rifles, 2 Shotguns, a Crossbow with night vision scope, 2 antique pistols, 2 pellet rifles and a large quantity of ammunition. The value of the recovered stolen property is estimated to be more than \$89,700.
- Police also seized a large quantity of Methamphetamine. The estimated street value of \$11,140.



# Detachment Updates - Warrants

- Two individuals were taken into custody during the warrant. A third was arrested and charged at a later time.
- Possession of Methamphetamine for the Purpose of Trafficking
- 11 counts of Knowledge of Possession of a Firearm while prohibited
- 3 counts of Careless Storage of a Firearm
- Participating in a Criminal Organization
- Altering/Destroying/Removing a Vehicle Identification Number (VIN)
- 2 counts of Disobey a Court Order
- Fail to Comply with Probation Order
- 7 counts of Possessing Property obtained by crime over \$5,000
- 7 counts of Possessing Property obtained by crime under \$5,000

# Detachment Updates - Staffing

- We welcomed four new recruits to South Bruce OPP in 2022 – PC Andrew FERREIRA, PC Dylan INNES, PC Chad HIGENELL and PC Francois VANJAARSVELT.
- We were also joined by two experienced officers – one who came from Waterloo Regional Police ( PC Hailey ALLEN) and one who transferred in from Highway Safety Division – Mississauga (PC Justin MAGUIRE).

# Detachment Updates - Staffing

- In August we wished Sgt Dave HACKNEY a happy retirement as he retired after 22 years of policing with the OPP.
- We promoted three new Sgts in 2022. Sgt Tim EVANS has been a member of South Bruce OPP for a number of years now. Sgt John HARDY and Sgt Randy FITCH both join us from Huron County OPP. We congratulate them on their promotions to Sgt and look forward to their ongoing leadership.

# Thank you!

Inspector Krista Miller  
Detachment Commander  
South Bruce O.P.P.

## CHESLEY &amp; DISTRICT HORTICULTURAL SOCIETY



February 3, 2023

To Whom this May Concern:

The Chesley & District Horticultural Society is hosting the OHA District 8 Annual General Meeting on April 15, 2023 in Chesley.

One hundred (100) visitors are expected to arrive in our community on that day. This is a good time to showcase Chesley and Arran-Elderslie. The Society is looking for gift bag items like pens, lapel pins, and Chesley brochures to give our guests. Any items you can provide for this purpose would be much appreciated. Let us know if this is something that could be arranged.

We look forward to hearing from you,  
Thank you,

Lorna Kingston, President  
Chesley & District Horticultural Society

Elaine King, Secretary  
Chesley & District Horticultural Society





Corporation of the County of Bruce  
Chris Peabody, Warden  
30 Park Street, P.O. Box 70, Walkerton, ON, N0G 2V0

[brucecounty.on.ca](http://brucecounty.on.ca)



January 26, 2023

Hon. Steve Clark, Minister  
Ministry of Municipal Affairs & Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON, M7A 2J3

Dear Minister Clark,

Bruce County strongly objects to the province proposing Bill 23 during the Council transition period following elections October 24, 2022. The actions of the province to extend the commenting period to December 9<sup>th</sup>, 2022 on key Environmental Registry of Ontario postings, and then to pass the Bill on November 28<sup>th</sup>, 2022 creates an environment of mistrust between municipalities and the province. This mistrust impacts our relationship at a time where partnership between multiple levels of government is critical to address affordable housing across Ontario.

Affordable housing has been a key priority for Bruce County and our member municipalities over the past several years. Innovative work is happening across the County including communicating our need for affordable housing through development of an affordable housing tool kit; updating planning documents to permit additional residential units as-of-right; through County housing builds; and researching tools such as the Community Permit Planning System (CPPS) to facilitate construction of affordable housing. The County and the municipality of Saugeen Shores had a delegation with you at ROMA in 2022, requesting the ability to utilize inclusionary zoning, as we see it as an essential tool to further construction of affordable housing units in our County.

Bruce County appreciates the call for timely and decisive action outlined in the Affordability Task Force Report, to address the crisis in housing affordability. The remedy, however, requires collaboration at all levels of government, especially municipalities which are on the front line of approving housing. Municipalities are strongly positioned to help provide input on the tools we need to address the affordable housing crisis in Ontario.

The proposed changes are many, far-reaching, and some contradict other recent changes that are in process of being implemented by municipalities. These rapid changes pull staff time away from their tangible work of addressing affordable housing locally to re-construct the planning framework and fill service gaps created by the province, such as removing Conservation Authorities from natural heritage review.

We request that when legislative change is introduced by the province, it is with a reasonable review period and commitment to respecting the communicated consultation timeframes prior to passing legislation. We also request the province put in place reasonable transition periods assist municipalities, stakeholders and the development industry to ensure appropriate transition plans are in place to minimize impact on development review and approvals.

We strongly recommend the province reconsider how they engage with municipalities on legislative change and create opportunities for meaningful engagement and share a road map to outline future changes being considered by the province. Some stability is required in the system so that municipalities can focus on addressing the need for affordable housing in our own communities.

We would be pleased for the opportunity to meet with you to discuss the need for housing locally and identify tools needed to ensure construction of affordable housing in Bruce County.

Regards,



Chris Reabody  
Warden, County of Bruce

cc: Hon. Doug Ford, Premier of Ontario  
Minister Lisa Thompson, MPP, Huron-Bruce  
Rick Byers, MPP, Bruce-Grey-Owen Sound  
Bruce County Municipalities





**Snowy Bruce Peninsula**

# FROM THE DIRECTOR'S DESK

**February 2023**

The Clean Energy Frontier Summit was a wonderful start to 2023. Nothing is better than an attentive audience who care about the region and a clean energy future. Event participants included the program's Regional Steering Committee, elected officials from Bruce, Grey, Huron and Indigenous communities, local supply chain representatives, and other municipal staff members responsible for economic development.





Speakers at the event shared a broad economic outlook, local opportunities relating to clean energy and medical isotopes, and we heard from the Indigenous Relations Supplier Network and Indigenous entrepreneur, **Shane Chegahno**. In the afternoon, the group participated in a roundtable discussion regarding **sustainable growth**, and our local economic development leaders shared their perspective and goals for the year.



Thanks to the group's participation, I'm drafting a regional report on sustainable growth, specifically the **opportunities and actions to help us move forward**. And, my favourite part of the writing this report is seeing the words "**partnership**", "**collaboration**", and "**strategic**" over and over, coming from the roundtable activity sheets.



**With the Summit behind us,** the Clean Energy Frontier program packed up and went to the Rural Ontario Municipal Association (ROMA) Conference, where I presented in partnership with program funders Bruce County and Bruce Power.



We talked about the origin of the program, the expansion of local supply chain, economic impact and next steps. We shared upcoming work, including the Nuclear Sector Sustainability and Growth Study, the opportunity to support the proposed Ontario Pumped Storage Project in Meaford and the Deep Geological Repository in South Bruce, and the opportunity presented by the commercialization of medical isotopes being produced at Bruce Power. The future is bright for the Clean Energy Frontier region of Bruce, Grey and Huron.



## The momentum continues as we prepare for the annual Canadian Nuclear Association (CNA) Conference in Ottawa.

Q1 of 2023 also includes the wrap up of the Nuclear Sector Sustainability and Growth study, which will provide insight into workforce and business development goals of our local nuclear supply chain. Lots of wonderful work to come!

Speaking of wonderful work, NII's Executive Director **Stellina Williams** and I are off to the Economic Developers Council of Ontario (EDCO) annual banquet as finalists for two provincial awards. Both the Clean Energy Frontier and the Nuclear Innovation Institute are named finalists for our rural strategy (CEF) and the SWERVE event hosted last fall.

Our team just keeps cranking out good work.  
Bring it on, 2023!

**JESSICA LINTHORNE, DIRECTOR**  
Clean Energy Frontier Program, NII  
[Jessica.Linthorne@nii.ca](mailto:Jessica.Linthorne@nii.ca)



### READ THE LATEST

Clean Energy Frontier Summit focuses on sustainable growth in the region

What AI thinks about nuclear:  
A conversation with OpenAI's ChatGPT

Be a medical isotopes superhero  
with NII at Hockey Day in Canada

### IMPORTANT DATES

**FEB 22-24** CNA Conference

**MAR 8** International Women's Day

**MAR 24** Regional Steering Committee Meeting

**From:** [Byers, Rick](#)  
**To:** [Byers, Rick](#)  
**Subject:** News Release: Ontario Government Building New School In Markdale  
**Date:** February 7, 2023 11:26:16 AM

**MEDIA  
RELEASE**



**RICK BYERS, MPP**  
 Bruce - Grey - Owen Sound

## ONTARIO GOVERNMENT BUILDING NEW SCHOOL IN MARKDALE

*Investments in innovative and modern learning spaces will ensure students have high quality education in a safe and healthy environment*

For Immediate Release  
 February 7, 2023

As part of Ontario's ongoing efforts to build and improve local schools, the province provided the Bluewater District School Board with approval for a scope change and approval to proceed to tender for the new replacement Beavercrest Community School in Markdale. This is supported by an investment of nearly \$15.5 million, which includes additional funding of \$6.9 million.

The Government of Ontario is delivering more than \$26.6 billion in education funding for the 2022-23 school year, the highest investment in public education in Ontario's history. Investing in the province's schools is an integral part of Ontario's *Plan to Catch Up*, focussing on the priorities of parents and includes five key components:

- Kids being back in the classroom with a full school experience that includes extracurriculars such as sports, band and field trips;
- Investing more than \$175 million for enhanced tutoring support programs delivered by school boards and community partners, with a focus on reading, writing and math;
- Updating the curriculum to prepare students for the jobs of tomorrow, including opportunities in the skilled trades;
- Providing more money to build schools and improve education; and
- Allocating \$90 million – the highest amount in Ontario history, and a 420 per cent increase from 2017-18 – to support student mental health.

Once completed, this re-scoped project will deliver 328 student spaces and 39 childcare spaces for local families. The investment is part of the Ontario government's commitment to provide \$14 billion to support school construction, repair and renewal over 10 years. Since 2018, the government has approved nearly 200 school construction projects and the development of more than 300 child care and education building-related projects, of which, more than 100 are actively under construction.

"The funding for the new school in Markdale is great news for our community," said Rick Byers, MPP for Bruce-Grey-Owen Sound. "This investment will ensure families and students have access to a quality learning environment in the years ahead."

"Our government is investing \$14 billion over ten years to build new schools, improve existing facilities and create child care spaces to ensure young people can reach their full potential," said Stephen Lecce, Minister of Education. "By building the new state-of-the-art Beavercrest Community School in Markdale, as well as investing in tutoring and mental health supports for the year ahead, we are getting students in Markdale back on track now and well into the future."

While we make progress building this new school to support hard-working parents, we remain committed to keeping students in more normal classrooms with extra curriculars, sports, and clubs."

"This is fantastic news for the community of Markdale and Grey Highlands. It's great to see, not only a commitment of 328 new student spaces, but an additional 39 new child care spaces, 2 new child care rooms and 2 room EarlyON and Family Centre. Working

with the Bluewater District School Board has proven by working together we could build a new school, with the co-operation of Devonleigh Homes," said Grey Highlands Mayor Paul McQueen. "Thanks to Ministers Lecce and Surma for supporting the new school and Premier Doug Ford who visited Markdale in 2019. It has been great working with our local MPP Rick Byers who delivered this wonderful news."

"Under Premier Ford's leadership, we're building more state-of-the-art schools to support the needs of Ontario's students, families and growing communities. By investing in innovative and modern learning spaces, we're ensuring students have access to the quality education that will provide them with lifelong skills and education in a safe and healthy environment," said Kinga Surma, Minister of Infrastructure. "These investments are one of the ways we're delivering on our promise to build Ontario, with an infrastructure budget of more than \$148 billion over the next decade."

Highlights of the project include:

- 328 new student spaces
- 39 new child care spaces
- 2 new child care rooms
- 2 room EarlyON and Family Centre

"We are extremely pleased to receive this latest update so that the Beavercrest Community School replacement build project can move forward," said Lori Wilder, Director of Education for Bluewater District School Board. "Thank you to the Ministry of Education for continuing to recognize the need for a new school in Markdale by approving our board's request for a project scope change. We are excited to get shovels in the ground and see this project transform from concept to reality so that we can support area students as they learn and grow in an amazing facility."

The new Beavercrest Community School will be located at Devonleigh Gate in Markdale.

## QUICK FACTS

- Since 2018, the Ontario government has invested over \$2.0 billion in capital projects in education, including 100 new schools, 88 additions and renovations to existing facilities and 6,410 new licensed child care spaces.
- For the 2022-23 school year, the province is providing school boards with \$1.4 billion in funding to revitalize and renew aged building systems and components.
- Through the COVID-19 Resilience Stream of the Investing in Canada Infrastructure Program, the governments of Canada and Ontario are providing \$656.5 million in funding for critical infrastructure projects to protect students and staff from COVID-19 in the province's schools.
- In March 2022, the Governments of Canada and Ontario signed a \$13.2 billion agreement that will lower child care fees in stages for families, delivering an average of \$10 a day child care by September 2025.

*For further information, please contact:*

MPP Rick Byers Constituency Office | Karen MacInnis | 519-371-2421 | [rick.byers@pc.ola.org](mailto:rick.byers@pc.ola.org)



## The Corporation of the Municipality of Arran-Elderslie

# Information Report

Report From: Christine Fraser-McDonald, Clerk

Meeting Date: February 13, 2023

Subject: SRCLK.2023.01 – Establishment of an Updated Code of Conduct for Members of Council and Local Boards and Updated Council and Staff Relations Policy

Appendices: Appendix A – Council Code of Conduct  
Appendix B - Council Complaint Protocol  
Appendix C – Updated Council and Staff Relations Policy

---

### **Report Summary**

The Municipality of Arran-Elderslie is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected and appointed officials. A Code of Conduct aims to ensure public trust and confidence in the Municipality's decision-making and operations. Adherence to these standards will protect and maintain integrity and fairness in the decision-making process of the Municipality and the local Boards.

At the Council meeting on January 30, 2023, Council directed staff to extend the term of Aird & Berlis LLP as its Integrity Commissioner to December 31, 2026.

This updated Council Code of Conduct will replace the existing Code of Conduct Policy CLK03-2021 as passed by By-law 43-2021.

The updated Council and Staff Relations Policy will replace the existing Council Staff Relations Policy HR-03-2019 as passed by By-law 20-2019.

---

### **Background**

Recent changes with the replacement of the Municipal Integrity Commissioner and the need to update the Code of Conduct result in the enactment of a new by-law.

Aird & Berlis LLP, the Municipal Integrity Commissioner, provided revised Code of Conduct documents and the majority of Clerks across the County of Bruce, will or have implemented the new Code of Conduct By-law.

---

## **Analysis**

The Code of Conduct helps to ensure a common basis of acceptable behaviour. These standards ensure elected representatives conduct themselves with integrity and respect. The Code of Conduct applies to Members of Council and Local Boards.

Aird and Berlis LLP have developed a Code of Conduct, Complaint Procedure and Council and Staff Relations Policy based on situations they have encountered in other municipalities and common problems they have identified. Staff are recommending that these new documents be adopted to replace the previous versions for three (3) main reasons:

- 1) Adopting the new documents ensures the Integrity Commissioner is already familiar with the terms and Arran-Elderslie will not need to spend money having Aird & Berlis LLP review our existing documents when providing advice or training or when completing investigations;
- 2) The proposed documents represent “best practices” where Arran-Elderslie can learn from potentially costly situations that have occurred in other municipalities; and
- 3) The County of Bruce and many neighbouring municipalities will be adopting it as well to ensure consistency.

The Code of Conduct is administered and enforced by an independent Integrity Commissioner whose powers and duties are set out in the Municipal Act, 2001.

Responsibilities of the Integrity Commissioner:

- Investigate complaints and alleged breaches of the Code of Conduct for Members of Council.
- Review the Code of Conduct for Members of Council and make recommendations on an annual basis.
- Serve as an advisor to individual Members of Council in relation to the Code of Conduct and any procedures, rules and policies of the municipality governing ethical behaviour, and act as a proactive educator for Council, the Civic Administration, and the public.

The proposed new Code has an Appendix “B” outlining the protocol for the Complaint procedure.

The new code has an expanded section pertaining to Gifts, Benefits and Hospitality. Greater clarity for the Council members is outlined in section 7 (f) and (g) with new dollar values. Part of Section 7 deals with entrance fees or food and beverage consumed at banquets, receptions or similar events if the value is not greater than \$500.00 from a single source over a calendar year.

In addition, a gift value of \$250.00 from a single source over a calendar year has been added. A disclosure statement form for gift or benefits is now required to be submitted and is attached as Appendix "A" of the policy. The previous by-law did not stipulate a dollar value.

Overall, the changes to the new by-law are not significantly different from our existing by-law, just more comprehensive.

The Council and Staff Relations Policy is intended to set a high standard for relations between Council and Staff to provide good governance and instill a high level of public confidence in the administration of the Municipality by its Members as duly elected public representatives and its Staff as public administrators.

---

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

6.5 Engaging People and Partnerships

---

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

Although there are no financial costs associated with the approval of this report, staff note that a more comprehensive by-law and policy based on best municipal practice can help aid in mitigating future legal costs for both the Municipality, Staff and Council Members.

---

Approved By: Sylvia Kirkwood, CAO





## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

<b>Policy Name:</b>	Code of Conduct for Members of Council & Local Boards		<b>Policy No:</b> <b>CLK01-2023</b>
<b>Department:</b>	Clerks		
<b>Effective Date:</b>	February 27, 2023		
<b>Date Revised:</b>			
<b>Authority:</b>	By-Law No. XX-2023	<b>Repealed Authority:</b>	By-Law 43-2021

#### 1. Purpose

##### 1.0 Application and Purpose

1.1 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedure By-law and other sources of applicable law, including but not limited to:

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

1.2 This Code of Conduct applies to all Members of the Council of the Municipality of Arran-Elderslie and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Municipality's local boards.

1.3 While this Code of Conduct applies to members of the Municipality's local boards it is recognized that such members do not hold elected office, nor do they represent the Municipality in general and at all times.



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

## 2.0 Statement of Principles

- 2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Municipality by its Members as duly elected and/or appointed public representatives of local boards to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.
- 2.2 The principles set out in Sections 2.1 and 2.2 are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are *not* intended to be enforced independently as such.

All Members shall:

- serve and be seen to serve the public in a conscientious and diligent manner;
- observe and act with the highest standard of ethical conduct and integrity;
- avoid the improper use of the influence of their office and act without self-interest;
- perform their functions with honesty, integrity, accountability and transparency;
- perform their duties of office and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- be cognizant that they are at all times representatives of the Municipality and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Municipality; and
- uphold the spirit and the letter of the laws of Ontario and Canada and the laws and policies adopted by Council.

## 3.0 Definitions

- 3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) “CAO” means the Chief Administrative Officer of the Municipality or designate;



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

- (b) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (c) "Clerk" means the Clerk of the Municipality or designate;
- (d) "confidential information" means information or records that are in the possession, in the custody or under the control of the Municipality that the Municipality is either precluded from disclosing under the *Municipal Act, 2001* or other applicable legislation, its Procedure By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation;
- (e) "conflict of interest" means a situation in which a Member has competing interests or loyalties between the Member's personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular matter;
- (f) "Council" means the council for the Municipality and includes, as the context may require and with all necessary modifications, any of the Municipality's local boards;
- (g) "frivolous" means of little or no weight, worth, importance or any need of serious notice;
- (h) "gift" means any kind of benefit, contribution or hospitality that has any financial or monetary value and includes the forms of benefits, contributions and hospitality that are set out in Section 7.0;
- (i) "Integrity Commissioner" means the person appointed by Council pursuant to section 223.3 of the *Municipal Act, 2001* to independently carry out the functions set out therein and such other functions as may be assigned by Council from time to time;
- (j) "local board" means a local board as that term is defined in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*;
- (k) "media" includes any radio, television, newspaper, magazine, website, blog, social media, Twitter feed, YouTube or any other vehicles for the public dissemination of information, whether digital, electronic or print;
- (l) "meeting" means a regular, special or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

- (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (m) “Member” means a Member of the Council for the Municipality or a member of a local board, including a member of a joint board if that member is appointed by the Council to the joint board;
- (n) “Municipality” means The Corporation of the Municipality of Arran-Elderslie and includes, as the context may require and with all necessary modifications, any of the Municipality’s local boards;
- (o) “non-pecuniary interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;
- (p) “parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (q) “pecuniary” means relating to or consisting of money or having financial, economic or monetary value;
- (r) “social media” means any third-party hosted technologies that allow the creation and exchange of user-generated content to share opinions, information and documents, and includes blogs, discussion boards and forums, microblogs, photo-sharing sites, social networks and video sharing services;
- (s) “spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
- (t) “staff” means the CAO and all officers, directors, managers, supervisors and all administrative staff, whether full-time, part-time, contract, seasonal or volunteer, as well as agents, consultants and volunteers acting in furtherance of the Municipality’s business and interest (not including a Member);



## Code of Conduct for Members of Council & Local Boards

- (u) “vexatious” means troublesome or annoying in the case of being instituted without sufficient grounds and serving only to cause irritation and aggravation to the person being complained of.

### 4.0 General Obligations

4.1 A Member shall make every effort to:

- (a) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, gender identity, gender expression, race, creed, religion, ability and spirituality;
- (b) not make statements that are or ought to be known to be false or with the intent to mislead or misinform Council or the public;
- (c) not make disparaging comments about any other person (including a Member) or unfounded accusations about the motives of any person (including a Member); and
- (d) conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any committee and in accordance with the Municipality's Procedure By-law or other applicable procedural rules and policies.

### 5.0 The Role of Staff – Respectful Conduct Towards Staff

- 5.1 An individual Member neither directs nor oversees the functions of the staff of the Municipality. Council as a whole approves the budget, policies and governance of the Municipality through its by-laws and resolutions.
- 5.2 Staff serve Council and work for the Municipality as a body corporate under the direction of the CAO. Members shall acknowledge, respect and have regard for the administration, managerial and organizational structure of the Municipality when requesting information, advice or services from staff.
- 5.3 A Member shall comply with the Municipality's Council and Staff Relations Policy.



## Code of Conduct for Members of Council & Local Boards

- 5.4 A Member shall not publicly criticize Staff and any issue with respect to any Staff member shall be referred to the CAO who will direct the matter to the particular Staff member's appropriate superior (if not the CAO).
- 5.5 A Member shall respect the role of Staff in the administration of the business and governmental affairs of the Municipality, and acknowledge and appreciate that staff:
- (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of Staff members whether professional or ethical or otherwise;
  - (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any Staff member from carrying out that person's duties, including any duty to disclose improper activity; and
  - (c) carry out their municipal duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of Staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

### 6.0 Municipal Property

- 6.1 Council is the custodian of the assets of the Municipality. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.2 By virtue of their office or appointment, a Member must not use or permit the use of the Municipality's property, including but not limited to land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Municipality, unless they are entitled to such use equally with any other resident and have paid fair market value for such use. No Member shall seek financial gain for themselves, family or friends from the use or sale of the





## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

Municipality's intellectual property, computer programs, technological innovations, or other patent, trademarks, official marks or copyright held by the Municipality.

- 6.3 A Member shall not use any Municipality property for activities not associated with their duties of office unless prior approval has been granted by Council.

## **7.0 Gifts, Benefits and Hospitality**

- 7.1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the Municipality. A Member shall not accept any gift connected directly or indirectly with the performance of his or her duties except as provided in Section 7.3.
- 7.2 A gift provided to a Member's family that is connected directly or indirectly to the performance of the Member's duties shall be deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.
- 7.3 For greater clarity, despite Sections 7.1 and 7.2, a Member is entitled to accept any compensation, remuneration or benefit authorized by law but shall not accept any gift other than in the following circumstances:
- (a) a gift that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation as set out in 7.3(g);
  - (b) a political contribution otherwise reported by law, in the case of a Member running for office;
  - (c) services provided without compensation by persons volunteering their time for a charitable or non-profit event or for the Member's re-election campaign;
  - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

- (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Municipality;
- (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if:
  - (i) attendance serves a legitimate municipal business purpose related to the business of the Municipality,
  - (ii) the person extending the invitation or a representative of the organization is in attendance,
  - (iii) the invitations are infrequent, and
  - (iv) the value is not greater than \$500.00 from a single source over a calendar year;
- (g) a gift (other than gifts as set out in Section 7.3(f)) not having a value greater than \$250.00 from a single source over a calendar year; and
- (h) a gift received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member.

7.4 A Member who has received and accepted a gift pursuant to Section 7.3(a), (f), (g) and (h) shall file a disclosure of the gift indicating the person, body or entity from which it was received together with the estimated value of the gift in accordance with the Disclosure Statement set out in Appendix "A". A Member shall submit the Disclosure Statement to the Clerk on an annual basis no later than March 31 for the preceding calendar year and it shall be a matter of public record.

7.5 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

#### 8.0 Confidential Information

- 8.1 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Municipality that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws, and information received during closed meetings of Council or committees of local boards. Examples of types of information that a Member must keep confidential, unless expressly authorized by Council, or as required by law, or the information is in the public realm, include, but are not limited to:
- (a) matters related to ongoing litigation or negotiation, or that are the subject of solicitor-client privilege;
  - (b) information provided in confidence, for example, the identity of a complainant where a complaint is made in confidence, personal information of an individual derived from municipal records or other information that a Member receives in confidence by virtue of their office as an elected representative;
  - (c) price schedules in contract tender or request for proposal submissions if so specified;
  - (d) personal matters about an identifiable individual;
  - (e) "personal information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act*;
  - (f) any census or assessment data that is deemed confidential; and
  - (g) the purchase or sale of personal or real property by the Municipality.
- 8.2 A Member shall not disclose the content of any confidential information, or the substance of deliberations, from a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.
- 8.3 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Municipality that is relevant to matters



## Code of Conduct for Members of Council & Local Boards

before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Municipality and must follow the same processes as any private person to obtain such information.

- 8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the Municipality, Council or any other person, or for financial or other gain for themselves or others.
- 8.5 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, municipal policies, procedures and rules, ethical standards and, where appropriate, professional standards.
- 8.6 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

### 9.0 Discrimination and Harassment

- 9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.
- 9.2 A Member shall not use indecent, abusive, demeaning or insulting words, phrases or expressions toward any member of the public, another Member or staff.
- 9.3 A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.
- 9.4 A Member shall comply with the Municipality's Respect in the Workplace Policy.

### 10.0 Improper Use of Influence

- 10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.



## Code of Conduct for Members of Council & Local Boards

- 10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves or their family, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

### 11.0 Conflicts of Interest

- 11.1 A Member shall recognize that they must comply with the requirements of the *Municipal Conflict of Interest Act* with respect to obligations relating to pecuniary interests. A contravention of the *Municipal Conflict of Interest Act* by a Member shall not constitute a breach of the Code of Conduct but may be enforced in accordance with the provisions of the statute and section 223.4.1 of the *Municipal Act, 2001*.
- 11.2 A Member shall also avoid any conflict of interest that is a non-pecuniary interest in order to maintain public confidence in the Municipality and its local boards. If a Member has a non-pecuniary interest, the Member should declare the non-pecuniary interest and then leave the meeting at which the matter is being considered. Under no circumstance shall the Member participate in any discussion or vote on the matter or attempt to influence the voting on the matter in any way, before during or after the meeting.

### 12.0 Council Policies and Procedures

- 12.1 A Member shall observe and strictly adhere to any policies, procedures and rules enacted and/or established from time to time by Council.

### 13.0 Election Activity

- 13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any of the Municipality's policies pertaining to elections. The use of the Municipality's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial or federal office.



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

#### 14.0 Communications and Media Relations

- 14.1 In order to foster respect for the decision-making process of Council, Members shall fairly and accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings. Members may publicly express the reason for voting differently than the majority but shall always do so in a respectful manner that supports the decisions of Council.
- 14.2 Members shall not indicate, implicitly or explicitly, in any communications with the media that they speak on behalf of Council, unless they have been expressly authorized to do so by Council.
- 14.3 Members shall refrain from making comments of a disparaging nature about Members, staff or persons that relate to the business of the Municipality.

#### 15.0 Social Media

- 15.1 Members using social media shall:
- (a) ensure that all posts are accurate before uploading content to the internet;
  - (b) obtain permission before posting any third-party content;
  - (c) follow the same principles and guidelines as for other forms of communication by employing sound judgment and common sense, by acting with respect, dignity, courtesy and empathy; and
  - (d) ensure that it is noted that communications that are Member and constituent-related do not necessarily reflect the existing or future opinions, views or decisions of the Council.

#### 16.0 Respect for the Code of Conduct

- 16.1 A Member shall respect the process for complaints made under the Code of Conduct, applications under the *Municipal Conflict of Interest Act* or through any process for complaints adopted by the Municipality.





## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

- 16.2 A Member shall not act in reprisal or threaten reprisal against any person, including another Member, who makes a complaint or provides information to the Integrity Commissioner during an investigation.
- 16.2 A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner. A Member shall not act in reprisal or threaten reprisal against the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner. The Integrity Commissioner is authorized to report any incidents of threats or reprisals to Council or the local board by a Member and may recommend penalties or remedial or corrections measures or actions against such Member. The Integrity Commissioner is also authorized to report to Council or the local board any attempt by a Member to use their office to influence any decision or recommendation of the Integrity Commissioner.
- 16.3 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct and shall not:
- (a) interfere with or obstruct an investigation by the Integrity Commissioner;
  - (b) destroy or damage documents or erase any digital or electronic communications or records;
  - (c) refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Municipality; or
  - (d) attempt to influence any other Member or staff with respect to the subject matter of the investigation or inquiry except as may be permitted pursuant to subsections 5(2.1) and 5.2(2) of the *Municipal Act Conflict of Interest Act*.
- 16.4 Staff shall remain neutral and impartial, and not seek to interfere with or attempt to subvert or obstruct the Integrity Commissioner in any way in carrying out its responsibilities and functions. Staff shall comply with any requests from the Integrity Commissioner for any assistance or information.



## Policy CLK01-2023

### Code of Conduct for Members of Council & Local Boards

#### 17.0 Penalties for Non-Compliance with the Code of Conduct

17.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:

- (a) a reprimand; and/or
- (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to ninety (90) days.

17.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on its Member, the Integrity Commissioner may report to the local board that, in his or her opinion, the Member has contravened the Code of Conduct in which case the local board may impose the penalties set out in Section 17.1.

#### 18.0 Remedial Measures or Corrective Actions

18.1 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective actions or remedial measures, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council;
- (d) be removed from or not be appointed as chair of a committee of Council; and
- (e) comply with any other remedial measure or corrective action deemed appropriate by the Integrity Commissioner.

18.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on a Member or any remedial or corrective actions under

## 19.0 Legal Fees

Page 15 of 16



**Policy CLK01-2023**

**Code of Conduct for Members of Council & Local Boards**

**APPENDIX "A"**

**DISCLOSURE STATEMENT FOR GIFTS OR BENEFITS**

Member's Name: \_\_\_\_\_

Gift Received: \_\_\_\_\_

Received From: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Value or Estimate of Gift: \_\_\_\_\_

Please describe the circumstances under which the Gift was received:

\_\_\_\_\_  
\_\_\_\_\_

Please describe your intentions with respect to the Gift:

\_\_\_\_\_  
\_\_\_\_\_

Do you anticipate transferring the Gift described above to the Municipality or the local board?

Yes, immediately \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Member's Signature

\_\_\_\_\_

Date

## APPENDIX “B”

### CODE OF CONDUCT COMPLAINT PROTOCOL FOR MEMBERS OF COUNCIL

#### PART A - INFORMAL COMPLAINT PROCEDURE

1. Any individual who identifies or witnesses behaviour or activity by a Member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by following the Informal Complaint Procedure:
  - (a) document the incident(s) where the Member may have contravened the Code of Conduct including dates, times, locations, other persons present, and any other relevant information;
  - (b) advise another person about the concerns regarding the Member’s actions for the purpose of corroborating the incident(s) or actions;
  - (c) directly advise the Member that the behaviour or activity appears to contravene the Code of Conduct;
  - (d) identify to the Member the specific provision(s) of the Code of Conduct that may have been contravened;
  - (e) encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;
  - (f) if applicable:
    - (i) confirm to the Member that his or her response is satisfactory, or
    - (ii) advise the Member that his or her response is unsatisfactory;
  - (g) consider the need to pursue the matter in accordance with the Formal Complaint Procedure set out in Part B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
  
2. Individuals are encouraged to pursue the Informal Complaint Procedure as the first means of remedying the behaviour or activity of a Member that they believe contravenes the Code of Conduct.

3. The Integrity Commissioner may be requested to assist in an attempt to settle or resolve the issue with the Member and the individual but the Integrity Commissioner will participate only if both or all parties have consented to its participation.
4. The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code of Conduct set out in Part B.

## **PART B - FORMAL COMPLAINT PROCEDURE**

### **Formal Complaints**

- 5.(1) Any individual who has reasonable grounds to believe that a Member has contravened a provision of the Code of Conduct may file a formal complaint ("Complaint") to request an inquiry by the Integrity Commissioner as to whether a Member has contravened the Code of Conduct in accordance with the following requirements:
  - (a) a Complaint shall be in writing on the prescribed form (Formal Complaint Form # 1 attached hereto) and shall be dated and signed by an identifiable individual ("the complainant");
  - (b) a Complaint must set out reasonable grounds for the allegation that the Member has contravened the Code of Conduct and set out the evidence in support of the allegation; and
- (2) Council may also file a Complaint against any of its Members of an alleged contravention of the Code of Conduct by passing a resolution requesting the Integrity Commissioner to undertake an inquiry.
- (3) An elector, as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest (collectively, "a complainant") may file a formal application requesting that the Integrity Commissioner carry out an inquiry concerning an alleged contravention of section 5, 5.1 or 5.2 of that statute by a Member in accordance with the following requirements:
  - (a) an application (also referred to as a "Complaint" herein) shall be in writing on the prescribed form (Complaint Form # 2 attached hereto), dated and signed by an identifiable individual;



- (b) the application shall include a statutory declaration attesting to the fact that:
  - (i) the complainant became aware of the contravention not more than six (6) weeks before the date of the application; or
  - (ii) in the case where the complainant became aware of the alleged contravention during the period of time described in paragraph 1 of subsection 223.4.1(5) of the *Municipal Act, 2001*, that the complainant became aware of the alleged contravention during that period of time;
- (4) Council may also pass a resolution requesting the Integrity Commissioner to undertake an inquiry respecting an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a Member and provide a statutory declaration as required by Section 5(2) to be sworn by a Member of Council.
- (5) Complainants who file a formal Complaint under Section 5 must provide a full and complete record of the evidence they purport to rely upon to substantiate or support the allegations set out in the Complaint to the Integrity Commissioner. The Integrity Commissioner is under no obligation whatsoever to, but may, seek additional information.

### **Filing of Complaint and Classification by Integrity Commissioner**

- 6.(1) The Complaint may be filed either with the Clerk or with the Integrity Commissioner by hard copy or by email at the following mailing or email addresses:

- (a) to the Clerk (who will provide a copy to the Integrity Commissioner):

Christine Fraser-McDonald  
 Municipal Clerk  
 1925 Bruce Road 10, Box 70  
 Chesley, ON N0G 1L0  
 clerk@arran-elderslie.ca  
 519.363.3039 x 101

Or

- (b) directly with the Integrity Commissioner:

Aird & Berlis LLP  
 181 Bay Street, Suite 1800  
 Toronto, ON M5J 1T9  
 Attention: Meghan Cowan  
 Email: [mcowan@airdberlis.com](mailto:mcowan@airdberlis.com)  
 Tel: 416-865-4722

- (2) The Integrity Commissioner shall initially review the Complaint to determine if the matter is, on its face, a Complaint with respect to a contravention of the Code of Conduct and not covered by other legislation or other Council procedures, policies or rules as set out in Section 7 or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

### **Complaints Outside the Integrity Commissioner's Jurisdiction or Not for Investigation**

- 7.(1) If the Complaint is not, on its face, a Complaint with respect to a contravention of the Code of Conduct or the Complaint relates to matters addressed by other legislation under another procedure, policy or rule of the Municipality, or whether it is a Complaint with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall advise the complainant in writing as follows:

#### ***Criminal Matter***

- (a) if the Complaint is, on its face, an allegation of a criminal nature consistent with the *Criminal Code*, the complainant shall be advised that the complainant may pursue it with the appropriate police service if the complainant wishes to pursue any such allegation;

#### ***Municipal Freedom of Information and Protection of Privacy Act***

- (b) if the Complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall

be advised that the matter must be referred to the Clerk to deal with under any access and privacy policies of the Municipality under that statute;

***Other Procedure, Policy or Rule Applies***

- (c) if the Complaint appears to fall within the scope of another procedure, policy or rule of the Municipality, the complainant shall be advised to pursue the matter under such procedure, policy or rule with the appropriate municipal official or staff member; and

***Lack of Jurisdiction***

- (d) if the Complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner (for example, it relates to a decision of Council as a whole and not one or more individual Members), the complainant shall be so advised and provided with any additional reasons and referrals, if any, as the Integrity Commissioner considers appropriate.
- (2) If it becomes apparent to the Integrity Commissioner at any time that the Complaint with respect to a contravention of the Code of Conduct or with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, relates to any of the following matters, the Integrity Commissioner shall advise the complainant in writing as follows:

***Matter Already Pending***

- (a) if the Complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, a human rights or workplace harassment complaint or similar process, or to a civil matter that is pending before the courts, the Integrity Commissioner may, in his/her sole discretion, suspend any investigation, in whole or in part, pending the result of the other process;

***Similar Matter Already Pending***

- (b) if the Complaint is in relation to a similar matter which is subject to an outstanding Complaint before the Integrity Commissioner, the Integrity Commissioner may, in his/her sole discretion, consider the matter in conjunction with the similar matter or deal with it separately, including not undertaking an inquiry if the matter can be adequately addressed in any

report and/or recommendations made with respect to the Complaint in the similar matter; and

***Other Ethical Code or Policy Applies***

- (c) if the Complaint is in relation to a matter which is governed by a code of conduct, ethical code or similar procedure or policy of another body or entity which also governs the Members (for example, another board, body or committee to which the Member has been appointed), the Integrity Commissioner shall consider the most appropriate forum for the Complaint and may, in his/her sole discretion, defer consideration of the matter pending any determination made by the other body or entity and shall so advise the complainant and, if necessary, the Member.
- (3) Nothing in Section 7 precludes the Integrity Commissioner from reporting to Council on any matter that is suspended, summarily dismissed, terminated or not otherwise investigated.

**Limitation Period**

- 8.(1) The Integrity Commissioner shall not accept a Complaint under the Code of Conduct for which the event giving rise to the Complaint occurred more than six (6) months prior to the date of the filing of the Complaint, notwithstanding when it was discovered.
- (2) The Integrity Commissioner shall not accept an application with respect to an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* more than six (6) weeks after the complainant became aware of the alleged contravention except in accordance with the requirements of subsections 8(3)-(7) of that statute and section 223.4.1 of the *Municipal Act, 2001*.

**Refusal to Conduct Investigation**

- 9. The Integrity Commissioner always has a discretion as to whether to carry out an investigation. If the Integrity Commissioner is satisfied at any time, after considering the information contained in the Complaint, that the Complaint:
  - (a) is frivolous or vexatious,

- (b) is not made in good faith,
- (c) constitutes an abuse of process,
- (d) discloses no grounds or insufficient grounds for an investigation,
- (e) does not warrant a full investigation, or
- (f) is not otherwise in the public interest,

the Integrity Commissioner shall not be required to conduct an investigation and may summarily dismiss the Complaint, and, where this becomes apparent during the course of an investigation, the Integrity Commissioner shall terminate the investigation and provide notice to the complainant and, if necessary, to the Member. The Integrity Commissioner is under no obligation to report the refusal to conduct an investigation to Council.

### **Opportunities for Resolution**

10. Following receipt and review of a Complaint or at any time during an investigation where the Integrity Commissioner, in its sole discretion, believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

### **Investigation**

- 11.(1) The Integrity Commissioner may proceed as follows, except where the Integrity Commissioner has a full factual record and believes, in its sole discretion, that no additional information is required, or where otherwise required by the *Public Inquiries Act, 2009*, or where the Integrity Commissioner has not otherwise terminated the inquiry:

- (a) provide the Member with a copy of the Complaint which shall not disclose:
  - (i) the identity of the complainant, or
  - (ii) the identity of any witnesses set out in the Complaint or persons that are to be questioned/interviewed by the Integrity Commissioner,

unless it is essential for the Member to adequately respond to the Complaint, which determination shall be made by the Integrity Commissioner, in its sole discretion;

- (b) request that the Member provide a written response to the allegations in the Complaint to the Integrity Commissioner within ten (10) calendar days;
  - (c) provide a copy of the Member's response to the complainant with a request that any written reply be provided by the complainant to the Integrity Commissioner within ten (10) calendar days.
- (2) If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Municipality's computers and servers, and may enter any municipal work location relevant to the Complaint for the purpose of investigation and potential resolution.
  - (3) Preliminary or proposed finding(s) may be provided to a Member if the Integrity Commissioner considers that the Member may have contravened the Code of Conduct.
  - (4) The Integrity Commissioner may, but is under no obligation, to provide the Member and the complainant with a draft of the proposed final report on the Complaint.
  - (5) The Integrity Commissioner may make interim reports to Council where the Integrity Commissioner considers it necessary or required to address any instances of interference, obstruction, intimidation, delay, reprisal or retaliation by the Member or by any other person encountered during the formal investigation, and may also disclose such information as is necessary in the Integrity Commissioner's opinion for the purposes of the interim report(s) or any final report(s).
  - (6) The Integrity Commissioner is entitled to make such additional inquiries and provide such additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or remedial measures/corrective actions



imposed by Council or on any matter that the Integrity Commissioner considers necessary.

### **No Complaint Prior to Municipal Election**

- 12.(1) Notwithstanding any other provision of this Complaint Protocol, no Complaint may be filed with the Integrity Commissioner, nor shall any report shall be made by the Integrity Commissioner to Council during the period of time starting on nomination day for a regular municipal election year, as set out in section 31 of the *Municipal Elections Act, 1996* and ending on the voting day in a regular election as set out in section 5 of the *Municipal Elections Act, 1996*.
- (2) If the Integrity Commissioner has received a Complaint and has commenced an inquiry but has not completed the inquiry before nomination day in a regular municipal election year, the Integrity Commissioner shall terminate the inquiry on nomination day but may commence an inquiry in respect of the same Complaint if within six (6) weeks after the voting day in a regular municipal election the individual who made the request makes a written request to the Integrity Commissioner in accordance with subsection 223.4(8) of the *Municipal Act, 2001*.

### **Advice Provided to Member by Integrity Commissioner**

- 13.(1) Subject to Section 13(2), a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.
- (2) If the Integrity Commissioner applies to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

- (3) A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law with respect to any specific matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law.
- (4) If a Member under investigation by the Integrity Commissioner requests advice, such requests shall be delegated in writing to any person, other than another Member, that the Integrity Commissioner, considers capable of providing informed advice to the Member.

#### **Authority to Abridge or Extend**

- 14.(1) Notwithstanding any timeline or time limit set out in the Code of Conduct or this Complaint Protocol, the Integrity Commissioner shall retain the right to abridge or extend any timeline or time limit therein if the Integrity Commissioner considers it, in its sole discretion, to be in the public interest to do so.

#### **Investigation Report**

- 15.(1) The Integrity Commissioner shall seek, but is not obligated, to complete an investigation within ninety (90) days following: (i) the official receipt of any Complaint under the Code of Conduct; and (ii) any additional clarification or information necessary to complete the Complaint, whichever is later.
- (2) Where the Complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement and/or any recommended penalties / remedial measures or corrective actions.
- (3) A Member shall have the right to address the recommendations in a report that has made a finding of a contravention of the Code of Conduct by the Member when the report is considered by Council. The Member themselves may participate in the discussion of the recommendations but may not vote on the matter. A Member is not entitled to challenge, contest or question the findings of an Integrity Commissioner's report to Council.

- (5) Where the Complaint is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at its discretion and may also include such information as it deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.
- (6) The Integrity Commissioner shall complete the investigation under the *Municipal Conflict of Interest Act* no later than one hundred and eighty (180) days after the official receipt of any application validly made under Sections 5(3) or (4) of this Part.

## Findings

16.(1) If the Integrity Commissioner determines that:

- (a) there has been no contravention of the Code of Conduct, or section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, or
- (b) a contravention occurred but:
  - (i) the Member took all reasonable measures to prevent it, including having sought and followed the advice of the Integrity Commissioner,
  - (ii) it was trivial,
  - (iii) it was committed through inadvertence, or
  - (iv) it resulted from an error in judgment made in good faith,

the Integrity Commissioner may so state in the report and may make appropriate recommendations pursuant to the *Municipal Act, 2001*, including but not limited to, a recommendation of no penalty and no imposition of remedial measures or corrective actions.

(2) If the Integrity Commissioner:

- (a) considers it appropriate, once the investigation under Section 5(3) or (4) has concluded, to apply to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member has contravened section 5, 5.1 or 5.2 of that statute; or

- (b) does not proceed with an application to the judge,  
the complainant and the Member shall be advised in writing.
- (3) The Integrity Commissioner shall provide a written report to Council providing the reasons for its decision under Section 16(2).

### **Report to Council**

- 17. (1) Upon receipt of a report from the Integrity Commissioner with respect to the Code of Conduct, the Clerk shall place the report on the next regular agenda of Council for consideration by Council at that meeting.
- (2) A report from the Integrity Commissioner may also be considered by Council in advance of its next regular meeting should Council agree to hold a special or other meeting before its next regular meeting to consider the report.

### **Duty of Council**

- 18. Council shall consider and make a determination on the Integrity Commissioner's recommendations in a report under Section 17 at the same meeting at which the report is listed on the agenda in a session that is open to the public. Council shall not defer consideration of the report or its determination to another meeting.

### **Confidentiality and Public Disclosure**

- 19. (1) In order to maintain the integrity of any process of inquiry or investigation, every person interacting with the Integrity Commissioner, including the complainant, the Member, any witness or any other person, shall preserve confidentiality with respect to all matters and shall not disclose any information to any other person relating to investigation unless so authorized by the Integrity Commissioner. A breach of this provision by the complainant may result in a termination of the Complaint.
- (2) The Integrity Commissioner shall retain all records related to the Complaint and investigation although copies may be provided to the Municipality's administrative staff, subject to the duty of confidentiality under subsection 223.5 of the *Municipal Act, 2001*.

- (3) The identity of the Member who is the subject of the Complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including any witnesses, will remain confidential but may be disclosed if deemed appropriate and necessary by the Integrity Commissioner, if consented to by the complainant or any other person, or such information has already been publicly disclosed.
- (4) All reports from the Integrity Commissioner to Council shall be made available to the public by the Clerk and are published via the meeting agenda in which they are considered.

#### **Delegation by Integrity Commissioner**

- 20. The Integrity Commissioner may delegate in writing to any person, other than a Member, any of the Integrity Commissioner's powers and duties under Part V.1 of the *Municipal Act, 2001*.

**Code of Conduct – Formal Complaint Form #1****Part 1: Complainant Information**

_____	_____	
Last Name	First Name	
_____		
Address		
_____	_____	_____
Municipality	Province	Postal Code
_____	_____	
Phone Number	Email Address	

**Part 2: Complaint Information**

_____
Name of Member(s)
_____
Name of Board (if applicable)
_____
What provision(s) of the Code of Conduct do you believe were contravened?
<i>[Set out all provision(s) alleged to have been contravened.]</i>



### Part 3: Complaint Description

Provide detailed reasons for why you have reasonable grounds to believe the Member has contravened the Code of Conduct?

*[Set out detailed reasons on additional pages if necessary]*

*[Specify which actions or incidents relate to which provisions of the Code of Conduct]*

I have attached supporting records and/or additional pages: ☐ Yes ☐ No

I also intend to file an application for an inquiry regarding a possible contravention of the *Municipal Conflict of Interest Act* in relation to this matter: ☐ Yes ☐ No

---

Signature of Complainant

---

Date (MM/DD/YYYY)

### Suggestions

- Complainants should review the full text of the Code of Conduct or relevant legislation.
- Complainants should review the Municipality's Complaint Protocol and may contact the Integrity Commissioner with questions about the process or procedure before filing.

The personal information on this form is collected under authority of the *Municipal Act, 2001*.

***Municipal Conflict of Interest Act – Complaint Form # 2***

**STATUTORY DECLARATION**

I, \_\_\_\_\_ (*first and last name*), of the \_\_\_\_\_ in the Province of Ontario.

**I SOLEMNLY DECLARE THAT:**

1. I reside at: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_
  
2. I have reasonable and probable grounds to believe that \_\_\_\_\_ (*name of Member*) has contravened the following section(s) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50:
  - ☐ Section 5 Participated in the discussions and/or voted about a matter in which the Member has a direct or indirect pecuniary interest.
  - ☐ Section 5.1 Failed to file a written statement of a declared pecuniary interest.
  - ☐ Section 5.2 Used their office to attempt to influence a decision or recommendation of an officer or employee of the municipality and/or the board about a matter in which the Member has a direct or indirect pecuniary interest.
  
3. I became aware of the facts constituting the alleged contravention not more than six (6) weeks ago.
  
4. The facts constituting the alleged contravention are set out in Schedule "A" together with all applicable supporting materials, documents and records.

This declaration is made for the purpose of requesting that this matter be investigated by the Municipality's Integrity Commissioner and for no other purpose.

DECLARED before me at \_\_\_\_\_ )  
 the \_\_\_\_\_ of \_\_\_\_\_ )  
 on \_\_\_\_\_ (date) )  
 \_\_\_\_\_ )  
 \_\_\_\_\_  
 (Signature)

A Commissioner for taking affidavits etc.

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



**Policy CLK02-2023**  
**Council and Staff Relations Policy**

<b>Policy Name:</b>	Council and Staff Relations Policy		<b>Policy No:</b> <b>CLK02-2023</b>
<b>Department:</b>	Clerks		
<b>Effective Date:</b>	February 27, 2023		
<b>Date Revised:</b>			
<b>Authority:</b>	By-Law No. XX-2023	<b>Repealed Authority:</b>	By-law 20-2019

## **1.0 Application and Purpose**

- 1.1 This Council and Staff Relations Policy applies to all Members of the Council of the Municipality of Arran-Elderslie, including the Mayor, and all members of Staff of the Municipality of Arran-Elderslie.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Municipality in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

## **2.0 Statement of Principles**

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Municipality by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
  - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Municipality;

- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other's respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy and are not intended to be enforced as such.

### **3.0 Definitions**

3.1 The following terms shall have the following meanings in this Policy:

- (a) "CAO" means the Chief Administrative Officer of the Municipality;
- (b) "Clerk" means the Clerk of the Municipality;
- (c) "Council" means the council for the Municipality;
- (d) "Member" means a Member of Council;
- (e) "Municipality" means The Corporation of the Municipality of Arran-Elderslie;
- (f) "Policy" means this Council and Staff Relations Policy; and
- (g) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal, students or volunteer employees, as well as agents and consultants acting in furtherance of the Municipality's business and interests.

### **4.0 General Obligations**

4.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;

- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Municipality and always for the collective public interest of the Municipality; and
- (e) act in a manner that enhances public confidence in local government.

## **5.0 Roles and Responsibilities of Members**

### **5.1 Members acknowledge and agree that:**

- (a) Council as a whole is the governing body of the Municipality and that it comprises a collective decision-making body and that individual Members only have a single vote;
- (b) they are representatives of the entire Municipality;
- (c) Staff serve the whole of Council rather than any individual Member or Members;
- (d) they govern, provide political direction and make decisions as Council;
- (e) they will respect the administrative and managerial chain of command by:
  - (i) presenting to Council for approval, any item for direction to Staff,
  - (ii) directing any questions or concerns in relation to the administration or management of the Municipality to the CAO for their consideration,
  - (iii) giving direction to Staff only as Council and through the CAO, and
  - (iv) refraining from becoming involved in the management of Staff;
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;



- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (i) they shall notify Staff, whenever possible, if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- (j) they shall request advice from the Clerk about the appropriate wording of motions, amendments, and formal directions of Staff that will be placed before Council to consider and discuss;
- (k) they shall request information regarding meeting agendas or minutes from the Clerk;
- (l) as individual Members, they have no greater access to records or information held by the Municipality than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute (other than records or information provided to them expressly in confidence by virtue of their status as Members);
- (m) they shall recognize Staff are not expected to provide information or take action in matters outside of regular administrative business hours, except in extenuating circumstances;
- (n) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- (o) they shall at all times comply with the Municipality's Code of Conduct for Members of Council; and
- (p) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

## **6.0 Roles and Responsibilities of Staff**

### **6.1 Staff acknowledge and agree that:**

- (a) Council is the collective decision-making and governing body of the Municipality and is ultimately responsible to the electorate for the good governance of the Municipality;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) they shall serve the whole of Council rather than any individual Member;
- (e) all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- (g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (i) they shall diligently and impartially implement Council's decisions;
- (j) they shall notify management or the CAO, as appropriate, of any issues that may impact the Municipality and of ongoing activities in each department;
- (k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or action of Council;

- (l) they shall refrain from publicly criticizing any Member in relation to their intelligence, integrity, competence or otherwise; and
- (m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: February 13, 2023

Subject: SRFIN.23.08 2023 Operating and Capital Budget – 3rd Draft

Report from: Tracey Neifer, Treasurer

Appendices: Supporting Schedules

- ✓ Schedule A – Municipal Services by Department
- ✓ Schedule B – Building and By-law Enforcement Services
- ✓ Schedule C – Water, Sewer and Stormwater Services
- ✓ Schedule D – Grant and Donation Requests
- ✓ Schedule E – Capital Budget
- ✓ Schedule F – Summary of Reserves
  - Schedule F.1 – Summary of Transfers from Reserves for Operations
  - Schedule F.2 – Summary of Transfers to Reserves from Operations
  - Schedule F.3 – Summary of Transfers from Reserves for Capital
- ✓ Schedule G – Tax Impacts Across Bruce County

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Supports the 3<sup>rd</sup> Draft of the 2023 Operating and Capital Budget for presentation at the public meeting scheduled for Wednesday, February 22, 2023; and
  2. Directs staff to bring forward the final budget and corresponding tax rate by-law on February 27, 2023.
- 

### **Report Summary**

The purpose of this report is to provide Council with the third draft of the 2023 Operating and Capital Budget as we continued to seek cost reductions and efficiencies. The report focuses on the operational and capital changes proposed by the Leadership Team, as well as detailed information regarding the Reserves.

---

## **Background**

The second draft of the 2023 Operating and Capital Budget was presented to Council on January 30th, reflecting a proposed tax rate increase of 6.0%, and with that the budget required further reductions of \$171,663 to achieve a balanced budget, or an 8.90% tax rate increase would be required. Further analysis of proposed budgets, a review of resource capacity and priority project planning was undertaken to achieve a balanced budget. Council passed the following resolution:

Be It Resolved that Council hereby,

1. Support staff to continue to refine the Budget to address efficiencies and cost savings; and
  2. Direct staff to bring the 3<sup>rd</sup> Draft Operating and Capital Budget to Council on February 13, 2023, for review and consideration.
- 

## **Analysis**

The second draft of the operating budget reflected that savings of \$171,663 was necessary to provide a balanced budget, assuming a 6% tax rate increase. The Leadership Team, has continued to review their departmental budgets and participated in internal meetings to review staff capacity for capital projects. A detailed review of the salary plan was completed, in particular, a review of part-time, casual, seasonal and student positions, to assess actual hours worked in 2022 compared to the proposed 2023 budget. The review of hours resulted in identification of positions that were overstated, removal of student positions that were redundant and which after adjustment, contributed to budget reductions.

The result of these efforts, achieved a balanced operating budget inclusive of a 6% tax rate increase. An additional transfer to reserve for capital projects of \$22,615 has been recognized, which sets the transfer to reserve at \$1,126,719.

The following charts highlight the operating budget by Key Service Area, comparing the changes between the second and third draft operating budget:

### Schedule A - Municipal Services by Department

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb 13	Draft Budget	\$	%
	Actuals	Budget	2023 Total Budget	2023 Total Budget	Draft 3 to Draft 2	Variance	Variance
<b>MUNICIPAL SERVICES</b>							
GENERAL GOVERNMENT	28,327	263,397	519,228	499,753	-19,475	236,356	89.7%
PROTECTION SERVICES	1,740,019	1,838,677	1,875,728	1,875,700	-28	37,023	2.0%
TRANSPORTATION SERVICES	2,667,905	2,464,339	2,728,206	2,692,122	-36,084	227,783	9.2%
ENVIRONMENTAL SERVICES	-1,584	27,767	3,188	-1,627	-4,815	-29,394	(105.9%)
HEALTH SERVICES	37,457	45,238	53,370	50,762	-2,608	5,524	12.2%
RECREATION AND CULTURE	658,533	1,122,091	1,158,721	1,067,938	-90,783	-54,153	(4.8%)
PLANNING AND DEVELOPMENT	223,678	268,857	352,647	334,665	-17,982	65,808	24.5%
<b>Total MUNICIPAL SERVICES</b>	<b>5,354,335</b>	<b>6,030,366</b>	<b>6,691,088</b>	<b>6,519,313</b>	<b>-171,775</b>	<b>488,947</b>	<b>8.1%</b>

### Schedule B - Building and By-Law Enforcement Services

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approve	Draft 2-Jan 30	Draft 3-Feb 13	Draft	\$	%
	Actuals	Budget	2023 Total Budget	2023 Total Budget	Draft 3 to Draft 2	Variance	Variance
<b>BUILDING &amp; BYLAW ENFORCEMENT SERVICES</b>							
Building	-46,080						#DIV/0!
ByLaw	53,533	49,803	60,261	60,261		10,458	21.0%
<b>Total BUILDING &amp; BYLAW ENFORCEMENT SERVICES</b>	<b>7,453</b>	<b>49,803</b>	<b>60,261</b>	<b>60,261</b>		<b>10,458</b>	<b>21.0%</b>

### Schedule C - Water, Sewer and Stormwater Services

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb 13	Draft Budget	\$	%
	Actuals	Budget	2023 Total Budget	2023 Total Budget	Draft 3 to Draft 2	Variance	Variance
<b>WATER AND SEWER SERVICES</b>							
SHARED ADMINISTRATION	9,514						#DIV/0!
SEWER	-109,568	1				-1	(100.0%)
WATER	-103,852	-2				2	(100.0%)
STORM	41,928	44,932				-44,932	(100.0%)
<b>Total WATER AND SEWER SERVICES</b>	<b>-161,978</b>	<b>44,931</b>				<b>-44,931</b>	<b>(100.0%)</b>
<b>Total WATER AND SEWER SERVICES</b>	<b>-161,978</b>	<b>44,931</b>				<b>-44,931</b>	<b>(100.0%)</b>

## Municipal Services

The following comments have been provided to explain the changes that have been put forth by the Leadership Team, as well as the financial impact on the budget. The changes identified primarily relates to the adjustment to hours and the realignment of staff time to departments, as detailed in the following summary:

Service Area	Draft 2- Jan 30	Draft 3-Feb 13	\$ Variance
<b>☐ Cemeteries</b>	<b>67,433</b>	<b>64,825</b>	<b>(2,608)</b>
Employee Benefits	13,368	13,857	489
Salaries & Wages	22,894	26,919	4,025
Wages Student	29,391	22,543	(6,848)
Wages Vacation	1,780	1,506	(274)
<b>☐ Economic Development</b>	<b>48,844</b>	<b>30,862</b>	<b>(17,982)</b>
Employee Benefits	29,511	27,638	(1,873)
Wages Student	18,522	3,033	(15,489)
Wages Vacation	811	191	(620)
<b>☐ Environmental Services</b>	<b>126,411</b>	<b>121,596</b>	<b>(4,815)</b>
Employee Benefits	25,382	25,675	293
Salaries & Wages	90,786	91,335	549
Wages Student	8,779	3,476	(5,303)
Wages Vacation	1,464	1,110	(354)
<b>☐ General Services</b>	<b>2,236,698</b>	<b>2,217,223</b>	<b>(19,475)</b>
Contracted Services	20,000	-	(20,000)
Employee Benefits	176,634	170,437	(6,197)
Salaries & Wages	629,438	611,219	(18,219)
Telephone	6,453	9,013	2,560
Transfer to Reserve	1,403,704	1,426,319	22,615
Wages Vacation	469	235	(234)
<b>☐ Protection Services</b>	<b>3,793</b>	<b>3,765</b>	<b>(28)</b>
Employee Benefits	3,793	3,765	(28)
<b>☐ Recreation and Culture</b>	<b>561,485</b>	<b>470,702</b>	<b>(90,783)</b>
Employee Benefits	184,366	177,414	(6,952)
Salaries & Wages	209,410	194,341	(15,069)
Wages Student	158,987	93,888	(65,099)
Wages Vacation	8,722	5,059	(3,663)
<b>☐ Roads</b>	<b>480,833</b>	<b>456,369</b>	<b>(24,464)</b>
Employee Benefits	190,342	183,477	(6,865)
Salaries & Wages	276,872	249,859	(27,013)
Wages Student	11,689	20,976	9,287
Wages Vacation	1,930	2,057	127
<b>☐ Winter Control</b>	<b>254,164</b>	<b>242,544</b>	<b>(11,620)</b>
Employee Benefits	54,649	53,372	(1,277)
Salaries & Wages	185,903	182,930	(2,973)
Wages Student	10,786	3,782	(7,004)
Wages Vacation	2,826	2,460	(366)
<b>Grand Total</b>	<b>3,779,661</b>	<b>3,607,886</b>	<b>(171,775)</b>

Other adjustments not related to wages and benefits includes:

### General Services

- Contracted Services – removed the funds allotted for GIS technical assistance and asset management work, noting that the proposed contract position would be able to manage these two areas.
- Telephone – updated to reflect the soft phone costs identified.



- Transfer to Reserve – after the budget changes were implemented, a surplus of \$22,615 was transferred to reserve for capital projects.

Supporting schedules, A, B, and C have been provided to show the budget changes at a departmental level, for Municipal Services, Building & By-law Enforcement and Water and Sewer Services.

## Grant and Donation Requests

Schedule D, Grant and Donation Requests, has been updated to reflect Council discussions on January 30<sup>th</sup>. The proposed budget of \$30,598 is the same as 2022. Based on current requests and allocations made on January 30<sup>th</sup>, the total grant and donation requirement is \$31,082, being \$484 over the budget allocation.

## Capital Budget

The Capital Budget as presented in Schedule E has been updated to reflect project cost updates and deferrals based on staff's assessment of capacity to complete projects in 2023.

### Capital Budget Summary - 3rd Draft

Municipal Services									
Key Service Area	LTD Budget	Unspent Budget Carry-forward	2023 Expenses	2023 Capital Requests	Grants	Donations	2022 Approved Reserve	2023 New Reserve Requests	2024 Expenses
General Government	\$ 349,533	\$ 209,555	\$ 89,860	\$ 299,415	\$ 120,169	\$ -	\$ 90,902	\$ 88,344	\$ 10,000
Fire Protection Services	\$ 15,000	\$ -	\$ 689,455	\$ 689,455	\$ -	\$ 54,772		\$ 634,683	\$ 2,056,950
Transportation Services	\$ 2,130,237	\$ 1,842,825	\$ 2,299,741	\$ 4,142,566	\$ 1,023,915	\$ 50,000	\$ 1,323,022	\$ 1,745,629	\$ 298,734
Environmental Services	\$ 8,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Recreation and Culture	\$ 1,134,063	\$ 538,126	\$ 551,500	\$ 1,089,626	\$ 468,653	\$ 57,100	\$ 273,373	\$ 290,500	\$ 496,500
Health Services	\$ 55,000	\$ 37,516	\$ 194,300	\$ 231,816	\$ 28,050	\$ -	\$ 9,466	\$ 194,300	\$ 30,000
	<b>\$ 3,691,833</b>	<b>\$ 2,628,022</b>	<b>\$ 3,924,856</b>	<b>\$ 6,552,878</b>	<b>\$ 1,640,787</b>	<b>\$ 161,872</b>	<b>\$ 1,696,763</b>	<b>\$ 3,053,456</b>	<b>\$ 2,892,184</b>
Sewer and Water Services									
Sewer	\$ 180,420	\$ 111,555	\$ 764,573	\$ 876,128	\$ -	\$ -	\$ 111,555	\$ 764,573	\$ -
Water	\$ 807,600	\$ 688,518	\$ 1,255,687	\$ 1,944,205	\$ 312,386	\$ -	\$ 657,279	\$ 974,540	\$ 638,000
Stormwater	\$ 200,000	\$ 200,000	\$ 370,000	\$ 570,000	\$ 280,000	\$ -	\$ 200,000	\$ 90,000	\$ -
	<b>\$ 1,188,020</b>	<b>\$ 1,000,073</b>	<b>\$ 2,390,260</b>	<b>\$ 3,390,333</b>	<b>\$ 592,386</b>	<b>\$ -</b>	<b>\$ 968,834</b>	<b>\$ 1,829,113</b>	<b>\$ 638,000</b>
Total Capital Budget									
2023 Capital 3rd Draft	<b>\$ 4,879,853</b>	<b>\$ 3,628,095</b>	<b>\$ 6,315,116</b>	<b>\$ 9,943,211</b>	<b>\$ 2,233,173</b>	<b>\$ 161,872</b>	<b>\$ 2,665,597</b>	<b>\$ 4,882,569</b>	<b>\$ 3,530,184</b>
2023 Capital 2nd Draft	<b>\$ 4,879,853</b>	<b>\$ 3,628,095</b>	<b>\$ 6,662,616</b>	<b>\$ 10,290,711</b>	<b>\$ 2,245,958</b>	<b>\$ 201,872</b>	<b>\$ 2,665,597</b>	<b>\$ 5,177,284</b>	<b>\$ 3,460,184</b>
Change to Capital Budget	\$ -	\$ -	-\$ 347,500	-\$ 347,500	-\$ 12,785	-\$ 40,000	\$ -	-\$ 294,715	\$ 70,000

The following changes have been made:

#### Fire Protection Services

- 23-FIRE-0002 EQUIP-E-Hydraulic Ram for Auto Extrication, \$15,000 removed from the budget.

#### Transportation Services

- 22-TRAN-0005 ROADS-Sidewalks, total project costs have been reduced from \$1,322,000 to \$1,159,500 to reflect the original project costs and grant funding agreement. A portion of the grant was allocated to 2022, with the remaining \$737,215 being applied to 2023.

#### Environmental Services

- 21-ENVS-0001 BLDG-Arran Landfill Weigh Scales Building, total project costs have been reduced from \$180,000 to \$100,000 to reflect updated plans for the building.

## Recreation and Culture

- 22-RECC-0006 PARKS- Paisley Docks Approaches, the project costs of \$20,000 has been deferred to 2024.
- 23-RECC-0016 BLDG-Tara Arena Floor Replacement, the project costs of \$50,000 have been deferred to 2024.
- 23-RECC-0025 PARKS-Dr. Milne Park Pavilion Rehabilitation/Retaining Wall, project costs have increased from \$4,000 to \$24,000 to provide an increase in the scope of the project to include the Pavilion rehabilitation.
- 23-RECC-0021 BLDG-Accessibility Upgrades to Chesley Pool House, the project costs of \$20,000 have been deferred to 2025.
- 23-RECC-0022 BLDG-Accessibility Upgrades to Tara Pool, the project costs of \$20,000 have been deferred to 2025.

These changes have had a positive impact by reducing the funds being drawn from the Reserves:

<b>2023 New Reserve Requests</b>	<b>Draft 3-Feb 13</b>	<b>Draft 2-Jan 30</b>	<b>Budget Change</b>
Municipal Services	3,053,456	3,348,171	294,715
Sewer and Water Services	1,829,113	1,829,113	-
	<b>4,882,569</b>	<b>5,177,284</b>	<b>294,715</b>

## Reserves

Included in the Operating and Capital Budgets are transfers to and from Reserves, which have been impacted by the budget revisions presented in Draft #3. The transfers for capital correspond with the “new” asks in 2023, as the approved amounts in 2022 have already been accounted for in the opening reserve balance.

The following chart provides an overview of those transactions and has highlighted the areas of change:

	2023 - Budget - Feb.13th			Total
	Municipal Services	Building Services	Water & Sewer Services	
Balance, beginning of year <b>(N.1)</b>	8,136,306	279,595	10,936,481	19,352,381
2022 Est. YE Adjustments <b>(N.2)</b>	323,255	-	-	323,255
	8,459,561	279,595	10,936,481	19,675,636
Transfer to Operating	(201,742)	(57,184)	(420,914)	(679,840)
Transfer to Operating - Water				
Transfer from Operating	1,763,686	-	2,075,915	3,839,601
For Municipal Services (GIS/AM)		(5,000)	(20,000)	(25,000)
	1,561,944	(62,184)	1,635,001	3,134,761
Transfer to Capital - New Funds Requested	(3,083,456)	-	(1,799,113)	(4,882,569)
** does not include 2022 approved capital projects being completed in 2023				
	(3,083,456)	-	(1,799,113)	(4,882,569)
Balance, end of year	<b>6,938,049</b>	<b>217,411</b>	<b>10,772,369</b>	<b>17,927,828</b>
Balance, end of year - as per Draft Jan.30	<b>6,620,719</b>	<b>217,411</b>	<b>10,772,607</b>	<b>17,610,736</b>
Change Reflected, Feb.13	<b>317,330</b>	<b>-</b>	<b>(238)</b>	<b>317,092</b>
AE Water/Sewer			117,433	
Water			7,644,039	
Sewer			3,010,897	
			<b>10,772,369</b>	

**N.1** - opening balance based on 2022 budgeted transfers, final adjustments for 2022 have not been completed

**N.2** - includes the transfer to reserve for land sales and Efficiency Funds deferred to 2023 project completion

The transfer from operating reflects the \$22,615 as a balancing surplus being transferred for capital projects.

The transfer to operating for Water & Sewer Services reflects a \$238 adjustment from the payroll adjustments that were completed.

The transfer to capital has been reduced by \$294,715 to reflect the project costing adjustments and the removal or deferral of projects to 2024 and 2025.

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

#### 6.4 Leading Financial Management

Accessibility Master Plan  
Financial Plans, Sewer, and Water  
Fire Master Plan  
Recreation Master Plan

---

**Financial Impacts/Source of Funding/Link to Procurement Policy**

The municipal budget for operations in 2023 reflects an increase of \$456,285 which requires a tax rate increase of 6.0%. With Council endorsement of Draft #3 of the Operating and Capital Budget, the Municipality of Arran-Elderslie has achieved a balanced budget.

Based on Council's request on January 30<sup>th</sup> for additional information on comparison of tax rates in 2022 in Bruce County the following, Schedule G – Tax Impacts Across Bruce County, has been provided for Council's information.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer

## Schedule A - Municipal Services by Department

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb	Draft	\$	%
	Actuals	Budget	2023 Total Budget	2023 Total Budget	Draft 3 to Draft 2	Variance	Variance
<b>MUNICIPAL SERVICES</b>							
<b>GENERAL GOVERNMENT</b>							
01-1010 General-Council	117,982	129,105	142,208	143,888	1,680	14,783	11.5%
01-1020 General-Program Support	-88,026	134,292	313,956	312,641	-1,315	178,349	132.8%
01-1030 General-Asset Management / GIS	-1,629		63,064	43,224	-19,840	43,224	#DIV/0!
<b>Total GENERAL GOVERNMENT</b>	<b>28,327</b>	<b>263,397</b>	<b>519,228</b>	<b>499,753</b>	<b>(19,475)</b>	<b>236,356</b>	<b>89.7%</b>
<b>PROTECTION SERVICES</b>							
01-2005 Protection-General-All							#DIV/0!
01-2010 Protection-Common Fire	136,618	126,459	122,031	122,031		-4,428	(3.5%)
01-2012 Protection-Chesley Fire	119,194	154,176	173,965	173,965		19,789	12.8%
01-2014 Protection-Paisley Fire	62,287	97,543	116,606	116,606		19,063	19.5%
01-2016 Protection-Tara Fire	114,479	134,936	168,897	168,897		33,961	25.2%
01-2020 Protection-Police	1,174,013	1,168,924	1,132,913	1,132,913		-36,011	(3.1%)
01-2030 Protection- Conservation		22,660	24,020	24,020		1,360	6.0%
01-2031 Protection-Conservation SVCA	47,297	46,980	51,937	51,937		4,957	10.6%
01-2032 Protection-Conservation GSCA	42,226	42,226	44,417	44,417		2,191	5.2%
01-2045 Protection- Crossing Guards	37,245	37,363	38,153	38,125	-28	762	2.0%
01-2050 Protection-Emergency Measures	6,660	7,410	2,789	2,789		-4,621	(62.4%)
<b>Total PROTECTION SERVICES</b>	<b>1,740,019</b>	<b>1,838,677</b>	<b>1,875,728</b>	<b>1,875,700</b>	<b>(28)</b>	<b>37,023</b>	<b>2.0%</b>
<b>TRANSPORTATION SERVICES</b>							
01-2510 Transportation-Roads-Admin	114,667	127,641	90,592	90,562	-30	-37,079	(29.0%)
01-2511 Transportation-Roads-Admin-Union	356,681	326,401	386,223	362,026	-24,197	35,625	10.9%
01-2512 Transportation-Roads-Shop	159,282	144,298	149,634	148,722	-912	4,424	3.1%
01-2513 Transportation-Roads-Roadside	116,354	109,374	113,757	114,937	1,180	5,563	5.1%
01-2514 Transportation-Roads-Bridges	149,662	154,337	152,891	157,848	4,957	3,511	2.3%
01-2515 Transportation-Roads-Hardtop	62,022	48,366	50,026	54,285	4,259	5,919	12.2%
01-2516 Transportation-Roads-Gravel	629,888	609,184	655,829	655,828	-1	46,644	7.7%
01-2517 Transportation-Roads-Safety	39,496	58,479	60,782	51,835	-8,947	-6,644	(11.4%)
01-2518 Transportation-Roads-Vehicles	569,907	451,361	559,338	558,565	-773	107,204	23.8%
01-2520 Transportation-Winter Ctrl-Salt/Sand	90,815	86,807	88,122	100,425	12,303	13,618	15.7%
01-2521 Transportation-Winter Ctrl-Snow Moving	232,197	218,778	272,729	243,583	-29,146	24,805	11.3%
01-2522 Transportation-Winter Ctrl-Standby	32,298	15,348	27,029	32,252	5,223	16,904	110.1%
01-2530 Transportation-Saugeen Mobility & Regional Trans	52,287	52,287	55,947	55,947		3,660	7.0%
01-2540 Transportation-Parking	3,247	4,050	3,500	3,500		-550	(13.6%)
01-2550 Transportation-Street Lighting	59,102	57,628	61,807	61,807		4,179	7.3%
<b>Total TRANSPORTATION SERVICES</b>	<b>2,667,905</b>	<b>2,464,339</b>	<b>2,728,206</b>	<b>2,692,122</b>	<b>(36,084)</b>	<b>227,783</b>	<b>9.2%</b>

## Schedule A - Municipal Services by Department

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb	Draft	\$	%
	Actuals	Budget	2023 Total	2023 Total	Draft 3 to	Variance	Variance
			Budget	Budget	Draft 2		
<b>ENVIRONMENTAL SERVICES</b>							
01-3040 Environmental-Garbage Collection	-136,825	-145,245	-157,353	-154,488	2,865	-9,243	6.4%
01-3050 Environmental-Waste Disposal	38,465	66,903	58,941	51,626	-7,315	-15,277	(22.8%)
01-3060 Environmental-Recycling	96,776	106,109	101,600	101,235	-365	-4,874	(4.6%)
<b>Total ENVIRONMENTAL SERVICES</b>	<b>(1,584)</b>	<b>27,767</b>	<b>3,188</b>	<b>(1,627)</b>	<b>(4,815)</b>	<b>(29,394)</b>	<b>(105.9%)</b>
<b>HEALTH SERVICES</b>							
01-4000 Health-Physician Recruitment	9,348						#DIV/0!
01-4002 Health-Clinic-Chesley	-323	1				-1	(100.0%)
01-4004 Health-Clinic-Paisley	-4,313	1				-1	(100.0%)
01-4010 Health-Cemetery-Common	771	6,838	3,663	3,663		-3,175	(46.4%)
01-4011 Health-Cemetery-Arran	2,963	4,442	4,245	3,770	-475	-672	(15.1%)
01-4012 Health-Cemetery-Chesley	26,201	15,269	25,068	26,381	1,313	11,112	72.8%
01-4013 Health-Cemetery-Elderslie	3,376	4,927	5,046	4,570	-476	-357	(7.2%)
01-4014 Health-Cemetery-Paisley	6,928	6,404	11,446	11,074	-372	4,670	72.9%
01-4016 Health-Cemetery-Tara	-7,494	7,356	3,902	1,304	-2,598	-6,052	(82.3%)
<b>Total HEALTH SERVICES</b>	<b>37,457</b>	<b>45,238</b>	<b>53,370</b>	<b>50,762</b>	<b>(2,608)</b>	<b>5,524</b>	<b>12.2%</b>
<b>RECREATION AND CULTURE</b>							
01-5001 Rec/Cult-Parkland-Recreation	128,326	167,605	172,305	152,826	-19,479	-14,779	(8.8%)
01-5015 Rec/Cult-Admin	-87,839	134,315	144,150	147,448	3,298	13,133	9.8%
01-5020 Rec/Cult-Common H&S	4,723	9,586	14,101	14,101		4,515	47.1%
01-5210 Rec/Cult-Programs-AE Programs	48,380	40,712	40,007	40,601	594	-111	(0.3%)
01-5220 Rec/Cult-Programs-Day Camp	-14,599	19,557	-3,982	-3,982		-23,539	(120.4%)
01-5311 Rec/Cult-Parks-Ball Field-Arran/Allenford	1,356	3,141	1,941	1,941		-1,200	(38.2%)
01-5312 Rec/Cult-Parks-Ball Field-Chesley	6,061	8,147	8,201	8,201		54	0.7%
01-5314 Rec/Cult-Parks-Ball Field-Paisley	1,435	5,619	3,061	3,061		-2,558	(45.5%)
01-5316 Rec/Cult-Parks-Ball Field-Tara	8,183	11,205	7,018	7,018		-4,187	(37.4%)
01-5322 Rec/Cult-Parks-Splashpad-Chesley			1,000	1,000		1,000	#DIV/0!
01-5324 Rec/Cult-Parks-Splashpad-Paisley			1,000	1,000		1,000	#DIV/0!
01-5326 Rec/Cult-Parks-Splashpad-Tara			1,000	1,000		1,000	#DIV/0!
01-5411 Rec/Cult-Facilities-CC Arran/Arkwright	4,234	6,101	6,384	2,630	-3,754	-3,471	(56.9%)
01-5412 Rec/Cult-Facilities-Chesley Comm Ctr	154,521	205,196	208,450	208,424	-26	3,228	1.6%
01-5414 Rec/Cult-Facilities-Paisley Comm Ctr	186,805	205,380	223,357	194,391	-28,966	-10,989	(5.4%)
01-5416 Rec/Cult-Facilities-Tara Comm Ctr	127,767	152,577	174,882	174,856	-26	22,279	14.6%
01-5512 Rec/Cult-Facilities-Chesley Pool	25,824	53,465	52,640	27,078	-25,562	-26,387	(49.4%)
01-5516 Rec/Cult-Facilities-Tara Pool	52,190	51,064	49,899	40,124	-9,775	-10,940	(21.4%)
01-5612 Rec/Cult-Facilities-Chesley Trailer Park	-11,568	-1				1	(100.0%)



## Schedule A - Municipal Services by Department

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb	Draft	\$	%
	Actuals	Budget	2023 Total Budget	2023 Total Budget	Draft 3 to Draft 2	Variance	Variance
01-5712 Rec/Cult-Facilities-Lease-Chesley Town Hall	27,312	32,960	29,531	29,531		-3,429	(10.4%)
01-5714 Rec/Cult-Facilities-Lease-Paisley Legion	1,428	6,180	6,551	6,551		371	6.0%
01-5715 Rec/Cult-Facilities-Lease-Paisley LCBO	-6,362	-8,388				8,388	(100.0%)
01-5812 Rec/Cult-Libraries-Chesley	-5,702	-3,420	-2,721	-2,721		699	(20.4%)
01-5814 Rec/Cult-Libraries-Paisley	-445	2,986	516	516		-2,470	(82.7%)
01-5816 Rec/Cult-Libraries-Tara	2,520	7,243	6,778	3,874	-2,904	-3,369	(46.5%)
01-5914 Rec/Cult-Museum-Paisley	3,983	10,861	12,652	8,469	-4,183	-2,392	(22.0%)
<b>Total RECREATION AND CULTURE</b>	<b>658,533</b>	<b>1,122,091</b>	<b>1,158,721</b>	<b>1,067,938</b>	<b>(90,783)</b>	<b>(54,153)</b>	<b>(4.8%)</b>
<b>PLANNING AND DEVELOPMENT</b>							
01-7010 Plan/Dev-Planning-Zoning	5,632	-500	35,500	35,500		36,000	(7,200.0%)
01-7220 Plan/Dev-Comm/Ind-Downtown Decor	47,519	53,354	82,013	75,111	-6,902	21,757	40.8%
01-7230 Plan/Dev-Comm/Ind- Gravel Pits	5,692	8,858	8,894	8,894		36	0.4%
01-7300 Plan/Dev-Natural Gas Project		1,657				-1,657	(100.0%)
01-7410 Plan/Dev-Economic Development	137,306	178,368	192,319	181,239	-11,080	2,871	1.6%
01-7610 Plan/Dev-Tile Drainage	27,529	27,120	33,921	33,921		6,801	25.1%
<b>Total PLANNING AND DEVELOPMENT</b>	<b>223,678</b>	<b>268,857</b>	<b>352,647</b>	<b>334,665</b>	<b>(17,982)</b>	<b>65,808</b>	<b>24.5%</b>
<b>Total MUNICIPAL SERVICES</b>	<b>5,354,335</b>	<b>6,030,366</b>	<b>6,691,088</b>	<b>6,519,313</b>	<b>-171,775</b>	<b>488,947</b>	<b>8.1%</b>

## Schedule B - Building and By-Law Enforcement Services

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb 13	Draft Budget	\$	%
	Actuals	Budget	2023 Total	2023 Total	Draft 3 to Draft	Variance	Variance
			Budget	Budget	2		
<b>BUILDING &amp; BYLAW ENFORCEMENT SERVICES</b>							
<b>Building</b>							
01-2042 Protection-Building Inspection	-46,080						#DIV/0!
<b>Total Building</b>	<b>(46,080)</b>						<b>#DIV/0!</b>
<b>ByLaw</b>							
01-2041 Protection-Animal Control	-395	-3,615				3,615	(100.0%)
01-2044 Protection-Property Standards	53,928	8,464	60,261	60,261		51,797	612.0%
01-2060 Protection-By-Law/POA Parking		44,954				-44,954	(100.0%)
<b>Total ByLaw</b>	<b>53,533</b>	<b>49,803</b>	<b>60,261</b>	<b>60,261</b>		<b>10,458</b>	<b>21.0%</b>
<b>Total BUILDING &amp; BYLAW ENFORCEMENT SERVICES</b>	<b>7,453</b>	<b>49,803</b>	<b>60,261</b>	<b>60,261</b>		<b>10,458</b>	<b>21.0%</b>

## Schedule C - Water, Sewer and Stormwater Services

	December	2022	2023	2023	2023	Budget	Budget
	2022	Approved	Draft 2-Jan 30	Draft 3-Feb 13	Draft Budget	\$	%
	Actuals	Budget	2023 Total	2023 Total	Draft 3 to Draft	Variance	Variance
			Budget	Budget	2		
<b>WATER AND SEWER SERVICES</b>							
<b>SHARED ADMINISTRATION</b>							
01-3005 Environmental-Sewer&Water-Common	9,514						#DIV/0!
<b>Total SHARED ADMINISTRATION</b>	<b>9,514</b>						<b>#DIV/0!</b>
<b>SEWER</b>							
01-3012 Environmental-Sewage-Chesley	-1,936	-1				1	(100.0%)
01-3015 Environmental-Sewage-Paisley	-5,003						#DIV/0!
01-3017 Environmental-Sewage-Tara	-102,629	2				-2	(100.0%)
<b>Total SEWER</b>	<b>(109,568)</b>	<b>1</b>				<b>(1)</b>	<b>(100.0%)</b>
<b>WATER</b>							
01-3030 Environmental-Source Water Protection							#DIV/0!
01-3032 Environmental-Water-Chesley/Paisley	-55,462	-2				2	(100.0%)
01-3036 Environmental-Water-Tara	-48,390						#DIV/0!
<b>Total WATER</b>	<b>(103,852)</b>	<b>(2)</b>				<b>2</b>	<b>(100.0%)</b>
<b>STORM</b>							
01-3018 Environmental-Storm Water-Catch Basins	11,138	25,501				-25,501	(100.0%)
01-3019 Environmental-Storm Water-Ditches	30,790	19,431				-19,431	(100.0%)
<b>Total STORM</b>	<b>41,928</b>	<b>44,932</b>				<b>(44,932)</b>	<b>(100.0%)</b>
<b>Total WATER AND SEWER SERVICES</b>	<b>-161,978</b>	<b>44,931</b>				<b>-44,931</b>	<b>(100.0%)</b>

Schedule D			
Grant and Donation Policy Summary of Budget Considerations for 2023 By-Law 45-2021			
Total Budget Available for 2022		<u>30,598</u>	
Total Budget Available for 2023		<u>30,598</u>	
** no change reflected in 2023 Budget			
		Grant Request	2023 Proposed Budget
Schedule B	Application Forms Received	37,714	11,150
Additional Requests (January 9th, 2023)		415	415
		<u>38,129</u>	<u>11,565</u>
Schedule D	Financial Commitments	9,490	9,490
Schedule E	Facility Commitments	10,027	10,027
Reserve	Future Requests		(484)
		<u>57,647</u>	<u>30,598</u>

## Schedule D

### The Corporation of the Municipality of Arran-Elderslie Grant and Donation Policy Schedule B - Application Form

#### Grant and Donation Requests for 2023 By-Law 45-2021

JAN. 30

Organization	Project Description	Amount Requested	Amount Budgeted
Crime Stoppers of Grey Bruce	<p>Crime Stoppers of Grey Bruce is requesting core funding from the Municipality of Arran-Elderslie in the amount of \$2,000 annually to be used toward ongoing operational expenses. Crime Stoppers is at a crisis point. There are enough funds left to support this program for the next two years. Without the assistance of your municipality, and every other municipality in Grey Bruce, the program may then have to close due to lack of funding. Like many other organizations, Covid has proved a challenge to fundraising.</p> <p>Our program serves Grey and Bruce counties, including the Municipality of Arran-Elderslie, by allowing the public to anonymously report information about unsolved crimes, crimes about to occur, and the locations of wanted persons, illicit drugs, and stolen property. We offer anonymous cash rewards ranging from \$50 up to \$2,000 for successful tips. Tips can be given anonymously by phone at 1-800-222-TIPS (8477), by Web Tip at <a href="http://www.cstip.ca">www.cstip.ca</a>, or via our P3 Tips Mobile app.</p> <p><b>** \$2,000 Grant provided in 2020 and 2021; \$2,000 was requested in 2022 and was not awarded due to budget constraints</b></p>	\$ 2,000	\$ 500
Saugeen Economic Development Corporation - Hawks' Nest Sponsorship	<p>The first-ever Hawks' Nest competition a 'Dragon's Den' inspired event was held in 2016, and the second in 2018, presented by Saugeen Economic Development Corporation (SEDC) and Bruce Community Futures Development Corporation (Bruce CFDC). The Hawks' Nest covers the areas of Grey, Bruce, Wellington North, Minto and the City of Owen Sound. The third event is scheduled for May 17th, 2023 in Owen Sound.</p> <p>At the event, seven finalists will pitch their business ideas to the Hawks; six high-profile business leaders in the local area who have committed to invest a minimum of \$5,000 in one or more of the finalists that evening. Not only is there a minimum of \$30,000 up for grabs; the finalists will come away with valuable feedback, coaching, mentorship and immeasurable exposure to kick start their business idea.</p> <p>Arran-Elderslie has been asked to become a Partner Level Sponsor for 2023.</p> <p><b>** This is a new request, no previous grants have been awarded for this initiative</b></p>	\$ 2,000	\$ 150

The Corporation of the Municipality of Arran-Elderslie Grant and Donation Policy Schedule B - Application Form			
Grant and Donation Requests for 2023 By-Law 45-2021			JAN. 30
Organization	Project Description	Amount Requested	Amount Budgeted
Tara Curling Club	<p>The Tara Curling Club has historically rented the community hall to enhance our bonspiels and similar events. During these occasions, we typically do not use the kitchen facility in the hall as we use our own kitchen, dishwasher and bar located in the Curling Club. Our members generally complete the set up and clean up in the community hall when we use it. E.g. We recently hosted a Senior Men's Bonspiel (2 full draws) and rented the community hall where we served lunch to the participants. We only used approximately 1/3 of the hall space, and only required the hall for approximately 4 hours of the day. Our volunteers used the Tara Curling Club dishes, dishwasher and kitchen facilities, and cleaned up the hall afterward.</p> <p>The Tara Curling Club has had a mutually beneficial long-term seasonal shared usage agreement with the municipality for the Curling Club facility. We would appreciate an opportunity to attend in person to discuss options related to this request.</p> <p>In-kind donation - complimentary use of community centre hall approximately 6 times per year (approx. value \$2,500).</p> <p><b>** The Municipality's Grant and Donation Policy, Schedule E Facility Commitments includes 1 day annually for the Hall and Kitchen rental, as per the current agreement with the Tara Curling Club. Valued at \$477.34.</b></p> <p><b>** Value of in-kind donation determined using the Tara Community Centre, Unlicensed fee of \$202.41 excluding HST</b></p>	\$ 1,214	
Chesley Hospital Foundation	<p>The Chesley Hospital Foundation aims to be the bridge between exceptional local healthcare and the communities of Arran-Elderslie. By working with local organizations, businesses and individuals we raise funds to purchase new and necessary medical equipment for the Chesley Hospital.</p> <p>The Chesley Hospital Foundation is looking to fulfill this years capital commitment of \$323,700 in preparation of a Capital Campaign launching for the 2023/2024 fiscal year. Next year we will be launching a capital campaign for an X-Ray Suite Renovation which will take a few years to fully fund. That's why we are starting to look at local opportunities for funding to help keep afloat of our commitments.</p> <p>Having a well-equipped hospital is vital to the overall health of the Arran-Elderslie Community. Funding for Hospital Equipment ensures Doctors, Nurses, Technicians etc have the necessary equipment for their roles, helping to attract and retain staff while offering vital equipment to invest in their skills.</p> <p><b>** The Foundation submitted a request in 2022 and was awarded \$2,620. Council chose to also award \$2,620 to Saugeen Memorial Hospital Foundation, and \$2,620 to the Walkerton &amp; District Hospital Foundation.</b></p>	\$ 30,000	\$ 10,000
Paisley Blues Festival	<p>Paisley Blues Festival is a registered charity whose purpose is to advance the public's appreciation of the Arts, and to advance education. In 2023 they will returning to the original festival model, 3 days of award winning music, with free admission to everyone. Named on one of the top 100 Festivals and Events in Ontario for 2019. By removing financial barriers, they offer a truly inclusive community festival which is accessible to all residents, and encourages families to come out and experience great live music.</p> <p>Grant request will be used for marketing. A donation from Arran-Elderslie will allow an increase in the marketing reach, drawing significantly more visitors from Southern Ontario to this region. A Ministry report shows visitor spending over a three day event to total over \$155,000. This project has a budget of \$90,000.</p> <p><b>** The Festival received \$500 in 2018 and 2019</b></p>	\$ 2,500	\$ 500

The Corporation of the Municipality of Arran-Elderslie Grant and Donation Policy Schedule B - Application Form			
Grant and Donation Requests for 2023 By-Law 45-2021			JAN. 30
Organization	Project Description	Amount Requested	Amount Budgeted
Total Grant Requests Received by Application Form		\$ 37,714	\$ 11,150

### Additional Requests Received by Correspondence/Delegation of Council During Budget Meetings

Arran Tara Elementary School Grade 8 Students	Correspondence was received and included as agenda item 12.1 on January 9th, 2023. Ms. Franco wrote on behave of 38 grade 8 students graduating from the Arran Tara Elementary School in June 2023. Due to space limitations at the school, a request has been received to rent the curling club space and the dancehall in the Tara Arena on Tuesday June 27, 2023 at no cost. The parents and students would be responsible for set up and clean up. The families have been fundraising effortlessly since August 2022 to assist with providing funds to each student towards the costs of the 4-day graduating trip to Ottawa, \$760 per student. There are not funds provided by the School Board for graduation, and the costs are borne by the families. <b>** Rental cost for the Tara Curling Club is \$415.39 plus hst.</b>	\$	415	\$	415
---	---	----	-----	----	-----

### Additional Requests Received by Motion

**\$ 38,129      \$ 11,565**



## Schedule D

**The Corporation of the Municipality of Arran-Elderslie  
Grant and Donation Policy  
Schedule D - Financial Commitments  
By-Law 45-2021**

		Commitment
<b>Community Events Funding</b>		
Temporary Seed Financing	Annual Repayment	
Liability Insurance Coverage	50% to a maximum of \$2,000	
<b>Disaster Relief</b>		
Case-by-case Basis	In accordance with donations made by other local municipalities	
<b>Employee's Christmas</b>		
Annual Christmas Dinner	Open to all employees on payroll at the time of the event	\$ 2,500.00 **
<b>Enhancement of Parks and Roadsides</b>		
Chesley Horticultural Society/		
Chesley Chamber of Commerce	Up to \$1,500 with receipts or invoices	\$ 1,500.00
Friends of Paisley Flower	Up to \$1,500 with receipts or invoices	\$ 1,500.00
Tara Horticultural Society	Up to \$1,500 with receipts or invoices	\$ 1,500.00
** for maintenance of Municipal Parks	\$300 with receipts or invoices	\$ 300.00
** for watering per Res.8-147-2014	\$1,500 annually	\$ 1,500.00 **
<b>Fall Fairs</b>		
Arran-Tara Agricultural Society	\$500 plus rental fees for free-use days	\$ 500.00
Chesley Agricultural Society	\$500 plus rental fees for free-use days	\$ 500.00
Paisley Agricultural Society	\$500 plus rental fees for free-use days	\$ 500.00
<b>Firefighters – Municipal Fire Departments</b>		
Chesley	\$250 – Christmas Holiday Celebrations	\$ 250.00
Paisley	\$250 – Christmas Holiday Celebrations	\$ 250.00
Tara	\$250 – Christmas Holiday Celebrations	\$ 250.00
<b>Memorials</b>		
Sitting member of Council or an Employee	Floral memorials, \$75	
Immediate family member of a sitting member of Council or an Employee	Monetary donation of \$50	\$ 200.00
Local public figure, at direction of Council	Monetary donation of \$50	
<b>Non-Municipal Community Centres</b>		
West Arran Community Centre	50% of property taxes or \$800	\$ 800.00
<b>Parades</b>		
Local Group, Sponsorship of a Christmas Parade	\$300	\$ 900.00
<b>Remembrance Day Support of Royal Canadian Legions</b>		
Chesley	One wreath	\$ 60.00
Paisley	Two wreaths	\$ 120.00
Tara	One wreath	\$ 60.00
<b>Schools Cleanup</b>		
Urban municipal parkland or roadside	\$100 per school	* not an annual event
Rural municipal roadside	\$500 per school	
<b>Schools Commencement</b>		
Graduation Award Ceremony	Up to \$100 and a history book, per elementary school	
Secondary School Graduate	\$100	\$ 300.00
Long-term Achievement Award	In lieu of Annual Awards	
		<b>\$ 13,490.00</b>
** these items have been reallocated to the respective departments operating budget		\$ (4,000.00)
<b>Grants and Donations by Council</b>		<b>\$ 9,490.00</b>

## Schedule D

**The Corporation of the Municipality of Arran-Elderslie**  
**Grant and Donation Policy**  
**Schedule E - Facility Commitments**  
**By-Law 45-2021**

<b>Rates determined by Fees &amp; Charges By-Law</b>		<b># Days</b>		<b>Commitment</b>	
<b>Chesley Curling Club</b>					
Kitchen use	15 days annually	15	\$ 63.19	947.85	
Hall, kitchen and boardroom	1 day annually	1	\$ 531.44	531.44	
Curling club floor during off ice season	4 days annually	4	\$ 531.44	2,125.76	
** as per agreement					
<b>Paisley Curling Club</b>					
Hall and Kitchen	2 days annually	2	\$ 415.39	830.78	
** as per agreement		2	\$ 63.19	126.38	
<b>Tara Curling Club</b>					
Hall and kitchen	1 day annually	1	\$ 415.39	415.39	
** as per agreement		1	\$ 63.19	63.19	
<b>Tara Festival of Crafts</b>					
Reduced fees	3-day annual event	3	\$ 198.44	595.32	
** as per agreement					
<b>Chesley Kinsman Club</b>					
Kinsmen Pavillion	3 days annually for July Fest	3	\$ 105.69	317.07	
Kinsmen Pavillion	20 days annually	20	\$ 105.69	2,113.80	
** as per agreement					
<b>Chesley Agricultural Society</b>					
Building and grounds for Fall Fair	3 days annually	3	\$ 272.97	818.91	
Hall and kitchen for Jamborees	2 days annually	2	\$ 272.97	545.94	
** as per agreement					
<b>Tara Agricultural Society</b>					
Building and grounds for Fall Fair	3 days annually	3	\$ 198.44	595.32	
** as per agreement					
				<b>10,027.15</b>	

## Schedule E - Capital Budget

	LTD Budget	Unspent Budget Carry-forward	2023 Expenses	2023 Capital Requests	2023 Grants	2023 Donations	Reserves Unspent Budget Carry-forward	2023 New Reserves	2024 Expenses
<b>MUNICIPAL SERVICES</b>									
<b>GENERAL GOVERNMENT</b>									
<b>GENERAL SERVICES</b>									
21-GENG-0001 BLDG-Municipal Office Basement Renovations	50,000	50,000	50,000	100,000			50,000	50,000	
21-GENG-0002 EQUIP-Efficiency/Modernization-IT Upgrades	51,117	11,239		11,239			11,239		
22-GENG-0001 BLDG-Municipal Office, Elevator Installation	148,316	148,316		148,316	118,653		29,663		
22-GENG-0002 EQUIP-CRP, Maintenance Manager, Route Patrol	100,100		17,360	17,360	1,516			15,844	
23-GENG-0007 EQUIP-IT Replacement Plan-staff computers			10,500	10,500				10,500	
23-GENG-0008 EQUIP-IT Network Setup-Arena's and Fire Stations			12,000	12,000				12,000	
24-GENG-0001 EQUIP-Salary Reporting - Integration of Easypay and FMW									10,000
<b>Total GENERAL SERVICES</b>	349,533	209,555	89,860	299,415	120,169		90,902	88,344	10,000
<b>Total GENERAL GOVERNMENT</b>	349,533	209,555	89,860	299,415	120,169		90,902	88,344	10,000
<b>FIRE PROTECTION SERVICES</b>									
<b>COMMON</b>									
23-FIRE-0003 FLEET-Fire Chief Command/Response Unit			65,000	65,000		7,432		57,568	
23-FIRE-0004 BLDG-Live Fire/Skills Deveopment Training Ground			10,000	10,000				10,000	10,000
23-FIRE-0008 EQUIP-Recruit Bunker Gear			10,000	10,000				10,000	37,450
23-FIRE-0011 EQUIP-Chesley Tara SCBA Replacement (SRFIRE.22.11)			294,455	294,455		47,340		247,115	
24-FIRE-0007 EQUIP-Modernization of Fire Apparatus Radios									9,500
<b>Total COMMON</b>			379,455	379,455		54,772		324,683	56,950
<b>PAISLEY</b>									
22-FIRE-0004 BLDG-Paisley Fire Hall Construction	15,000		310,000	310,000				310,000	2,000,000
23-FIRE-0002 EQUIP-E Hydraulic Ram for Auto Extrication									
<b>Total PAISLEY</b>	15,000		310,000	310,000				310,000	2,000,000
<b>Total FIRE PROTECTION SERVICES</b>	15,000		689,455	689,455		54,772		634,683	2,056,950
<b>TRANSPORTATION SERVICES</b>									
<b>BRIDGES &amp; CULVERTS</b>									
21-TRAN-0001 BRIDGES-A13 Clark Bridge Guiderail	30,000	27,878	122	28,000			27,878	122	
22-TRAN-0008 BRIDGES - Teeswater, paisley, Dyke Maint.	56,000	44,000		44,000	22,000		22,000		
23-TRAN-0029 BRIDGE/CULVERT-(E) - Con 6 Elderslie, east of Lockerby Bridge			50,000	50,000				50,000	
23-TRAN-0030 BRIDGE-(P)- P1 Ross St Bridge			128,000	128,000				128,000	
<b>Total BRIDGES &amp; CULVERTS</b>	86,000	71,878	178,122	250,000	22,000		49,878	178,122	
<b>ROAD NETWORK</b>									
21-TRAN-0002 ROADS-Sideroad #15 Roadway	641,682	465,300	264,700	730,000	264,700		465,300		
21-TRAN-0004 ROADS-Brook St. Tara	621,704	551,266		551,266			551,266		298,734
22-TRAN-0007 ROADS - Teeswater Bridge, Paisley - Approaches and Roadway	15,000	5,576	392,024	397,600			5,576	392,024	
23-TRAN-0015 ROADS-Brant Elderslie Boundary (Brockton)			100,000	100,000		50,000		50,000	
23-TRAN-0023 ROADS-(C)- Industrial Park Road			80,100	80,100				80,100	
23-TRAN-0024 ROADS-(AE)-Elderslie - Arran TL, Micro Bruce Rd 3 to Sdrd 10			217,300	217,300				217,300	
23-TRAN-0025 ROADS-(E)- Con 10 Elderslie, Micro Bruce Rd 3 to Sdrd 5			126,000	126,000				126,000	
23-TRAN-0028 ROADS-(P)- Albert St. Pave from Balaklava to Arnaud			26,800	26,800				26,800	
<b>Total ROAD NETWORK</b>	1,278,386	1,022,142	1,206,924	2,229,066	264,700	50,000	1,022,142	892,224	298,734
<b>SIDEWALKS</b>									
22-TRAN-0005 ROADS-Sidewalks	765,851	748,805	410,695	1,159,500	737,215		251,002	171,283	
<b>Total SIDEWALKS</b>	765,851	748,805	410,695	1,159,500	737,215		251,002	171,283	
<b>OTHER</b>									
23-TRAN-0016 ROADS-Other White Ave, Library, Tara parking lot			15,000	15,000				15,000	
<b>Total OTHER</b>			15,000	15,000				15,000	
<b>VEHICLES &amp; EQUIPMENT</b>									
23-TRAN-0017 HVY/EQUIP- Sweeper Truck			425,000	425,000				425,000	
23-TRAN-0018 HVY/EQUIP (A)- Utility trailer for Lawnmower			6,000	6,000				6,000	
23-TRAN-0019 FLEET-(E)-Pick-up			58,000	58,000				58,000	
<b>Total VEHICLES &amp; EQUIPMENT</b>			489,000	489,000				489,000	
<b>Total TRANSPORTATION SERVICES</b>	2,130,237	1,842,825	2,299,741	4,142,566	1,023,915	50,000	1,323,022	1,745,629	298,734
<b>ENVIRONMENTAL SERVICES</b>									
<b>WASTE DISPOSAL</b>									
21-ENVS-0001 BLDG-Arran Landfill-Weigh Scales Building	8,000		100,000	100,000				100,000	

## Schedule E - Capital Budget

			2023	2023	2023	2023	Reserves	2023	2024
	LTD	Unspent Budget		Capital			Unspent Budget	New	
	Budget	Carry-forward	Expenses	Requests	Grants	Donations	Carry-forward	Reserves	Expenses
<b>Total WASTE DISPOSAL</b>	<b>8,000</b>		<b>100,000</b>	<b>100,000</b>				<b>100,000</b>	
<b>Total ENVIRONMENTAL SERVICES</b>	<b>8,000</b>		<b>100,000</b>	<b>100,000</b>				<b>100,000</b>	
<b>RECREATION AND CULTURE</b>									
<b>PARKS</b>									
21-RECC-0001 BLDG/COMP-Chesley Community Ctr / Arena-Zamboni Gates	14,947	14,947		14,947			14,947		
21-RECC-0011 PARKS-Dog Park Construction	29,000	29,000		29,000		26,100	2,900		
22-RECC-0002 PARKS-Splashpads (P)	175,000		21,000	21,000		21,000			
22-RECC-0003 PARKS-Splashpads (T)	175,000		10,000	10,000		10,000			
22-RECC-0006 PARKS-Paisley Docks, Approaches	20,000	20,000	-20,000						20,000
23-RECC-0024 PARKS-Tara Park Pole Replacement			4,500	4,500				4,500	
23-RECC-0025 PARKS-Dr. Milne Park Pavilion Rehabilitation/Retaining Wall			24,000	24,000				24,000	
23-RECC-0026 EQUIP-RW17 Mower Attachment			4,500	4,500				4,500	
24-RECC-0019 PARKS-Chesley Skate Park Equipment Replacement									55,000
24-RECC-0020 PARKS-Replace playground equipment in Paisley									70,000
24-RECC-0023 PARKS-Tara Main Park Redevelopment									75,000
<b>Total PARKS</b>	<b>413,947</b>	<b>63,947</b>	<b>44,000</b>	<b>107,947</b>		<b>57,100</b>	<b>17,847</b>	<b>33,000</b>	<b>220,000</b>
<b>FACILITIES</b>									
21-RECC-0004 BLDG-Tara Community Ctr / Arena-Replace Addition Roof	12,000	12,000		12,000			12,000		
21-RECC-0013 BLDG-(P)-Comm Ctr 2nd Floor Renovation	449,800	203,863		203,863	100,000		103,863		
21-RECC-0014 BLDG-(P)-Comm Ctr Lift Rehabilitation	148,316	148,316		148,316	118,653		29,663		
22-RECC-0008 BLDG-Tara Pool-Leak Repair	10,000	10,000		10,000			10,000		
23-RECC-0015 BLDG-Paisley Arena Floor Replacement			50,000	50,000				50,000	
23-RECC-0018 BLDG/COMP-Tara Arena Chiller Replacement			35,000	35,000				35,000	
23-RECC-0029 EQUIP-Tara Arena Floor Scrubber			6,500	6,500				6,500	
23-RECC-0030 EQUIP-Paisley Arena Floor Scrubber			6,500	6,500				6,500	
23-RECC-0031 EQUIP-Chesley Electronic Sign Replacement			9,500	9,500				9,500	
24-RECC-0016 BLDG-Tara Arena Floor Replacement									50,000
24-RECC-0017 BLDG-Tara Arena Storage Building									30,000
24-RECC-0028 BLDG/COMP-Paisley Arena Chiller Replacement									45,000
24-RECC-0031 EQUIP-Paisley Arena Ice Resurfacer									98,000
24-RECC-0032 EQUIP-Chesley Pool Diving Board									5,500
24-RECC-0035 BLDG-Tara Arena Cement Work									13,500
24-RECC-0036 BLDG/COMP-Arkwright Hall Furnace Replacement									15,000
25-RECC-0001 BLDG-Accessibility Upgrades to Chesley Pool House									
25-RECC-0002 BLDG-Tara Pool Accessibility Upgrades									
25-RECC-0004 BLDG/COMP-Chesley - Replace Chiller									
<b>Total FACILITIES</b>	<b>620,116</b>	<b>374,179</b>	<b>107,500</b>	<b>481,679</b>	<b>218,653</b>		<b>155,526</b>	<b>107,500</b>	<b>257,000</b>
<b>LIBRARIES</b>									
23-RECC-0037 BLDG-Paisley Library Renovation	100,000	100,000	400,000	500,000	250,000		100,000	150,000	
24-RECC-0038 BLDG/COMP-Chesley Library HVAC Replacement									19,500
<b>Total LIBRARIES</b>	<b>100,000</b>	<b>100,000</b>	<b>400,000</b>	<b>500,000</b>	<b>250,000</b>		<b>100,000</b>	<b>150,000</b>	<b>19,500</b>
<b>Total RECREATION AND CULTURE</b>	<b>1,134,063</b>	<b>538,126</b>	<b>551,500</b>	<b>1,089,626</b>	<b>468,653</b>	<b>57,100</b>	<b>273,373</b>	<b>290,500</b>	<b>496,500</b>
<b>HEALTH SERVICES</b>									
<b>CLINICS</b>									
24-HLTH-0005 BLDG-Chesley Medical Clinic - roof replacement									30,000
<b>Total CLINICS</b>									<b>30,000</b>
<b>CEMETERIES</b>									
22-HLTH-0001 EQUIP-Cemeteries-Digitization Record Management Software	55,000	37,516		37,516	28,050		9,466		
23-HLTH-0002 LAND/IMP-Fence Work for Tara Cemetery			10,000	10,000				10,000	
23-HLTH-0003 LAND-Land Purchase to expand Tara Cemetery			152,000	152,000				152,000	
23-HLTH-0004 BLDG-Columbarium-Wing Wall Extension Chesley Cemetery			32,300	32,300				32,300	
<b>Total CEMETERIES</b>	<b>55,000</b>	<b>37,516</b>	<b>194,300</b>	<b>231,816</b>	<b>28,050</b>		<b>9,466</b>	<b>194,300</b>	
<b>Total HEALTH SERVICES</b>	<b>55,000</b>	<b>37,516</b>	<b>194,300</b>	<b>231,816</b>	<b>28,050</b>		<b>9,466</b>	<b>194,300</b>	<b>30,000</b>
<b>Total MUNICIPAL SERVICES</b>	<b>3,691,833</b>	<b>2,628,022</b>	<b>3,924,856</b>	<b>6,552,878</b>	<b>1,640,787</b>	<b>161,872</b>	<b>1,696,763</b>	<b>3,053,456</b>	<b>2,892,184</b>

## Schedule E - Capital Budget

			2023	2023	2023	2023	Reserves	2023	2024
	LTD	Unspent		Capital			Unspent	New	
	Budget	Carry-	Expenses	Requests	Grants	Donations	Carry-forward	Reserves	Expenses
<b>WATER AND SEWER SERVICES</b>									
<b>SEWER</b>									
<b>CHESLEY SEWER SYSTEM</b>									
21-WSSE-0003 Chesley Sewer pumps	24,000	24,000	4,000	28,000			24,000	4,000	
22-WSSE-0004 SEWER (C) - Pumping Station, Pump and Electrical Controls	4,590	4,590		4,590			4,590		
22-WSSE-0022 EQUIP-SEWER (C)- Garner Street, South End Electrical Controls	10,200	10,200		10,200			10,200		
23-WSSE-0018 MANHOLES-SEWER-(C)-Manholes Martha Ave			25,000	25,000				25,000	
23-WSSE-0019 BLDG-SEWER-(C)-Blower room roof @ Lagoons			7,500	7,500				7,500	
<b>Total CHESLEY SEWER SYSTEM</b>	<b>38,790</b>	<b>38,790</b>	<b>36,500</b>	<b>75,290</b>			<b>38,790</b>	<b>36,500</b>	
<b>PAISLEY SEWER SYSTEM</b>									
21-WSSE-0001 EQUIP-SEWER-P-RAS Pumps	10,000	10,000	5,000	15,000			10,000	5,000	
21-WSSE-0006 BLDG-SEWER-P-Coverall Building Structure	75,000	9,427	240,573	250,000			9,427	240,573	
22-WSSE-0007 SEWER (P) - Treatment Plant, Natural Gas and Renovations	50,000	50,000	25,000	75,000			50,000	25,000	
23-WSSE-0015 MAINS-SEWER-(P)-Mill Drive SewerMain			100,000	100,000				100,000	
23-WSSE-0016 BLDG/COMP-SEWER-(P)-Ross St Pumping Station-Check Valves			9,000	9,000				9,000	
23-WSSE-0017 BLDG-SEWER-(P)-Pump station roofs (Albertt/Ross) and Mill Drive			20,000	20,000				20,000	
23-WSSE-0020 EQUIP-SEWER (P)-Natural Gas Generator			75,000	75,000				75,000	
23-WSSE-0023 MAINS-SEWER (P)-Queen Street, Paisley, Bridge to Church, 140m			229,500	229,500				229,500	
<b>Total PAISLEY SEWER SYSTEM</b>	<b>135,000</b>	<b>69,427</b>	<b>704,073</b>	<b>773,500</b>			<b>69,427</b>	<b>704,073</b>	
<b>TARA SEWER SYSTEM</b>									
22-WSSE-0002 EQUIP-SEWER (T)-Confined spaces, tripod, harness etc.	6,630	3,338		3,338			3,338		
23-WSSE-0021 EQUIP-SEWER-(T) Mill Street L.S. Pump#2 Replace			24,000	24,000				24,000	
<b>Total TARA SEWER SYSTEM</b>	<b>6,630</b>	<b>3,338</b>	<b>24,000</b>	<b>27,338</b>			<b>3,338</b>	<b>24,000</b>	
<b>Total SEWER</b>	<b>180,420</b>	<b>111,555</b>	<b>764,573</b>	<b>876,128</b>			<b>111,555</b>	<b>764,573</b>	
<b>WATER</b>									
<b>CHESLEY/PAISLEY WATER SYSTEM</b>									
21-WSWA-0003 WELL-Chesley Community Park Well #1	525,000	467,000	33,000	500,000			467,000	33,000	
22-WSWA-0004 BLDG-WATER (C) - Building, Riverside, Old Shop Rehabilitation	85,000	70,605		70,605			70,605		
22-WSWA-0010 BLDG/COMP-WATER - AE WTP - Gaskets and Dialers	30,000		1,000	1,000				1,000	
23-WSWA-0018 EQUIP-WATER-(AE) - Data Loggers @ AE Water Plant for back-up			20,000	20,000				20,000	
23-WSWA-0021 MAINS-WATER-(P) Queen Street, Paisley, Bridge to Church			314,100	314,100				314,100	
<b>Total CHESLEY/PAISLEY WATER SYSTEM</b>	<b>640,000</b>	<b>537,605</b>	<b>368,100</b>	<b>905,705</b>			<b>537,605</b>	<b>368,100</b>	
<b>TARA WATER SYSTEM</b>									
22-WSWA-0011 BLDG/COMP-WATER (T) - WTP, Dialers	15,000		1,000	1,000				1,000	
22-WSWA-0012 MAINS-WATER T - Hamilton St. Watermain, Dead end to John St.	42,600	40,913	854,087	895,000	312,386		9,674	572,940	
23-WSWA-0019 EQUIP-WATER-(T)- Data loggers @ Tara Water wells			20,000	20,000				20,000	
23-WSWA-0020 BLDG-WATER-(T)- Roofs replacment @ Well 2 & 3			10,000	10,000				10,000	
23-WSWA-0022 WATER (T) -Francis St Watermains			2,500	2,500				2,500	638,000
<b>Total TARA WATER SYSTEM</b>	<b>57,600</b>	<b>40,913</b>	<b>887,587</b>	<b>928,500</b>	<b>312,386</b>		<b>9,674</b>	<b>606,440</b>	<b>638,000</b>
<b>FLEET-WATER - Pickup Truck #W8</b>									
21-WSSH-0001 FLEET-WATER - Pickup Truck #W8	55,000	55,000		55,000			55,000		
<b>Total FLEET-WATER - Pickup Truck #W8</b>	<b>55,000</b>	<b>55,000</b>		<b>55,000</b>			<b>55,000</b>		
<b>EQUIP-WATER - Antenna/Cable</b>									
21-WSWA-0001 EQUIP-WATER - Antenna/Cable	30,000	30,000		30,000			30,000		
<b>Total EQUIP-WATER - Antenna/Cable</b>	<b>30,000</b>	<b>30,000</b>		<b>30,000</b>			<b>30,000</b>		
<b>BLDG-WATER - AE OPS Maintenance Projects-Gas Conversion</b>									
22-WSWA-0003 BLDG-WATER - AE OPS Maintenance Projects-Gas Conversion	25,000	25,000		25,000			25,000		
<b>Total BLDG-WATER - AE OPS Maintenance Projects-Gas Conversion</b>	<b>25,000</b>	<b>25,000</b>		<b>25,000</b>			<b>25,000</b>		

## Schedule E - Capital Budget

			2023	2023	2023	2023	Reserves	2023	2024
	LTD	Unspent		Capital			Unspent	New	
	Budget	Carry-	Expenses	Requests	Grants	Donations	Carry-forward	Reserves	Expenses
Total WATER	807,600	688,518	1,255,687	1,944,205	312,386		657,279	974,540	638,000
<b>STORMWATER SYSTEM</b>									
<b>STORMWATER</b>									
23-WSST-0004 STORM-(T) - North Ave, Maria east to Middleton Drain			90,000	90,000				90,000	
Total STORMWATER			90,000	90,000				90,000	
<b>STORM-Hamilton St, Tara and John St to South End</b>									
22-WSST-0001 STORM-Hamilton St, Tara and John St to South End	200,000	200,000	280,000	480,000	280,000		200,000		
Total STORM-Hamilton St, Tara and John St to South End	200,000	200,000	280,000	480,000	280,000		200,000		
Total STORMWATER SYSTEM	200,000	200,000	370,000	570,000	280,000		200,000	90,000	
Total WATER AND SEWER SERVICES	1,188,020	1,000,073	2,390,260	3,390,333	592,386	-	968,834	1,829,113	638,000

## Schedule F - Summary of Reserves

### Municipal Services

Reserve Category	Balance 12/31/2023
<b>Fire Services</b>	<b>637,711</b>
7220 - Protective Services Fire	69,751
7222 - Fire Station - Chesley	106,857
7223 - Fire Station - Chesley Bell Mobility	61,823
7224 - Fire Station - Paisley	203,542
7225 - Fire Station - Paisley Bell Mobility	94,540
7226 - Fire Station - Tara	11,768
7227 - Fire Station - Tara Bell Mobility	73,963
7228 - Fire Station - Chesley/Chatsworth	15,466
<b>General Government</b>	<b>661,130</b>
7211 - Office Equipment	50,818
7212 - Municipal Buildings	446,695
7213 - MMAH Municipal Efficiency	13,631
7214 - Ontario Grants	10,102
7312 - Election Expense	7,500
7313 - Employee Equity	40,021
7314 - OPG Annual Payment	92,362
<b>Health Services</b>	<b>161,800</b>
7241 - Paisley Clinic	44,970
7242 - Chesley Clinic	92,481
7340 - Doctor Recruitment	9,349
7341 - Cannabis Legalization Fund	15,000
<b>Other and Unspecified</b>	<b>294,687</b>
7229 - Hose Tower-Paisley	4,540
7291 - Gravel Pit	290,148
<b>Planning and Development</b>	<b>362,512</b>
7270 - Land Sale Proceeds - Elderslie	319,600
7270 - Land Sale Proceeds - Paisley	10,000
7370 - Economic Development	32,912
<b>Protective Inspection</b>	<b>2,448</b>
7321 - Animal Control	2,448



<b>Recreation</b>	<b>475,695</b>
7250 - Recreation General	-
7251 - Paisley Museum	10,182
7252 - Palace	4,000
7254 - Rec Arena/Community Ctrs	349,372
7255 - Krug Memorial Park	14,305
7257 - Chesley Trailer Park	87,972
7259 - Recreation-Buildings	9,863
<b>Roadways</b>	<b>1,072,969</b>
7263 - Winter Control	161,175
7264 - Bridges	261,789
7265 - Equipment	451,921
7266 - Roads	198,084
<b>Sick Leave</b>	<b>533,520</b>
7311 - Accumulated Sick Leave	533,520
<b>Waste Disposal</b>	<b>82,570</b>
7280 - Landfill - Paisley	2,570
7281 - Landfill - Arran	80,000
<b>Working Capital</b>	<b>2,629,676</b>
7210 - Working Capital	2,629,676
<b>Grand Total</b>	<b>6,914,719</b>

### Building, Water, Sewer and Storm Services

<b>Reserve Category</b>	<b>Balance 12/31/2023</b>
<b>Building Permits</b>	<b>217,411</b>
7307 - Building Code-Permit Fees	217,411
<b>Sanitary Sewers</b>	<b>3,010,897</b>
7231 - Sanitary Sewers	3,010,897
<b>Waterworks</b>	<b>7,761,471</b>
7232 - Water	7,644,039
7233 - Water/Sewer - Arran-Elderslie	117,433
<b>Stormwater</b>	<b>23,330</b>
7234 - Stormwater	23,330
<b>Grand Total</b>	<b>11,013,110</b>
<b>Total Reserves</b>	<b>17,927,829</b>

**Schedule F.1**  
**Summary of Transfers from Reserves for Operations**

Department	Description	Amount	Reserve #	Reserve
Municipal Services				
Reserve Funds				
01-1020 General-Program Support	SRCLK.18.67 Community Well Being Reserve Fund for Paisly Schd	6,723.00	7240	Community Well Being, RF
Reserves				
01-1030 General-Asset Management / GIS	Annual Transfer - Roads Dept contribution to GIS Services	10,000.00	7266	Roads
01-2010 Protection-Common Fire	Mandatory Certification for Paisley and Tara	36,926.00	7314	OPG, DGR Program
01-2012 Protection-Chesley Fire	Mandatory Certification for Chesley, cost shared	11,020.00	7228	Fire Station - Chesley/Chatsworth
01-2012 Protection-Chesley Fire	Mandatory Certification for Chesley, AE share	2,504.00	7314	OPG, DGR Program
01-2514 Transportation-Roads-Bridges	Engineered Bridge Study, 2022 project carryforward	10,000.00	7264	Bridges
01-3018 Environmental-Storm Water-Catch Basins	Stormwater Study, 2022 project carryforward	19,655.00	7213	MMAH Municipal Efficiency Funds
01-3018 Environmental-Storm Water-Catch Basins	Snowfleet GPS, 2022 project carryforward (Stormwater)	18,600.00	7213	MMAH Municipal Efficiency Funds
01-3018 Environmental-Storm Water-Catch Basins	Stormwater Study, 2022 project carryforward	18,149.00	7266	Roads
01-4000 Health-Physician Recruitment	Financing of physician agreements	20,000.00	7340	Doctor Recruitment
01-4000 Health-Physician Recruitment	Repayment of Reserve overage	7,888.00	7242	Chesley Clinic
01-5001 Rec/Cult-Parkland-Recreation	Picnic table replacement program	2,000.00	7250	Recreation - General
01-5015 Rec/Cult-Admin	Building Condition Assessment for AM, Phase 2	30,000.00	7212	Municipal Buildings
01-7410 Plan/Dev-Economic Development	Community Improvement Plan, Tasks identified	15,000.00	7213	MMAH Municipal Efficiency Funds
Total Transfers from Municipal Reserves		201,742.00	** excluding Reserve Funds	
Building Services				
01-1030 General-Asset Management / GIS	Annual Transfer - Building Dept contribution to GIS Services	5,000.00	7307	Building Code - Permit Fees
01-2042 Protection-Building Inspection	Financing of 2023 operating budget	57,184.00	7307	Building Code - Permit Fees
Total Transfers from Building Reserves		62,184.00		
Water and Sewer Services				
01-3005 Environmental-Sewer&Water-Common	Cost sharing - portion for Water	143,623.00	7232	Water
01-1030 General-Asset Management / GIS	Annual Transfer - Water Dept contribution to GIS Services	10,000.00	7232	Water
01-3018 Environmental-Storm Water-Catch Basins	Temporary financing, pending Stormwater Fee Study	27,355.00	7232	Water
01-3019 Environmental-Storm Water-Ditches	Temporary financing, pending Stormwater Fee Study	28,000.00	7232	Water
01-3030 Environmental-Source Water Protection	Annual Transfer - to cover operating costs	6,500.00	7232	Water
Total Transfers from Water Reserve		215,478.00		
01-3005 Environmental-Sewer&Water-Common	Cost sharing - portion for Sewer	215,436.00	7231	Sewer
01-1030 General-Asset Management / GIS	Annual Transfer - Sewer Dept contribution to GIS Services	10,000.00	7231	Sewer
Total Transfers from Sewer Reserve		225,436.00		
Total Transfers from Water and Sewer Reserves		440,914.00		
Total Transfers from Reserves for 2023 Operating Budget		704,840.00		

**Schedule F.2**  
**Summary of Transfers to Reserves from Operations**

Department	Description	Amount	Reserve # Reserve
<b>Municipal Services</b>			
01-1010 General-Council	Annual transfer to build up Election Reserve	7,500.00	7312 Election Expense
01-1020 General-Program Support	Annual transfer for capital initiatives	1,126,719.00	7210 Working Capital
01-1020 General-Program Support	2023 land sale proceeds	299,600.00	7270 Land Sale Proceeds
01-2010 Protection-Common Fire	Annual transfer of \$50,000 shared by Fire Station	16,666.00	7222 Fire Station - Chesley
01-2010 Protection-Common Fire	Annual transfer of \$50,000 shared by Fire Station	16,667.00	7224 Fire Station - Paisley
01-2010 Protection-Common Fire	Annual transfer of \$50,000 shared by Fire Station	16,667.00	7226 Fire Station - Tara
01-2012 Protection-Chesley Fire	MVA net cost recovery for specialized rescue equipment	2,500.00	7228 Fire Station - Chesley/Chatsworth
01-2012 Protection-Chesley Fire	Annual transfer for boot allowance	2,000.00	7228 Fire Station - Chesley/Chatsworth
01-2012 Protection-Chesley Fire	Annual transfer of the Bell Mobility lease payment	9,500.00	7223 Fire Station - Chesley Bell Mobility
01-2014 Protection-Paisley Fire	Annual transfer of 50% of Brockton service agreement	32,494.00	7224 Fire Station - Paisley
01-2014 Protection-Paisley Fire	Annual transfer of 50% of Kincardine service agreement	30,689.00	7224 Fire Station - Paisley
01-2014 Protection-Paisley Fire	Annual transfer of the Bell Mobility lease payment	9,500.00	7225 Fire Station - Paisley Bell Mobility
01-2014 Protection-Paisley Fire	Annual transfer for boot allowance	2,000.00	7224 Fire Station - Paisley
01-2016 Protection-Tara Fire	Annual transfer of the Bell Mobility lease payment	9,500.00	7227 Fire Station - Tara Bell Mobility
01-2016 Protection-Tara Fire	Annual transfer for boot allowance	2,000.00	7226 Fire Station - Tara
01-2041 Protection-Animal Control	New reserve - departmental surplus allocation	2,448.00	7321 Animal Control
01-2514 Transportation-Roads-Bridges	Annual transfer to reserve	120,000.00	7264 Bridges
01-4000 Health-Physician Recruitment	To replenish reserve for over expenditure	7,888.00	7340 Doctor Recruitment
01-4002 Health-Clinic-Chesley	Annual transfer - departmental surplus allocation	16,049.00	7242 Chesley Clinic
01-4004 Health-Clinic-Paisley	Annual transfer - departmental surplus allocation	4,569.00	7241 Paisley Clinic
01-5612 Rec/Cult-Facilities-Chesley Trailer Park	Annual transfer - departmental surplus allocation	18,867.00	7257 Chesley Trailer Park
01-5715 Rec/Cult-Facilities-Lease-Paisley LCBO	New reserve - departmental surplus allocation	9,863.00	7259 Recreation - Buildings
<b>Total Transfers to Reserves for Municipal Purposes</b>		<b>1,763,686.00</b>	
<b>Water and Sewer Services</b>			
01-3012 Environmental-Sewage-Chesley	Annual transfer - departmental surplus allocation	428,062.00	7231 Sewer
01-3015 Environmental-Sewage-Paisley	Annual transfer - departmental surplus allocation	119,397.00	7231 Sewer
01-3017 Environmental-Sewage-Tara	Annual transfer - departmental surplus allocation	265,736.00	7231 Sewer
<b>Total Transfers to Sewer</b>		<b>813,195.00</b>	
01-3032 Environmental-Water-Chesley/Paisley	Annual transfer - departmental surplus allocation	959,883.00	7232 Water
01-3036 Environmental-Water-Tara	Annual transfer - departmental surplus allocation	302,837.00	7232 Water
<b>Total Transfers to Water</b>		<b>1,262,720.00</b>	
<b>Total Transfers to Reserves for Water and Sewer Purposes</b>		<b>2,075,915.00</b>	
<b>Total Transfers to Reserves for 2023 Operating Budget</b>		<b>3,839,601.00</b>	

**Schedule F.3**  
**Summary of Transfers from Reserves for Capital**

Capital Project	Reserve #	2023 New Reserves
<b>Municipal Services</b>		
21-ENVS-0001 BLDG-Arran Landfill-Weigh Scales Building	7281/2152 - Landfill - Arran	100,000.00
21-GENG-0001 BLDG-Municipal Office Basement Renovations	7212/2112 Municipal Buildings	50,000.00
21-TRAN-0001 BRIDGES-A13 Clark Bridge Guiderail	7264/2122 Bridges	122.00
22-FIRE-0004 BLDG-Paisley Fire Hall Construction	7270/2110 Land Sales	250,000.00
22-GENG-0002 EQUIP-CRP, Maintenance Manager, Route Patrol	7210/2101 Working Capital	15,844.00
22-TRAN-0005 ROADS-Sidewalks	7266/2124 Roads	171,283.00
22-TRAN-0007 ROADS - Teeswater Bridge, Paisley - Approaches and Roadway	7264/2122 Bridges	392,024.00
23-FIRE-0002 EQUIP-E Hydraulic Ram for Auto Extrication	7224/2116 Fire Station - Paisley	
23-FIRE-0003 FLEET-Fire Chief Command/Response Unit	7222/2117 Fire Station - Chesley	14,234.00
23-FIRE-0003 FLEET-Fire Chief Command/Response Unit	7224/2116 Fire Station - Paisley	21,667.00
23-FIRE-0003 FLEET-Fire Chief Command/Response Unit	7226/2118 Fire Station - Tara	21,667.00
23-FIRE-0004 BLDG-Live Fire/Skills Deveopment Training Ground	7314/2107 OPG Reserve, in support of training	10,000.00
23-FIRE-0008 EQUIP-Recruit Bunker Gear	7224/2116 Fire Station - Paisley -6 sets	6,000.00
23-FIRE-0008 EQUIP-Recruit Bunker Gear	7226/2118 Fire Station - Tara - 4 sets	4,000.00
23-FIRE-0011 EQUIP-Chesley Tara SCBA Replacement (SRFIRE.22.11)	7222/2117 Fire Station - Chesley	90,677.00
23-FIRE-0011 EQUIP-Chesley Tara SCBA Replacement (SRFIRE.22.11)	7224/2116 Fire Station - Paisley	13,646.00
23-FIRE-0011 EQUIP-Chesley Tara SCBA Replacement (SRFIRE.22.11)	7226/2118 Fire Station - Tara	142,792.00
23-GENG-0007 EQUIP-IT Replacement Plan-staff computers	7211/2104 Office Equipment	10,500.00
23-GENG-0008 EQUIP-IT Network Setup-Arena's and Fire Stations	7210/2101 Working Capital	12,000.00
23-HLTH-0002 LAND/IMP-Fence Work for Tara Cemetery	7212/2112 Building	10,000.00
23-HLTH-0003 LAND-Land Purchase to expand Tara Cemetery	7210/2101 Working Capital	152,000.00
23-HLTH-0004 BLDG-Columbarium-Wing Wall Extension Chesley Cemetery	7212/2112 Building	32,300.00
23-RECC-0015 BLDG-Paisley Arena Floor Replacement	7254/2181 Arena/Community Centre	50,000.00
23-RECC-0016 BLDG-Tara Arena Floor Replacement	7254/2181 Arena/Community Centre	-
23-RECC-0018 BLDG/COMP-Tara Arena Chiller Replacement	7254/2181 Arena/Community Centres	35,000.00
23-RECC-0021 BLDG-Accessibility Upgrades to Chesley Pool House	7212/2112 Buildings	-
23-RECC-0022 BLDG-Tara Pool Accessibility Upgrades	7212/2112 Building	-
23-RECC-0024 PARKS-Tara Park Pole Replacement	7250/2177 Recreation	4,500.00
23-RECC-0025 PARKS-Dr. Milne Park Pavilion Rehabilitation	7250/2177 Recreation	24,000.00
23-RECC-0026 EQUIP-RW17 Mower Attachment	7250/2177 Recreation	4,500.00
23-RECC-0029 EQUIP-Tara Arena Floor Scrubber	7254/2181 Arena/Community Centres	6,500.00
23-RECC-0030 EQUIP-Paisley Arena Floor Scrubber	7254/2181 Arena/Community Centres	6,500.00
23-RECC-0031 EQUIP-Chesley Electronic Sign Replacement	7212/2112 Municipal Buildings	9,500.00
23-RECC-0037 BLDG-Paisley Library Renovation	7212/2112 Municipal Buildings	150,000.00
23-TRAN-0015 ROADS-Brant Elderslie Boundary (Brockton)	7266/2124 Roads	50,000.00
23-TRAN-0016 ROADS-Other White Ave, Library, Tara parking lot	7266/2124 Roads	15,000.00
23-TRAN-0017 HVY/EQUIP- Sweeper Truck	7266/2124 Roads	425,000.00
23-TRAN-0018 HVY/EQUIP (A)- Utility trailer for Lawnmower	7266/2124 Roads	6,000.00
23-TRAN-0019 FLEET-(E)-Pick-up	7266/2124 Roads	58,000.00

Capital Project	Reserve #	2023 New Reserves
23-TRAN-0023 ROADS-(C)- Industrial Park Road	7266/2124 Roads	80,100.00
23-TRAN-0024 ROADS-(AE)-Elderslie - Arran TL, Micro Bruce Rd 3 to Sdrd 10	7266/2124 Roads	217,300.00
23-TRAN-0025 ROADS-(E)- Con 10 Elderslie, Micro Bruce Rd 3 to Sdrd 5	7266/2124 Roads	126,000.00
23-TRAN-0028 ROADS-(P)- Albert St. Pave from Balaklava to Arnaud	7266/2124 Roads	26,800.00
23-TRAN-0029 BRIDGE/CULVERT-(E) - Con 6 Elderslie, east of Lockerby Bridge	7264/2122 Bridges	50,000.00
23-TRAN-0030 BRIDGE-(P)- P1 Ross St Bridge	7264/2122 Bridges	128,000.00
23-WSST-0004 STORM-(T) - North Ave, Maria east to Middleton Drain	7266/2124 Roads	90,000.00
		<b>3,083,456.00</b>

### Water, Sewer and Stormwater Services

21-WSSE-0001 EQUIP-SEWER-P-RAS Pumps	7231/2131 Sewer	5,000.00
21-WSSE-0003 Chesley Sewer pumps	7231/2131 Sewer	4,000.00
21-WSSE-0006 BLDG-SEWER-P-Coverall Building Structure	7231/2131 Sewer	240,573.00
22-WSSE-0007 SEWER (P) - Treatment Plant, Natural Gas and Renovations	7231/2131 Sewer	25,000.00
23-WSSE-0015 MAINS-SEWER-(P)-Mill Drive SewerMain	7231/2131 Sewer	100,000.00
23-WSSE-0016 BLDG/COMP-SEWER-(P)-Ross St Pumping Station-Check Valves	7231/2131 Sewer	9,000.00
23-WSSE-0017 BLDG-SEWER-(P)-Pump station roofs (Albertt/Ross) and Mill Drive	7231/2131 Sewer	20,000.00
23-WSSE-0018 MANHOLES-SEWER-(C)-Manholes Martha Ave	7231/2131 Sewer	25,000.00
23-WSSE-0019 BLDG-SEWER-(C)-Blower room roof @ Lagoons	7231/2131 Sewer	7,500.00
23-WSSE-0020 EQUIP-SEWER (P)-Natural Gas Generator	7231/2131 Sewer	75,000.00
23-WSSE-0021 EQUIP-SEWER-(T) Mill Street L.S. Pump#2 Replace	7231/2131 Sewer	24,000.00
23-WSSE-0023 MAINS-SEWER (P)-Queen Street, Paisley, Bridge to Church, 140m	7231/2131 Sewer	229,500.00
22-FIRE-0004 BLDG-Paisley Fire Hall Construction	7231/2131 Sewer	30,000.00
	<b>Total Transfers from Sewer Reserve for New Capital Requests</b>	<b>794,573.00</b>
21-WSWA-0003 WELL-Chesley Community Park Well #1	7232/2136 Water	33,000.00
22-WSWA-0010 BLDG/COMP-WATER - AE WTP - Gaskets and Dialers	7232/2136 Water	1,000.00
22-WSWA-0011 BLDG/COMP-WATER (T) - WTP, Dialers	7232/2136 Water	1,000.00
22-WSWA-0012 MAINS-WATER T - Hamilton St. Watermain, Dead end to John St.	7232/2136 Water	572,940.00
23-WSWA-0018 EQUIP-WATER-(AE) - Data Loggers @ AE Water Plant for back-up	7232/2136 Water	20,000.00
23-WSWA-0019 EQUIP-WATER-(T)- Data loggers @ Tara Water wells	7232/2136 Water	20,000.00
23-WSWA-0020 BLDG-WATER-(T)- Roofs replacment @ Well 2 & 3	7232/2136 Water	10,000.00
23-WSWA-0021 MAINS-WATER-(P) Queen Street, Paisley, Bridge to Church	7232/2136 Water	314,100.00
23-WSWA-0022 WATER (T) -Francis St Watermains	7232/2136 Water	2,500.00
22-FIRE-0004 BLDG-Paisley Fire Hall Construction	7232/2136 Water	30,000.00
	<b>Total Transfers from Water Reserve for New Capital Requests</b>	<b>1,004,540.00</b>
		<b>1,799,113.00</b>

**Total Transfers from Reserves for New Capital Requests** **4,882,569.00**

## Schedule G - Tax Impacts Across Bruce County

Tax Impact on Median/Typical Property Single Family Home									
Municipality	Property Count	2021 CVA	2022 CVA	2021 Total CVA Taxes	2022 Total CVA Taxes	\$ Tax Change	% Tax Change	2022 Tax Rates Residential	2022 Taxes per 100,000 CVA
Bruce County	19,454	224,000	224,000	2,707.28	2,805.29	98.01	3.62%		
Northern Bruce Peninsula	1,082	177,000	177,000	1,743.02	1,823.99	80.97	4.65%	0.00438730	1,030.50
South Bruce Peninsula	2,710	199,000	199,000	2,250.22	2,320.25	70.03	3.11%	0.00574179	1,165.95
Arran-Elderslie	1,922	176,000	176,000	2,338.26	2,433.58	95.32	4.08%	0.00790942	1,382.72
South Bruce	1,305	183,000	183,000	2,466.86	2,566.57	99.71	4.04%	0.00810725	1,402.50
Huron-Kinloss	1,921	216,000	216,000	2,610.58	2,705.10	94.52	3.62%	0.00660588	1,252.36
Brockton	2,283	195,000	195,000	2,783.10	2,890.18	107.08	3.85%	0.00890368	1,482.14
Kincardine	3,503	242,000	242,000	3,154.40	3,300.37	145.97	4.63%	0.00772018	1,363.79
Saugeen Shores	4,728	293,000	293,000	3,497.25	3,654.62	157.37	4.50%	0.00655538	1,247.31

\*\* data source: OPTA



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Council Meeting Date: February 13, 2023

Subject: SRW.23.02 Community Safety Zone - Paisley Detour Route

Report from: Scott McLeod, Public Works Manager

Appendices: Appendix A: Draft Community Safety Zone & Speed Limit Bylaw

Appendix B: November 28, 2022 Resolution

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Supports Staff's recommendation to reduce the rate of speed for the detour route to 30 km/hr and designate the route as a Community Safety Zone;
  2. Approve a by-law to enact the recommendations;
  3. Authorizes Staff to proceed with purchasing the signage necessary in accordance with the Highway Traffic Act requirements; and
  4. Direct staff to provide a copy of the Bylaw to the Ontario Provincial Police.
- 

### **Report Summary**

The intent of this report is to provide Council with an update regarding the measures available to address concerns raised by the community regarding speeding related to the detour route and the temporary Paisley bridge a motion passed by Municipal Council on November 28, 2022.

---

### **Background**

Several concerns have been raised by members of the community as well as Members of Council regarding traffic on the bridge detour route in place during the Teeswater Bridge Construction Project in Paisley. Council passed a resolution directing municipal staff to review the opportunities for the establishment of a community safety zone,



reduction in speed limits, adequate signage, vehicle size, weight and/or length restrictions and any other improvements that may avoid future impacts.

## **Analysis**

### **Rate of Speed and Community Safety Zone**

Section 128 of the Highway Traffic Act prescribes the rate of speed assigned to highways. In this section, there are allowances prescribing a municipality to pass bylaws respecting the rate of speed in various situation.

*Section 128 (2) of the Highway Traffic Act provides that the council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometres per hour and may prescribe different rates of speed for different times of day.*

And further that,

*If the council of a municipality by by-law prescribes a lower rate of speed for motor vehicles passing over a bridge on a highway under its jurisdiction than is prescribed under subsection (1), signs indicating the maximum rate of speed shall be posted in a conspicuous place at each approach to the bridge.*

The current posted speed for the bridge is 30 km/h however, this is through the use of Construction Signs. Upon consultation with the OPP, they have advised that the 30 km/h speed limit is adequate in their opinion however, to provide enforcement, the signs need to be white regulatory signs.

The Highway Traffic Act also provides a municipality with the opportunity to designate a portion of its highways as a Community Safety Zone, if they feel that public safety is of special concern.

*Section 214.1 of the Highway Traffic Act, R.S.O. 1990 c.H.8, as amended, provides that a Council of a municipality may by by-law, designate a part of the highway under its jurisdiction as a Community Safety Zone, if in the Council's opinion public safety is of special concern on that part of the highway.*

When this designation is made, and the legislated signage requirements have been met, the penalty for speeding becomes doubled for those guilty of an offence.

It is recommended that Council consider a bylaw to both reduce the rate of speed on the detour route to 30 km/h and post regulatory speed signs as required by the legislation as well as designate the detour route as a Community Safety Zone, providing the OPP with the opportunity to enforce speeding at a rate higher than 30 km/h and the penalties for this violation would be doubled.

The portion under the jurisdiction of the Municipality of Arran-Elderslie would be Church Street in Paisley from Queen Street North continuing South on the detour route to the intersection of Goldie Street, Paisley.

From this point, the jurisdiction becomes that of the County of Bruce, and they are proposing to make the same designation for their portion. A report in this regard is to be presented to County Council on February 16, 2023.

### **Restriction to the weight and dimensions**

Additional concerns were made regarding the weight and dimensions of vehicles using the detour route and crossing the temporary bridge.

The temporary bridge is rated to accommodate all standard weight, width and length of traffic in accordance with the Highway Traffic Act. There are no special restrictions that would prevent large vehicles, transports trucks or other equipment from using the detour and bridge.

Under the Highway Traffic Act, only the council of a municipality that was a city on December 31, 2002, may by by-law prohibit the operation of a combination of vehicles having a total length, including load, in excess of 15.25 metres while on a highway or a portion thereof under its jurisdiction designated in the by-law. It does not provide any provisions that allows a municipality to pass a bylaw to limit the width and length of a vehicle.

Further, it only allows for the passing of bylaws related to weight in limited situations and the limits are determined by the engineered load capacity of the structure.

In this case, the bridge is capable of handling all the legal limits.

### **Conclusion**

Upon review of the related legislation and consultation with the OPP as well as the municipal bylaw enforcement, Staff recommend that Council pass a bylaw to reduce the speed on the bridge to 30 km/h, designate it as a Community Safety Zone and post the required speed and community safety zones. Staff will ensure that the OPP are aware of this change so that they can monitor the area.

As noted earlier, Bruce County is also recommending the same action be taken for their portion of the highways which would see the restrictions in place from the top of the east hill on Goldie Street through to the intersection of Queen Street South.

---

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

6.2 Supporting Businesses and the Local Economy

6.5 Engaging People and Partnerships

---

**Financial Impacts/Source of Funding/Link to Procurement Policy**

The financial implications would be minimal and limited to the cost of the signs and hardware to install and minor Staff time. The estimated cost would be less than \$1,000 and would be part of the capital project expenses for the bridge project.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer

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

**BY-LAW NO. XX – 2023**

**BEING A BY-LAW DESIGNATING A COMMUNITY SAFETY ZONE FOR THE  
DURATION OF THE TEESWATER BRIDGE REPLACEMENT PROJECT**

**WHEREAS** Section 11.2 of the *Municipal Act, 2001, S.O., c.25, as amended*, provides that a Council of a municipality may pass by-laws with respect to matters involving the health, safety and well-being of persons; and

**WHEREAS** Section 128 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, prescribes the rate of speed which a highway under the jurisdiction of a municipality shall be posted; and

**WHEREAS** Section 128 (2) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that the council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometres per hour and may prescribe different rates of speed for different times of day; and

**WHEREAS** Section 128 (2) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a by-law passed under subsection (2) may designate an area in the municipality and prescribe a rate of speed, which must be less than 50 kilometres per hour, that applies to all highways within the designated area that, absent a by-law passed under subsection (2), would have a prescribed rate of speed of 50 kilometres per hour under clause (1) (a); and

**WHEREAS** Section 128 (6) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that if the council of a municipality by by-law prescribes a lower rate of speed for motor vehicles passing over a bridge on a highway under its jurisdiction than is prescribed under subsection (1), signs indicating the maximum rate of speed shall be posted in a conspicuous place at each approach to the bridge.

**WHEREAS** Section 214.1 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a Council of a municipality may by by-law, designate a part of the highway under its jurisdiction as a Community Safety Zone, if in the Council's opinion public safety is of special concern on that part of the highway; and

**WHEREAS** Section 214.3 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a by-law or regulation designating a community safety zone shall specify the hours, days and months when the designation is in effect; and

**WHEREAS** Section 214.4 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that the municipality shall ensure that signs denoting a community safety zone are erected in accordance with the regulations; and

**WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie recognizes the potential public safety risks associated with the flow of traffic routed over the temporary bridge detour due to the on-going construction of the Teeswater River Bridge Replacement Project;

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

1. The speed limit for the portion of Church Street, Paisley from Queen Street North also know as Bruce Road 3, Paisley, through the detour route to the intersection of Goldie Street, Paisley is hereby reduced to 30 km/h.
2. That regulatory signs denoting the reduced speed limit shall be place in accordance with the legislated requirements of the *Highway Traffic Act, R.S.O 199 C.H.8, as amended*.
3. THAT the reduced speed limit enacted by the passing of this by-law shall remain in effect until December 31, 2023.
4. THAT the following highways are hereby designated as a "Community Safety Zone":
  - a) Church Street, Paisley from Queen Street North also known as Bruce Road 3, Paisley, through the detour route to the intersection of Goldie Street, Paisley
5. THAT the regulations pertaining to the Community Safety Zone are in effect twenty-four (24) hours per day, seven (7) days per week, twelve (12) months per year.
6. THAT the Community Safety Zone designated by the passing of this by-law shall remain in effect until December 31, 2023.
7. THAT this By-law shall take effect when signs denoting the Community Safety Zone are erected in accordance with the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*.
8. THAT every person who contravenes section 2 of this By-law is guilty of an offence and on conviction is liable to a fine as set out in the penalty provisions of Section 214.6 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*
9. THAT this by-law remains separate and apart from all other designated Community Safety Zones and the provisions affecting all other Community Safety Zones remain in force and effect succeeding the expiring of this by-law.

\*\*\*\*\*

READ a FIRST and SECOND time this XX<sup>th</sup> day of February, 2023.

READ a THIRD time and finally passed this XX<sup>th</sup> day of February, 2023.

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

**Agenda Number:** 16.2.  
**Resolution No.** 338-28-2022  
**Date:** Monday, November 28, 2022



---

**Moved by:** Deputy Mayor Shaw  
**Seconded by:** Councillor Penner

Whereas, the County of Bruce and the Municipality of Arran-Elderslie were supportive of the need to replace the former Teeswater Bridge in Paisley;

Whereas, in August, 2022 the Teeswater Bridge was removed and a temporary detour route was established and a replacement bridge was erected between Goldie Street and Church Street (between the Paisley Firehall and the Paisley Community Centre);

Whereas, the temporary detour replacement bridge is to be in place until fall of 2023;

Whereas, that due to the configuration of the approach ramps to the temporary bridge and the tight turning radius for large transport trucks which appears to be difficult to navigate and even more so when there are other vehicles in the oncoming lane;

Whereas, a number of large transport trucks continually hit and damage pylons and a number of accidents where jersey barriers and hydro poles have been hit and damaged;

Whereas, in particular on November 18, 2022 a large transport truck hit a hydro pole on Church Street/Queen Street;

Whereas, the accident resulted in severe impacts to the Community with the closure of the bridge to north and south bound traffic and a period of hydro outage;

Whereas, not only were the public and residents inconvenienced, businesses were economically impacted with loss of business revenue;

Whereas, the Council of the Municipality of Arran-Elderslie acknowledges the negative impacts and request that the County of Bruce, OPP and Arran-Elderslie staff look at opportunities to reduce speeding, adequate signage, restrict vehicles due to size, weight or length and/or improvements to the temporary route to reduce future damage and road closures;

Whereas, and further the Council of the Municipality of Arran-Elderslie request municipal staff to review the opportunities for the establishment of a community safety zone, reduction in speed limits, adequate signage, vehicle size, weight and/or length restrictions and any other improvements that may avoid future impacts; and

Now therefore, be it resolved that a copy of this motion be sent to County of Bruce, and the OPP and a report be brought back to Council with the findings of this review.

Carried

\_\_\_\_\_  
Mayor Initials

\_\_\_\_\_  
Clerk Initials





## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Council Meeting Date: February 13, 2023

Subject: SRW.23.03 Municipal Fleet Review

Report from: Scott McLeod, Public Works Manager

Appendices: Schedule A – Mileage Details  
Schedule B – Fleet Details  
Schedule C – 3 Year Purchase vs Lease  
Schedule D – Annual costs of proposed replacement schedule  
Schedule E – August 8, 2022 Enterprise Council Presentation

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Direct Staff to continue with the current practice of acquiring municipal vehicles through future purchase rather than leasing in accordance with municipal procurement policy; and
2. Continue to budget for these purchases as required in the annual Capital Budget process.

---

### **Report Summary**

The intent of this report is to provide comparable details regarding the purchase and lease of municipal vehicles.

---

### **Background**

In 2022, Enterprise Fleet Management made a presentation to Council regarding their vehicle leasing program. At that time, Council requested that Staff undertake a comprehensive review of Municipal fleet and report back with comparable details regarding the two (2) options.

Currently, the Municipality fully purchases all vehicles in accordance with municipal procurement policy. There are 21 vehicles licensed and operational at this time ranging in age from new to 30 years old. Heavy vehicles and equipment have not been included in this comparison.

## **Analysis**

Staff made several considerations when undertaking this analysis. To assist with highlighting the comparisons, five (5) schedules have been attached with the following details:

**Schedule A** – This schedule provides a 5-year snapshot of the mileage travelled by each vehicle, broken down by department.

**Schedule B** – This schedule provides the following details for the current fleet:

- Year
- Age
- Description
- Department
- Purchase Cost
- Mileage at December 2022 and 2021
- Annual Mileage
- Maintenance since 2016

**Schedule C** – This schedule provides the 3-year cost of three recently purchased vehicles compared to the 3-year lease costs for three similar vehicles.

**Schedule D** – This schedule provides the annual cost outlay required by the proposed fleet replacement schedule provided by Enterprise as compared to the current fleet costs over time.

**Schedule E** – This is the presentation that was provided to Council in August of 2022. All of the lease figures used have been drawn from this report.

The key factors associated has been considered individually.

## **Fuel**

The municipal fuel budget includes gasoline, dyed diesel and clear diesel.

In 2022, the total fuel cost was \$299,724.86 with only 17% of that being gasoline. When vehicles are properly maintained, fuel mileage is only mildly affected with age. The following comparison is provided for illustrative purchases. Based on these figures, by switching the entire fleet of 21 vehicles to a 2022 Chevrolet Silverado from a 2005 Silverado, fuel savings of \$8,477.85 would be realized annually.

Personalize	<b>2005 Chevrolet Silverado 1500 4WD</b>  Gasoline Vehicle 5.3 L, 8 cyl, Automatic 4-spd	<b>2022 Chevrolet Silverado 4WD</b>  Gasoline Vehicle 5.3 L, 8 cyl, Automatic 10-spd MSRP: \$38,400 - \$62,800
	<b>EPA Fuel Economy</b> <b>Regular Gasoline</b>  <b>15</b> MPG combined 13 city 17 highway city/highway 6.7 gal/100mi <b>Gasoline</b>  390 miles Total Range	<b>EPA Fuel Economy</b> <b>Regular Gasoline</b>  <b>16</b> MPG combined 15 city 19 highway city/highway 6.2 gal/100mi <b>Gasoline</b>  384 miles Total Range

## **Maintenance**

Maintenance costs have been tracked for each fleet vehicle and piece of equipment since 2016. **Schedule B** shows the total maintenance costs for each vehicle since 2016 as well as the average over the past 7 years. These include all costs associated with the vehicles, excluding fuel. It is important to note that this includes decals and stickering, emergency lighting, radios and other specialized equipment that must be installed on or in each vehicle.

It illustrates that the maintenance costs of the municipal fleet are minor in nature with the average per KM being low at \$.06 cents. In both situations, purchase and leasing, maintenance costs will be incurred. However, in the leasing scenario, costs to install the decals, emergency lighting, radios and other specialized equipment would be incurred each time leased vehicles are upgraded.

Staff reached out to Enterprise to enquire how this would be addressed however, at the time of this report, a response was still pending.

## **Departmental Need**

Each department has a varying need to have a vehicle at its disposal. These needs also vary based on the season. The Recreation Department typically uses its vehicles the most during the summer months to travel between the various parks and facilities to perform landscaping and maintenance activities. In the winter time, most work is performed within the community centres and travel is limited, if required at all. Across all departments, the demand for vehicles increases in the summertime when students are brought in to assist with grass cutting and other maintenance. Additional vehicles are needed to transport staff from site to site.

**Schedule A** shows the 5 Year Annual Mileage by department. You will see that the Recreation Department incurs very low kilometers annually and some of those kilometers are shared use with the Works Department, which has utilized one of the Rec pickups for winter patrol purposes in the past. Each of these vehicles have served another department prior to arriving in the Recreation

Department. Historically, when new vehicles are purchased to replace more heavily used vehicles, the older vehicle is moved to a lower use area.

**Schedule B** shows the purchase cost and mileage current to December 2022 for the entire fleet.

The total cost for the three Recreation vehicles, AE06, AE3 and W4 was \$86,620.52 and together they have travelled 784247 kms. The cost per KM for these vehicles has been .11 cents.

The presentation by Enterprise indicated that a 36-month lease would cost \$1370.65 per month, a total of \$49,343.40. Assuming the annual mileage remains the same for the Rec department at 25862.4 kms per year, that is a cost per KM for three vehicles of \$1.91.

These scenarios do not account for fuel costs or maintenance however, the fuel and maintenance costs could certainly be accommodated with the funds saved by the outright purchase.

### **Insurance**

Staff reached out to the municipal insurance broker to inquire as to whether or not there would be any insurance implications by moving to a leasing model.

Intact confirmed that there could potentially be premium increases related to the newer age of the municipal fleet as opposed to the current age of vehicles. However, simple leased vs owned does not affect premiums, only who a total loss would be payable to.

### **Minor and Major Damages**

Municipal vehicles are used in a varying degree of situations all of which come with risks. Minor scratches, dents and other defects are bound to occur to vehicles from time to time. These could potentially affect the costs associated with the lease.

There is also the risk of a major incident resulting in damage that requires major repairs. These types of damages negatively affect the vehicle report and could have a major impact on the end of term factors for a leased vehicle.

Staff reached out to Enterprise to obtain information of how these scenarios would be addressed however, at the time of this report, a response was still pending.

## **Other Factors to Consider**

### **1 Ton Trucks**

These trucks are purchased as a truck chassis and the dump box is then tendered as a separate item to be manufactured and installed. The cost of this is typically about 50% of the vehicle cost. In 2022, the actual cost of the dump box on CH22 was \$17,970.11. Although there may be some possibility to move the box from one vehicle to another, as body style change year to year, some modifications would be needed to ensure the box is properly fitted. This would come at an additional expense to the Municipality. A response from Enterprise is pending on whether there would be implications associated with this modification in a lease scenario.

### **Mileage**

All of our vehicles drive a varying number of kilometers annually. Due to patrol requirements for the roads department, there may be overages in the mileage. For the water department, the mileages may be unpredictable year to year as they would be dependent on the number of emergencies and callouts that take place in a year. Unpredictable factors such as the weather effect all of these situations. On the other hand, other vehicles may incur extremely low mileage and would not justify the annual lease commitment for a vehicle that may sit for a large number of days each year.

### **Apportioning Vehicles to Need**

As noted previously, the Municipality has historically moved the older vehicles to areas that do not require vehicles on a daily basis but the need to have a vehicle at the department's disposal is still necessary. If the fleet was transitioned over to a fully leased fleet, eventually there would be no older vehicles to move to underutilized areas.

## **Conclusion**

Trucks and smaller vehicles make up only 42% of the municipal fleet. Many of the largest expenses, including fuel and maintenance are in the heavy equipment portion of the fleet. Heavy Equipment is vital to the operation of the municipality and encompasses snowplows, loaders, dump trucks, sanders, graders, backhoes. Also included in the fleet is all lawnmowers, tractors, trailers and Zambonis. Although it may seem desirable to have newer vehicles, the higher outlay of expenses could be better invested into our heavy equipment and other important fleet needs that encompass the other 58%. Pickup trucks and cars are used for transporting people from point A to point B however, the rest of the fleet is required to ensure that all of our municipal assets are kept in the best shape and in accordance with legislated requirements.

---

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

### 6.4 Leading Financial Management

---

#### **Financial Impacts/Source of Funding/Link to Procurement Policy**

The financial impacts are explored in the attachments to this report.

Staff used a cost per KM approach when assessing both options. Actual data available regarding the fleet was used to provide a more accurate comparison.

The cost per KM to purchase three vehicles outright is \$1.27. The cost per KM to lease three vehicles is \$1.37. There is a cost savings of .10 cents per KM by purchasing.

The cost per KM for the current fleet which has all been purchased outright is \$0.20 cent per KM.

The maintenance costs per KM for the current fleet have been \$0.06 cents per KM on average.

As noted above, the gasoline costs for the municipal fleet are minor and only account for 17% of the budget. The Municipality currently purchases gas in bulk at a discounted rate for the Arran Shop and Tara Water/Sewer uses this source as well. The municipality also has an ESSO fleet account to realize some cost per litre savings.

The presentation made by Enterprise proposed transitioning 12 vehicles to the leasing model in year one. Based on the cost provided, this would cost a total of \$376,393.16 plus fuel and maintenance for the first 36-month term. To maintain ownership of these vehicles, the Municipality would be required to purchase them at an additional cost.

**Schedule D** provides an illustration of the annual costs of the proposed fleet replacement schedule compared to the costs of our current fleet over time.

For illustrative purposes, the cost to purchase two large fleet equipment pieces has been provided below.

2018 CAT Grader – Purchased for \$460,260.26 in 2018

2020 Tandem Plow Truck – Purchased for \$278,605.90 in 2020.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer

Five Year Annual Average by Department								
Year	Unit #	Description	2022 Mileage	2021 Mileage	2020 Mileage	2019 Mileage	2018 Mileage	Average Annual Mileage
WORKS								
2009	AR1	GMC 1/2 TON 4X4	14945	29570	27526	29147	18810	23999.6
2002	CH1	CHEV 1/2 TON	9475	257	2714	1507	2364	3263.4
2009	PA09	CHEV 1 TON DUMP	16034	16426	13399	12604	8512	13395
1993	CH3	GMC DUMP 1 TON	3796	5396	5684	5434	5593	5180.6
2013	CH013	CHEV 1/2 TON 4X4	25038	18031	38903	46618	42713	34260.6
2018	TA18	CHEV 1 TON	19025	13601	12759	13633	8429	13489.4
2018	AE18	CHEV SILVERADO	15713	9977	10140	11865	11760	11891
2020	AR20	CHEV SILVERADO	23497	22426	9100	0	0	11004.6
2022	AE22	CHEV SILVERADO 1500	6620	0				6620
2022	CH22	CHEV SILVERADO 3500 2WD	8170	0				8170
						Departmental Five Year Annual Average		131274.2
WATER								
2018	W8	GMC 4X4 1/2 TON EXT CAB	17605	22173	21238	16984	0	19500
2013	W7	GMC 4X4 1/2 TON PICKUP EXT	12830	17732	16804	23219	15546	17226.2
2009	W5	GMC 4X4 1/2 TON PICKUP	14691	18127	16868	24512	17543	18348.2
2011	W6	GMC 4X4 1/2 TON PICKUP EXT	19509	19314	23713	18598	16792	19585.2
2021	W9	CHEV SILVERADO 1500	14001	0				2800.2
2022	W10	CHEV SILVERADO 1500 4WD						
						Departmental Five Year Annual Average		77459.8
RECREATION								
2006	AE06	CHEV 1/2 TON 4X4 -PATROL	5892	6579	7256	4506	5047	5856
2007	W4	GMC 4X4 1/2 TON PICKUP EXT	0	6851	4115	5000	22059	7605
2005	AE3	CHEV 1/2 TON 4X4	17	8837	13958	26279	12916	12401.4
						Departmental Five Year Annual Average		25862.4
BUILDING/PS/ADMIN								
2010	CBO	PONTIAC VIBE	1561	2162	2821	4300	11980	4564.8
2019	CBO19	DOGE RAM 1500 4X4	14552	12782	11148	11448	0	12482.5
						Departmental Five Year Annual Average		17047.3
						5 Year Annual Average - Full Fleet		251643.7
						5 Year Annual Average per Fleet Vehicle		11983.03



## Schedule B - Whole Fleet Details

Municipal Fleet Details										
Unit #	Description	Year	Age	Department	Purchase Cost	Mileage as of December 2022	Mileage as of December 2021	Annual KMS Travelled	Maintenance Costs since 2016	Maintenance Cost Annual Average since 2016
CH03	GMC Dump 1 Ton	1993	30	WORKS	\$ 22,812.00	164682	160886	3796	\$ 12,000.47	\$ 1,714.35
CH01	Chev ½ Ton	2002	21	WORKS	\$ 25,467.00	392801	338326	54475	\$ 4,123.39	\$ 589.06
AE03	Chev ½ ton 4 x 4	2005	18	WORKS	\$ 27,985.31	264195	264178	17	\$ 13,195.59	\$ 1,885.08
AE06	Chev 1/2 ton 4x4 (Rec)	2006	17	REC	\$ 24,522.24	267475	261583	5892	\$ 3,961.64	\$ 565.95
W04	GMC 4x4 ½ ton pickup	2007	16	REC	\$ 30,112.97	252577	252577	0	\$ 4,443.72	\$ 634.82
PA09	Chev 1 ton dump	2009	14	WORKS	\$ 27,403.00	228859	212825	16034	\$ 5,399.73	\$ 771.39
AR01	GMC ½ ton 4 x 4	2009	14	WORKS	\$ 25,818.69	331188	316243	14945	\$ 7,712.46	\$ 1,101.78
W05	GMC 4x4 ½ ton pickup	2009	14	WATER	\$ 28,254.83	259801	245110	14691	\$ 10,708.89	\$ 1,529.84
CBO	Pontiac Vibe	2010	13	BUILDING/PS/ADMIN	\$ 23,936.17	136994	135433	1561	\$ 4,170.07	\$ 595.72
W06	GMC Sierra 4 x 4 ½ ton	2011	12	WATER	\$ 26,207.19	217500	197991	19509	\$ 14,708.02	\$ 2,101.15
CH013	Chev 4x4 1/2 ton	2013	10	WORKS	\$ 26,185.92	318960	293922	25038	\$ 11,326.52	\$ 1,618.07
W07	GMC 4x4 ½ ton pickup	2013	10	WATER	\$ 26,087.92	150225	137395	12830	\$ 10,736.98	\$ 1,533.85
AE18	Silverado 1500 LS 4x4	2018	5	WORKS	\$ 36,554.59	59455	43742	15713	\$ 4,520.33	\$ 645.76
TA18	Chev 3500 HD 1 ton	2018	5	WORKS	\$ 29,667.47	67447	48422	19025	\$ 1,264.09	\$ 180.58
W08	GMC 4X4 ½ ton ext cab	2018	5	WATER	\$ 36,825.35	78000	60395	17605	\$ 4,531.89	\$ 647.41
CBO19	Dodge Ram 1500 4x4	2019	4	BUILDING/PS/ADMIN	\$ 36,486.07	49930	35378	14552	\$ 859.65	\$ 122.81
AR20	2020 Chev Silverado Ext-cab	2020	3	WORKS	\$ 33,246.35	55023	31526	23497	\$ 119.79	\$ 17.11
W9	Chevrolet Silverado 1500	2021	2	WATER	\$ 53,879.76	14001	0	14001	\$ 334.80	\$ 47.83
AE22	Chevrolet Silverado 1500	2022	1	WORKS	\$ 41,539.82	6620	0	6620	\$ 2,435.01	\$ 347.86
CH22	Chev Silv 3500 2WD Reg	2022	1	WORKS	\$ 41,102.32	8170	0	8170	\$ 1,380.27	\$ 197.18
W10	Chevrolet Silverado 1500 4WD	2022	1	WATER	\$ 54,031.90		0	0	\$ 348.72	\$ 49.82
<b>TOTALS</b>					<b>\$ 678,126.87</b>	<b>3323903</b>		<b>287971</b>	<b>\$ 118,282.03</b>	<b>\$ 16,897.43</b>
<b>COST per KM</b>					<b>\$</b>	<b>0.20</b>		<b>Maintenance Cost per KM</b>		<b>\$ 0.06</b>

### 3 Year Purchase vs Lease Cost Comparison

#### Current Fleet - Purchased outright

				Cost to Purchase	3 Year KMS
AE22	Chevrolet Silverado 1500	2022	Works	\$ 41,539.82	35949.09
CH22	Chev Silv 3500 2WD Reg	2022	Works	\$ 41,102.32	35949.09
W10	Chevrolet Silverado 1500 4WD	2022	Water	\$ 54,031.90	35949.09
<b>TOTALS</b>				\$ 136,674.04	107847.27
<b>COST PER KM</b>				\$	<b>1.27</b>

#### 36 month Lease (Assumes costs as provided by Enterprise - breakdown provided below)

				Cost to Lease	KMS since Purchase
	Chevrolet Silverado 1500 2.7L	2022	Works	\$ 49,343.40	35949.09
	Chevrolet Silverado 1500 2.7L	2022	Works	\$ 49,343.40	35949.09
	Chevrolet Silverado 1500 2.7L	2022	Works	\$ 49,343.40	35949.09
<b>TOTALS</b>				\$ 148,030.20	107847.27
<b>COST PER KM</b>				\$	<b>1.37</b>

Lease payment Breakdown	Monthly	Annual	36 Month Term
Monthly Depreciation	\$ 1,099.02	\$ 13,188.24	\$ 39,564.72
Monthly Management Fee	\$ 54.95	\$ 659.40	\$ 1,978.20
Monthly Interest	\$ 216.68	\$ 2,600.16	\$ 7,800.48
<b>Totals</b>	<b>\$ 1,370.65</b>	<b>\$ 16,447.80</b>	<b>\$ 49,343.40</b>

Annual Costs based on Fleet Replacement Schedule Provided by Enterprise						
<b>Average Annual Lease Cost Used</b> First year total lease cost of \$118,861 provided by Enterprise and 12 vehicles				<b>\$9,905.08</b>		
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>New Leases</b>	12	1	0	3	3	0
<b>Ongoing Leases</b>		12	13	13	16	0
<b>Total Leases</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>16</b>	<b>19</b>	<b>19</b>
<b>Year 1</b>	\$118,861.00					
<b>Year 2</b>		\$128,766.08				
<b>Year 3</b>			\$ 128,766.08			
<b>Year 4</b>				\$ 158,481.33		
<b>Year 5</b>					\$188,196.58	
<b>Year 6</b>						\$ 188,196.58
<b>Total Six Year Lease Cost</b>					<b>\$</b>	<b>911,267.67</b>
<b>Average Annually</b>					<b>\$</b>	<b>151,877.94</b>
Current Fleet Cost Comparison						
<b>Cost to purchase total current fleet</b>					<b>\$</b>	<b>678,126.87</b>
<b>Average annual cost since incorporation in 1999</b>					<b>\$</b>	<b>29,483.78</b>
<b>Average cost of current fleet purchased over 6 years</b>					<b>\$</b>	<b>113,021.15</b>



## FLEET MANAGEMENT

*Fleet Analysis Meeting*

*Municipality of Arran-  
Elderslie*



# Government References



Enterprise Fleet Management is partnered with over 1,700 government organizations across North America

# DELIVERING SOLUTIONS. DRIVING RESULTS.

TELEMATICS

ACQUISITION



ACCIDENT/  
RISK MANAGEMENT

FUNDING

DRIVER  
SAFETY



**FLEET MANAGEMENT**

VEHICLE  
RESALE

LICENSE, TITLE  
AND REGISTRATION

MAINTENANCE  
PROGRAMS

AFTERMARKET VEHICLE  
CUSTOMIZATION

FUEL PROGRAMS

ENTERPRISE HOLDINGS

174

2.3  
Million  
Worldwide

**VEHICLES**

\$26.4  
Billion in Revenue

101,000

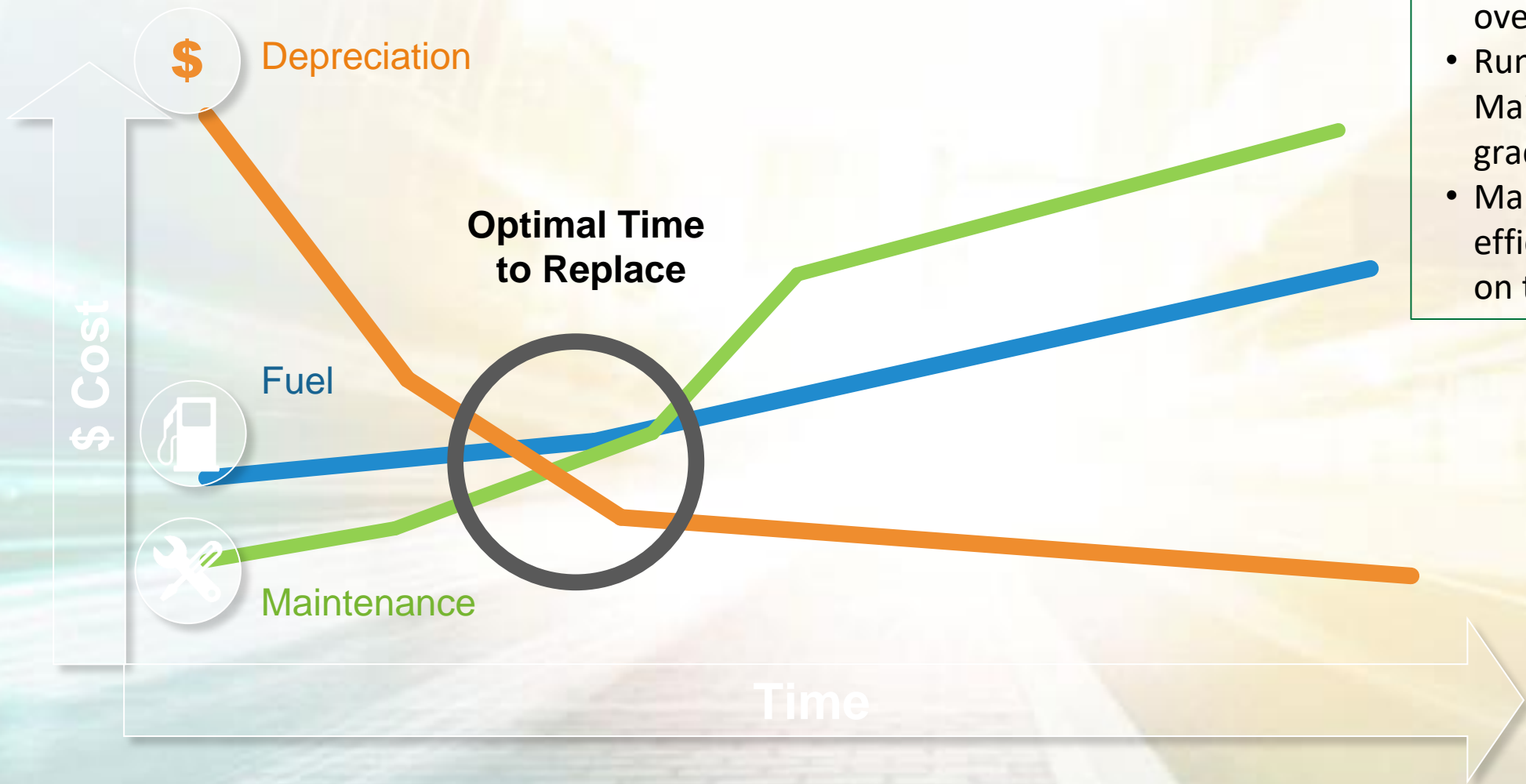
**EMPLOYEES**

Ranked by

**Forbes**

As one of America's Largest  
Private Companies

# EFFECTIVE VEHICLE LIFECYCLE



Key Observations
<ul style="list-style-type: none"><li>• Depreciation/year declines over time</li><li>• Running costs of Fuel and Maintenance increase gradually over time</li><li>• Mandated MPG efficiencies reward staying on technology wave</li></ul>



# 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

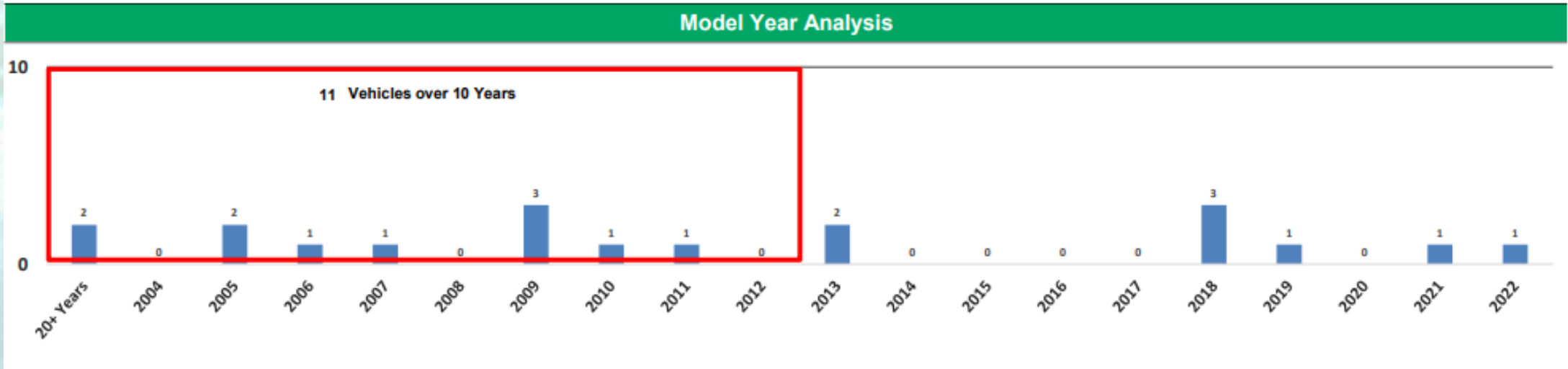
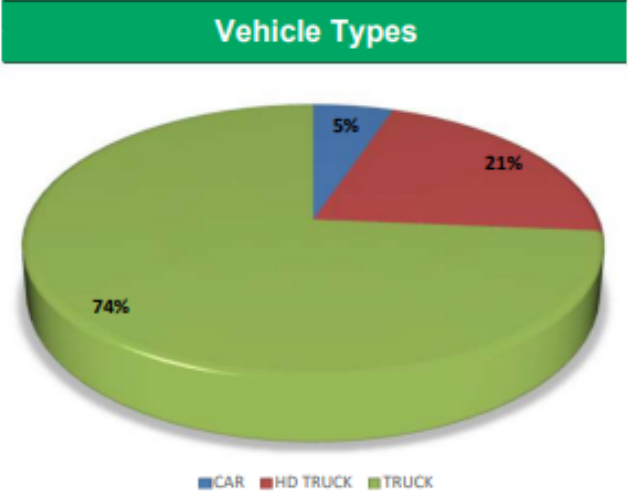
177

## 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

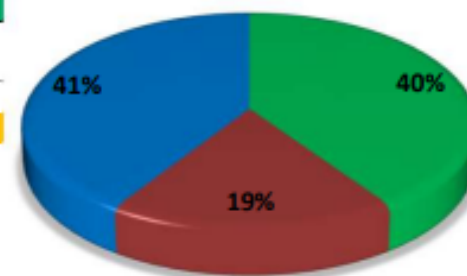
Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2022	2023	2024	2025	2026	Under-Utilized	
Compact Sedan	1	11.6	10,800	1	0	0	0	0	0	* Fiscal Year 2022 = 10 years old and older, or odometer over 160,000
1/2 Ton Pickup 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	



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
									10 Year Savings			\$238,366



Fuel Maintenance Purchase

## 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



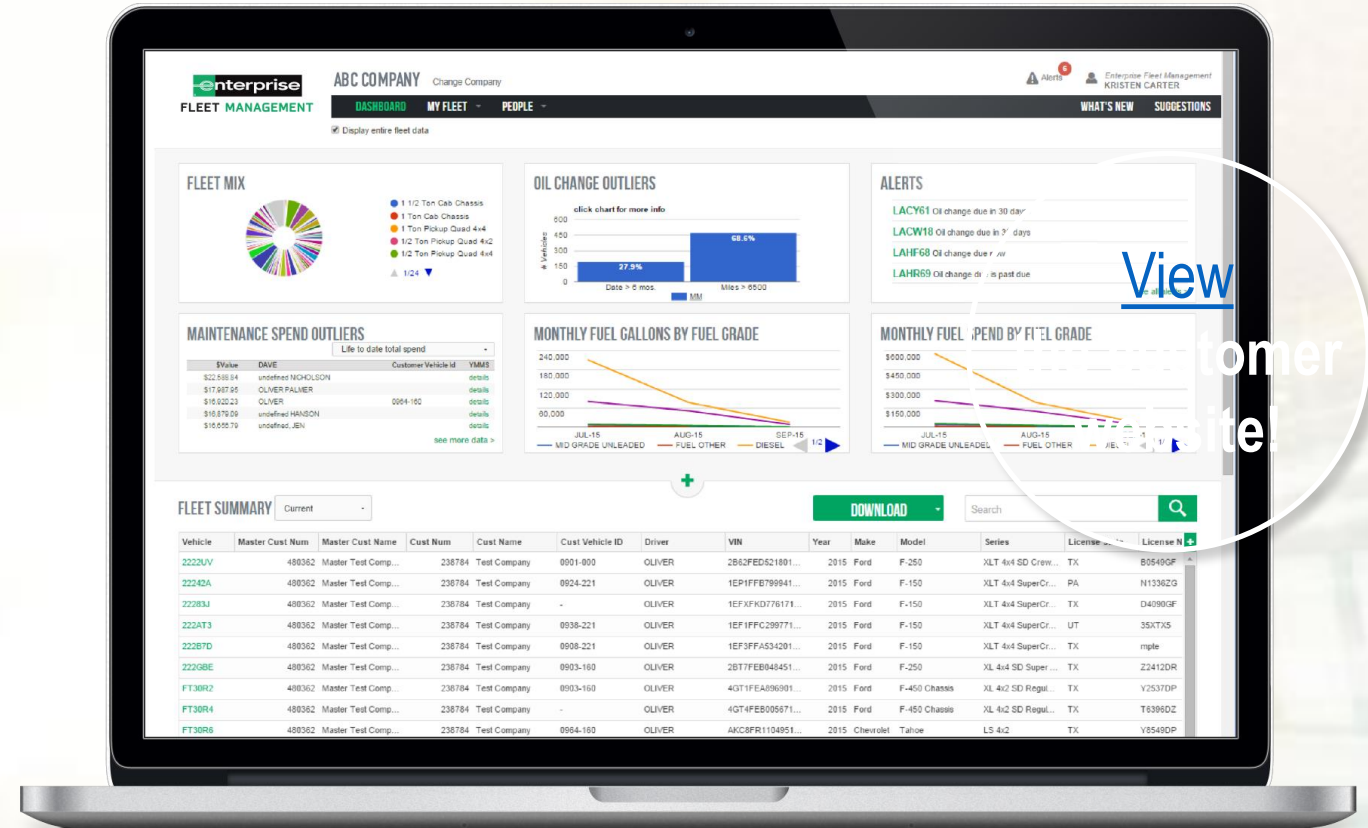
# RESOURCES

## Customer Website

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

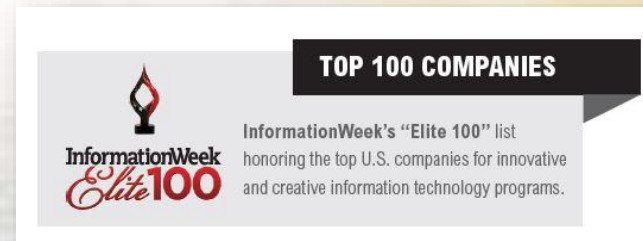
## Fleet Planning Tool Kit

- 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





Matt Enright  
416-432-5169  
Matthew.Enright@efleets.com



## The Corporation of the Municipality of Arran-Elderslie

# Staff Report

Council Meeting Date: February 13, 2023

Subject: SRREC.23.03 Municipal Office Lower-Level Renovation

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

Appendices: None

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Accept the proposal from Domm Construction Ltd. in the amount of \$59,004.08, inclusive of applicable taxes for the Municipal Office Lower-Level Renovation;
2. To authorize 2023 pre-budget approval for the additional costs associated with this project; and
3. That the additional funds requested in 2023 of \$50,000 be financed by the OPG Reserve #7134.

---

### **Report Summary**

To outline the proposal provided by Domm Construction Ltd., for renovation work of the lower level of the Municipal Office.

---

### **Background**

A Request for Proposal to complete renovation work on the Municipal Office basement closed on February 3, 2023. The document requested a renovation of the lower level including the addition of offices, meeting room and washroom. This work is to coincide with the lift that will be installed on the east side of the building in early 2023.

---



## **Analysis**

The document was posted on the Municipal website and Biddingo, an online government contract portal. One (1) bid proposal was received from Domm Construction Ltd. The bid met all specifications of the proposal.

Domm Construction Ltd., has been awarded the contract for the lift installation and proposes to complete the projects during the same timeframe to minimize disruption in service. At this stage a commencement date has not been confirmed, however staff believe it will begin in spring 2023.

Electrical, mechanical work and final finishings are not included in this bid. Subsequent reports will come forward, as required to outline these proposed costs.

---

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

6.6 Modernizing Services

---

## **Financial Impacts/Source of Funding/Link to Procurement Policy**

The 2022 Capital Budget had approved \$50,000.00 for project 21-GENG-0001 BLDG-Municipal Office Basement Renovations, noting that an additional \$30,000 was proposed for 2023. Staff have identified that the total project is expected to cost \$100,000, thus requiring an additional \$ 50,000 to be approved in the 2023 Capital Budget. The additional funds will support the overage from Domm Construction Ltd. proposal, cover the costs associated with electrical and mechanical work and furnishings for the updated spaces.

The Municipality has funds available in the OPG Reserve #7134 of \$92,362 which can be used to support the additional funds requested in 2023 of \$50,000. The 2022 approved capital was funded by the Municipal Building Reserve #7212.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: February 13, 2023

Subject: Proposed 2023 Grant Application Submissions

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

Appendices: None

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Direct staff to submit to the RED Grant program for upgrades to the Allenford Community Park.
2. Direct staff to investigate and/or submit grant application to the Legacy Fund – Building Communities through Arts and Heritage for the Paisley Library renovation/extension.

---

### **Report Summary**

A request has been made from the Allenford Community Park Association for the Municipality to submit an application to the Rural Economic Development grant intake for ball diamond upgrades.

Staff have been made aware of the Legacy Fund – Building Communities through Arts and Heritage program offered through the Federal Government and will be investigating the potential to apply to the program for a renovation/extension to the Paisley Library.

---

### **Background**

The Rural Economic Development program provides cost-share funding to support activities that create strong rural communities in Ontario and opens doors to rural economic development. Eligible costs of up to 50% of the project can be received through this program.

The Legacy Fund supports projects that commemorate a significant local historical event or pay tribute to a significant local historical personality, mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th), involve the restoration, renovation, or transformation of existing buildings or exterior spaces with local community significance that are intended for community use and encourage arts and heritage activities in the local community that are intended for and accessible to the general public. Eligible costs of up to 50% of the project can be received through this program.

---

## **Analysis**

### ALLENFORD

In 2022, Council supported the Allenford Community Park Association with their application to the Community Foundation Grey-Bruce funding intake and were successful with their application. With their application, the group plans to repair the ball diamond fencing. Additional funding is required, to upgrade benches, add ball and helmet racks and cover additional fencing costs that could not be achieved with the original funding. The group cannot apply to this stream on their own as they do not meet eligibility requirements and will need the Municipality to be the applicant for the submission.

Staff believe that this is a positive opportunity to enhance the park in Allenford and no other projects have been identified to apply for funding utilizing this stream.

### PAISLEY

The existing Paisley Library building is approximately 900 sqft in size. The County of Bruce has identified the need for an expansion of the library space by approximately an additional 500 sqft. The most recent plans to accommodate the expansion of library space was to relocate the branch to the 2<sup>nd</sup> floor of the Paisley Community Centre. Some concerns were raised with that proposal such as floor weight, accessibility and ease of access, location and size of elevator. Staff have been working on addressing these concerns. Funds have been identified to install a new lift in the Community Centre along with funds to upgrade and update the 2<sup>nd</sup> floor space.

Recently, another option that arose was to look to renovate the existing Paisley Library location with a small expansion and to update the front entrance and washroom to meet accessibility requirements. The 2<sup>nd</sup> Floor Community Centre space would also be renovated and updated to provide multi-purpose recreation and meeting space.

In 2024, Paisley will be celebrating its 150<sup>th</sup> anniversary of incorporation. The current Paisley Library Building was built in 1967 as a Centennial project to mark 100 years of confederation.

Staff believe there may be merit in investigating the possibility to seek up to 50% of the renovation/extension costs through the Legacy Fund as a historic anniversary project that will provide enhanced programming space, improved accessibility with the intention for increased usage of the space. Along with the enhanced 2<sup>nd</sup> floor space in the Community Centre this would also provide additional programming space which could also be utilized by Bruce County Library.

Staff can investigate the suitability of this grant for renovation of library space and submit the necessary grant application to clarify if this project would be suitable.

Should any other funding opportunities and grants arise, staff will continue to inform Council and seek appropriate direction and support.

---

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

6.1 Protecting Infrastructure, Recreation and Natural Assets

---

### **Financial Impacts/Source of Funding/Link to Procurement Policy**

At this time, there are no financial implications to the Municipality with this submission. The Allenford volunteer group is planning to fund this project through grants, donations and fundraising. Staff will assist the group with procurement, when required.

If the Municipality is successful in their grant application, all work must be approved by the Park, Facilities and Recreation Manager prior to submissions of invoices, work to be completed etc.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer

### **DRAFT MOTION – Tile Drainage Program**

WHEREAS installing tile drainage is a very common land improvement practice among farmers in Ontario and provides many benefits that allow for increased yields, improved soil conditions and reduces the risk of crop losses; and

WHEREAS the Municipality of Arran-Elderslie is proud of its strong agricultural heritage and continues to thrive as a growing agricultural leader; and

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) provides landowners in a municipality in Ontario that are planning to install a tile drainage system on their agricultural land with the option for a tile loan under the OMAFRA Tile Loan Program; and

WHEREAS the cost of installing a tile drainage system has increased exponentially over the years with the average cost per acre reaching \$2000 and beyond, coupled with the rising cost per acre of farmland further strengthening the need to invest in the lands to maximize profit realizations; and

WHEREAS the OMAFRA Tile Drainage Loan Program allows for a loan of up to seventy-five percent of eligible costs to install a tile drainage system to a maximum of fifty-thousand dollars in any fiscal year, to an individual, as an individual, or in their role in a partnership or corporation; and

WHEREAS the fifty-thousand dollar maximum has not been increased since 2004 at which time it was increased from twenty-thousand dollars to the current fifty-thousand dollar maximum; and

WHEREAS the Ontario Federation of Agriculture requested an increase to the maximum annual loan amount to \$100,000 in 2021 and no changes to the program have been realized from that request; and

WHEREAS the Council of the Municipality of Arran-Elderslie urges the Ontario Ministry of Agriculture, Food and Rural Affairs to review the provisions of the Tile Loan Program to consider the economic changes that have occurred since the last review was undertaken nineteen years ago in 2004 and consider increasing the maximum loan amount to \$125,000; and

WHEREAS the Council of the Municipality of Arran-Elderslie further urges the Ontario Ministry of Agriculture, Food and Rural Affairs to commit to regular reviews of the program to ensure it remains in line with the current economic conditions;

NOW THEREFORE, Be It Resolved, that a copy of this resolution be forwarded to the Honorable Doug Ford, Premier of Ontario, Honorable Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs, Rick Byers, MPP Grey-Bruce- Owen Sound, the Rural Ontario Municipal Association (ROMA), the Ontario Federation of Agriculture, and all municipalities in Grey and Bruce Counties.

## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

---

### BY-LAW NO. 09-2023

#### BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A RETAINER OF SERVICES FROM AIRD & BERLIS LLP AS THE INTEGRITY COMMISSIONER FOR THE MUNICIPALITY OF ARRAN-ELDERSLIE

WHEREAS Section 223.3 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes the Corporation of the Municipality of Arran-Elderslie (the "Municipality") to appoint an Integrity Commissioner who performs functions with respect to the application of the Code of Conduct for Members of Council and Local Boards, the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 and other procedures, rules or policies governing their ethical behavior; and

WHEREAS Section 223.3 of the *Municipal Act, 2001* authorizes the Municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the Municipality with respect to any or all of the following:

- a) The application of the Code of Conduct for Members of Council and the Code of Conduct for Members of local boards ("Members").
- b) The application of any procedures, rules and policies of the Municipality and its local boards governing the ethical behaviour of Members;
- c) The applications of Sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, to Members;
- d) Requests from Members for advice respecting their obligations under the Code of Conduct applicable to the Member;
- e) Requests from Members for advice respecting their obligations under a procedure, rule, or policy of the Municipality or the local board, as the case may be, governing the ethical behaviour of Members;
- f) Requests from Members for advice respecting their obligations under the *Municipal Conflict of Interest Act* and
- g) The provision of educational information to Members, the Municipality, and the public about the Municipality's Code of Conduct and about the *Municipal Conflict of Interest Act*.

WHEREAS The Municipality is satisfied, based on the information provided and representations made to the Municipality by Aird & Berlis LLP, that the law firm Aird & Berlis LLP has the skills and ability to meet the requirements to provide the aforementioned functions.

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

1. That the Corporation of the Municipality of Arran-Elderslie hereby enters into an agreement with Aird & Berlis LLP for the purposes of appointing an Integrity Commissioner for the Municipality of Arran-Elderslie to perform all of the functions set out in subsection 223.3 (1) of the *Municipal Act, 2001*

for the term commencing on February 13, 2023 and concluding on December 31, 2026..

- 2. THAT this Council does hereby authorize the Clerk to execute the Retainer of Services from Aird and Berlis LLP for Integrity Commissioner Services.
- 3. That By-law 54-2022 is hereby rescinded in its entirety.
- 4. That this By-law shall come into force and take effect upon receiving the final passing thereof.

\*\*\*\*\*

READ a FIRST and SECOND time this 13<sup>th</sup> day of February, 2023.

READ a THIRD time and finally passed this 13<sup>th</sup> day of February, 2023.

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

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk



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

---

**BY-LAW NO. 10-2023**

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH  
BRUCE SERVICE SALES AND RENTALS INC.

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

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enter into an Agreement with Bruce Service Sales and Rentals Inc. to provide the collection and disposal of garbage material, within the Municipality of Arran-Elderslie.

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie requests an exemption from Article 4 of the Procurement Policy to extend a contract to a single source vendor.

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

THAT the Corporation of the Municipality of Arran-Elderslie enter into an agreement with Bruce Service Sales and Rentals Inc. to provide the collection and disposal of garbage material, within the Municipality of Arran-Elderslie.

1. THAT this Council does hereby authorize and direct the Mayor and Clerk to fully execute the Agreement, attached hereto as Schedule "A" (the Agreement), with Bruce Service Sales and Rentals Inc.
2. THAT Schedule "A", (the Agreement), forms part of this by-law.
3. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

\*\*\*\*\*

READ a FIRST and SECOND time this 13<sup>th</sup> day of February, 2023.

READ a THIRD time and finally passed 13<sup>th</sup> day of February, 2023.

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

**Agreement for Garbage Collection Services  
THIS AGREEMENT made this 13<sup>th</sup> day of February 2023**

**BETWEEN**

**THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
(hereinafter referred to as the "Municipality")**

**OF THE FIRST PART;**

**-and-**

**BRUCE SERVICE SALES AND RENTALS INC.  
(hereinafter referred to as "the Contractor")**

**OF THE SECOND PART;**

WHEREAS the Contractor will provide the collection and disposal of garbage material, within the Municipality of Arran-Elderslie, upon the terms and conditions and for the consideration therein set out, which the Municipality has accepted.

NOW THEREFORE IT IS AGREED between the parties hereto as follows:

1. The Contractor will provide all vehicles, equipment, labour and materials necessary for the collection and disposal of garbage material in the Municipality of Arran-Elderslie in compliance with the Municipal Code - Schedule D - Environmental Services (Garbage Collection & Disposal: Regulations & Rates) of the Municipality of Arran-Elderslie and amendments or subsequent By-laws thereto.
2. This Contract will commence on March 1, 2023, and continue to February 28, 2027.
3. The Municipality agrees to pay to the Contractor the sum of \$182,748.50 plus HST, per year, payable in equal monthly installments of \$15,229.04 plus HST, by the 15th day of the following month for the remainder of the years 2023 and 2024.
4. The Municipality agrees to pay to the Contractor an increase of 1.7% on March 1<sup>st</sup> of every year for the years 2025, 2026 and 2027.
5. The Contractor agrees that there will be no fuel surcharge or extended fees included in this Agreement.

6. This contract may not be assigned or sub-let by the Contractor without the prior knowledge and approval of the Municipality.
7. Either party may terminate this contract at any time with or without cause, upon giving to the other sixty days written notice of termination.
8. The garbage collected will be taken to any disposal site within the Municipality.

### **Contractor's Acknowledgement**

The Contractor acknowledges familiarity with the provisions of the Contractor's tender and Municipal Code - Schedule D - Environmental Services (Garbage Collection & Disposal: Regulations & Rates) of the Municipality of Arran-Elderslie and amendments or subsequent By-laws thereto and agrees to perform all duties under this contract in accordance with the requirements of said tender and Municipal Code including amendments or subsequent by-law thereto, and regulations thereunder.

IN WITNESS WHEREOF the parties hereto have affixed their respective hands and seals, this 13<sup>th</sup> day of February, 2023.

**SIGNED, SEALED AND DELIVERED**

in the presence of

BRUCE SERVICE SALES AND RENTAL INC.

I/We have the authority to bind the corporation.

---

Duane Stade, President

---

Witness:

Name:

THE CORPORATION OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE

We have the authority to bind the corporation.

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

---

Witness:

Name:

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

---

**BY-LAW NO. 11 – 2023**

**BEING A BY-LAW DESIGNATING A COMMUNITY SAFETY ZONE FOR THE  
DURATION OF THE TEESWATER BRIDGE REPLACEMENT PROJECT**

**WHEREAS** Section 11.2 of the *Municipal Act, 2001, S.O., c.25, as amended*, provides that a Council of a municipality may pass by-laws with respect to matters involving the health, safety and well-being of persons; and

**WHEREAS** Section 128 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, prescribes the rate of speed which a highway under the jurisdiction of a municipality shall be posted; and

**WHEREAS** Section 128 (2) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that the council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometres per hour and may prescribe different rates of speed for different times of day; and

**WHEREAS** Section 128 (2) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a by-law passed under subsection (2) may designate an area in the municipality and prescribe a rate of speed, which must be less than 50 kilometres per hour, that applies to all highways within the designated area that, absent a by-law passed under subsection (2), would have a prescribed rate of speed of 50 kilometres per hour under clause (1) (a); and

**WHEREAS** Section 128 (6) of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that if the council of a municipality by by-law prescribes a lower rate of speed for motor vehicles passing over a bridge on a highway under its jurisdiction than is prescribed under subsection (1), signs indicating the maximum rate of speed shall be posted in a conspicuous place at each approach to the bridge.

**WHEREAS** Section 214.1 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a Council of a municipality may by by-law, designate a part of the highway under its jurisdiction as a Community Safety Zone, if in the Council's opinion public safety is of special concern on that part of the highway; and

**WHEREAS** Section 214.3 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that a by-law or regulation designating a community safety zone shall specify the hours, days and months when the designation is in effect; and

**WHEREAS** Section 214.4 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*, provides that the municipality shall ensure that signs denoting a community safety zone are erected in accordance with the regulations; and

**WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie recognizes the potential public safety risks associated with the flow of traffic routed over the temporary bridge detour due to the on-going construction of the Teeswater River Bridge Replacement Project;

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

1. The speed limit for the portion of Church Street, Paisley from Queen Street North also know as Bruce Road 3, Paisley, through the detour route to the intersection of Goldie Street, Paisley is hereby reduced to 30 km/h.
2. That regulatory signs denoting the reduced speed limit shall be place in accordance with the legislated requirements of the *Highway Traffic Act, R.S.O 199 C.H.8, as amended*.
- 3.
4. THAT the reduced speed limit enacted by the passing of this by-law shall remain in effect until December 31, 2023.
5. THAT the following highways are hereby designated as a "Community Safety Zone":
  - a) Church Street, Paisley from Queen Street North also known as Bruce Road 3, Paisley, through the detour route to the intersection of Goldie Street, Paisley
6. THAT the regulations pertaining to the Community Safety Zone are in effect twenty-four (24) hours per day, seven (7) days per week, twelve (12) months per year.
7. THAT the Community Safety Zone designated by the passing of this by-law shall remain in effect until December 31, 2023.
8. THAT this By-law shall take effect when signs denoting the Community Safety Zone are erected in accordance with the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*.
9. THAT every person who contravenes section 2 of this By-law is guilty of an offence and on conviction is liable to a fine as set out in the penalty provisions of Section 214.6 of the *Highway Traffic Act, R.S.O. 1990 c.H.8, as amended*
10. THAT this by-law remains separate and apart from all other designated Community Safety Zones and the provisions affecting all other Community Safety Zones remain in force and effect succeeding the expiring of this by-law.

\*\*\*\*\*

READ a FIRST and SECOND time this 13<sup>th</sup> day of February, 2023.

READ a THIRD time and finally passed this 13<sup>th</sup> day of February, 2023.

---

Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

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

**BY-LAW NO. 12-2023**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL  
MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
HELD FEBRUARY 13, 2023**

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 February 13, 2023, 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 February 13, 2023 in respect to each motion and resolution passed, reports received, and direction given by the Council at the said meetings are hereby adopted and confirmed.
2. The Mayor and the proper Officials of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
3. The Mayor and Clerk, or in the absence of either one of them, the Acting Head of the Municipality, are authorized and directed to execute all documents necessary in that behalf, and the Clerk is authorized and directed to affix the Seal of the Corporation to all such documents.

\*\*\*\*\*

READ a FIRST and SECOND time this 13th day of February, 2023.

READ a THIRD time and finally passed this 13th day of February 2023.

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

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk