

Tara Community Working Group AGENDA

Wednesday, October 16, 2024, 10:00 a.m.
Municipal Council Chambers
1925 Bruce Road 10, Chesley

	Pages
1. Call to Order	
2. Approval of Agenda	
3. Disclosure of Pecuniary Interest	
4. Approval of Previous Minutes	
5. New Business	
5.1 TCWG.24.01 Meeting Procedures	1
5.2 TCWG.24.02 Committee Objectives	70
5.3 TCWG.24.03 Meeting dates	78
5.4 TCWG.24.04 Tara Community Toolkit	80
6. Upcoming Business	
7. Action Items Tracking Sheet	
8. Next Meeting Date	
9. Adjournment	



The Corporation of the Municipality of Arran-Elderslie

Information Report

Meeting Date: October 16, 2024

Report From: Jennifer Isber-Legge, Economic Development Coordinator

Subject: TCWG.24.01 Meeting Procedures

Appendices:

Report Summary

The rules of procedure set out in By-law 76-2021 shall govern all proceedings of Council and Committee/Boards. All points of order or procedure not provided for in this By-law shall be decided in accordance with Robert's Rules of Order, as revised, and the Chair shall submit the ruling.

Also attached for review by the committee are the

- Social Media Policy
- Staff Code of Conduct
- Respect in the Workplace

Background

Staff and Committees of Council are required to abide by the included policies.

Analysis

As required, documents will be available to sign in person during the meeting.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding

None

Approved By: Emily Dance, Chief Administrative Officer

1. Definitions

- 1.1. **"Act"** or **"Municipal Act"** shall mean the *Municipal Act*, S.O. 2001, c. 25, as amended from time to time.
- 1.2. **"Acting Chair"** shall mean the presiding officer of a Committee/Board or Council who shall act in the place of the Mayor or Deputy Mayor when both are absent from a meeting of Council or in place of the Committee/Board Chair who is absent for any cause and who shall exercise all the rights, powers and authority of the Mayor or Chair.
- 1.3. **"Addendum"** shall mean any addition to a completed published Council agenda or addition to an item on the Council agenda that the Clerk believes is of an urgent nature and requires immediate attention or consideration.
- 1.4. **"Ad Hoc Committee/Board"** shall mean a Committee/Board established by Council resolution to review a specific issue; once the Committee/Board has reported to Council with respect to its findings and recommendations, the Committee/Board is dissolved.
- 1.5. **"Advisory Committee/Board"** shall mean an advisory Committee/Board established by Council that has a defined purpose and mandate to allow residents with experience, interest and/or opinions in a particular subject area to provide input on a specific issue, through a balanced public process.
- 1.6. **"Alternate Council Member"** shall mean the Council Member appointed by Council of the Municipality to attend Bruce County Council meetings in the place of the Mayor or Deputy Mayor of the municipality, when the Mayor or Deputy Mayor is unable to attend a Bruce County Council/Committee/Board of the whole meeting for any reason. Such appointment shall be for the entire term of Council.
- 1.7. **"Business day"** shall mean Monday to Friday, inclusive, except for statutory or civic holidays observed in the Province of Ontario, or any other day the Arran-Elderslie Municipal Office is not open for business.
- 1.8. **"Call to Order"** shall mean when the Chair notifies Members and the public that the meeting is commencing.
- 1.9. **"CAO"** shall mean the chief administrative officer of the municipality.
- 1.10. **"Chair"** shall mean the presiding officer of a Committee/Board or Council meeting.
- 1.11. **"Clerk"** shall mean the Clerk of the municipality or designate.
- 1.12. **"Code of Conduct"** shall mean a By-law to establish a Council Code of Conduct, as amended from time to time.

- 1.13. "Comment Period"** shall mean a heading on a Council agenda that provides for comments by the public or media to Council with respect to a specific agenda item. A maximum of two (2) minutes per person is allotted for comments, with a maximum time of ten (10) minutes in total allotted for comment period.
- 1.14. "Committee/Board"** shall mean a Committee/Board, task force or other body constituted and appointed by Council, including the Committee/Board of the whole.
- 1.15. "Committee/Board of the Whole"** shall mean a Committee/Board of Council comprised of all Members of Council which may serve as a forum for the consideration of recommendations and public input on matters of Council business prior to consideration by Council; or such other purpose as Council may determine from time to time.
- 1.16. "Confirming By-law"** shall mean a By-law to confirm all of the actions of Council at the previous Council and special meetings as intended to be legal and binding.
- 1.17. "Council"** shall mean the Council of the Municipality of Arran-Elderslie.
- 1.18. "Defer"** shall mean to remove a main motion from consideration of Council or a Committee/Board until such time as provided for in the motion.
- 1.19. "Delegation"** shall mean a person or group of persons who are not Members of Council or Municipal staff who have requested and are permitted to address Council, individually or on behalf of a group.
- 1.20. "Deputy Mayor"** fulfills the responsibilities of the Mayor in the absence of the Mayor.
- 1.21. "Division of Question"** shall mean a request by a Member to have a motion containing separate questions, recommendations, or amendments, voted on in sections or parts.
- 1.22. "Electronic Participation"** shall mean the participation of a Member of Council who participates remotely in any open or closed Council or Committee/Board meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance.
- 1.23. "Emergency"** shall mean an emergency situation as defined by the *Emergency Management and Civil Protection Act*, as amended.
- 1.24. "Emergency Meeting"** shall mean a meeting of the Council called to address circumstances of an emergency, notice provisions for a meeting of Council may be waived.
- 1.25. "Ex-officio Member"** shall mean the Mayor's Membership on all Council

Committee/Boards, sub-Committee/Boards. Ex- officio means by "virtue of office" and therefore the Mayor may attend any Committee/Board meetings; however, the Mayor shall have voting privileges and shall not be included when determining the number of Members required for quorum or counted when determining if a quorum is present.

- 1.26. "Improper Conduct"** shall mean conduct by any person which offers any obstruction to the deliberations or proper action of Council or a Committee/Board.
- 1.27. "Inaugural Meeting"** shall mean the first meeting of Council held after a municipal election in a regular election year.
- 1.28. "In Writing"** shall mean handwritten, typewritten or electronically displayed.
- 1.29. "Local Board"** shall mean a municipal service Board, transportation commission, Board of health, planning Board, or any other Board, commission, Committee/Board, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, and for the purposes of this By-law, excluding the public library Board, police services Board, a school Board and a conservation authority.
- 1.30. "Majority Vote"** shall mean an affirmative vote of more than one-half of the Members present and voting.
- 1.31. "Mayor"** shall mean the head of Council of the Municipality of Arran-Elderslie.
- 1.32. "Meeting"** shall mean any regular, special or other meeting of a Council, local Board or of a Committee/Board of Council where,
- a) a quorum of Members is present, and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local Board or Committee/Board.
- 1.33. "Member"** shall mean a Member of Council or Committee/Board.
- 1.34. "Motion to Receive"** shall mean a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken.
- 1.35. "Municipality/ Municipal"** shall mean The Corporation of The Municipality of Arran-Elderslie.
- 1.36. "Notice of Motion"** shall mean a motion brought forward by any Member for the consideration of Council.

- 1.37. **"Order of Business"** shall mean the sequence of activities and/or discussions and decisions to be introduced and considered and may only be amended by a vote of Council.
- 1.38. **"Pecuniary Interest"** shall mean a direct or indirect financial interest within the meaning of the *Municipal Conflict of Interest Act*, as amended.
- 1.39. **"Point of Clarification"** shall mean when a Member wants to clarify something that was stated by another Member. This is a statement and not a question.
- 1.40. **"Point of Information"** or **"Point of Parliamentary Inquiry"** shall mean a question asked about a motion or about the process taking place.
- 1.41. **"Point of Order"** shall mean a question by a Member with the view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion.
- 1.42. **"Point of Privilege"** shall mean a question by a Member who believes that another Member has spoken disrespectfully towards that Member, another Member, staff or a Member of the public who considers that his or her integrity or that of a person has been impugned or questioned by the Member. Can also be used when a Member requires something relating to personal comfort such as temperature, noise level etc.
- 1.43. **"Presentation"** shall mean an address to Council or Committee/Board by a consultant or associated body, or at the request of Council, a Committee/Board or staff.
- 1.44. **"Quorum"** In accordance with Section 237 of the Municipal Act, Quorum shall mean a majority of Council or Committee/Board Members.). A majority is defined as more than 50%. i.e. if there are seven (7) Members on Council, then quorum would be four (4). Therefore, if a Council or Committee/Board has seven (7) Members, a majority would be four (4) Members.
- 1.45. **"Recorded Vote"** shall mean the recording of the name and vote of every Member on any matter in question.
- 1.46. **"Reports of Members"** shall be a heading on the agenda for the purpose of Members providing information only. Comments are not debatable, nor shall they introduce new business. Comments shall be limited to five (5) minutes per Member.
- 1.47. **"Resolution"** shall mean the decision of Council or its Committee/Boards on any motion.
- 1.48. **"Special Committee/Board"** shall mean a Committee/Board of Council

which is established to consider and report on a specific subject, project or undertaking.

- 1.49. "Statutory Public Meeting"** shall mean a meeting called to fulfill a statutory requirement of an act.
- 1.50. "Sub-Committee/Board"** shall mean a Committee/Board established by Council to work on and report on a specific function within the mandate of an advisory Committee/Board. For the purposes of this By-law, sub-Committee/Boards may or may not contain Members of Council.
- 1.51. "Public Meeting"** shall mean a meeting of Council which provides an opportunity to hear from Members of the public at which Members listen.
- 1.52. "Unfinished Business"** shall mean agenda items from the previous agenda that were left undisposed of at the time of adjournment of the previous meeting.
- 1.53. "Website"** shall mean the official municipal website.

2. Application

2.1 General

The rules of procedure set out in this By-law shall govern all proceedings of Council and Committee/Boards.

2.2 Statutory Requirements

Notwithstanding anything in this By-law, where Council or a Committee/Board convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act*, as amended and as applicable, shall govern the proceedings.

2.3 Rules of Order Not Covered

All points of order or procedure not provided for in this By-law shall be decided in accordance with *Robert's Rules of Order*, as revised, and the Chair shall submit the ruling.

2.4 Use of Pronouns

Any gender language in this document shall be deemed to be gender neutral.

3. Electronic Devices in Council Chambers

3.1 Electronic Devices in Council Chambers

Electronic devices are permitted in Council chambers during open sessions of a meeting only, provided that they are turned to silent or vibrate during the meeting and are not used to record any aspect of the Council or

Committee/Board meeting, unless the Clerk has given consent prior to the meeting and the recording is otherwise in accordance with this By-law.

3.2 Taping – broadcasting – permitted – conditions

Council and Committee/Board meetings which are not closed to the public in accordance with the provisions of this By-law may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by any other licenced telecommunications company, or by any person provided that such taping, televising or recording is carried out in a manner which does not interfere with proceedings at the meeting and provided that such persons and representatives of such companies advise Council at the beginning of the meeting (if they have not so advised the Clerk prior to the meeting) of their intention to record. Should the recording interfere with the proceedings of the Council or Committee/Board meeting, the recording privileges may be withdrawn. The ruling of the Chair shall be final unless by appeal to the Council which shall decide on the question without debate.

3.3 Closed – Electronic Devices

The use of electronic devices in Closed Session is subject to the following: (a) Members shall be permitted to take an electronic device into Closed Session and use an electronic device for the purpose of accessing the current Agenda and associated Reports, or where the electronic device is being used as a means of participation in the Closed Session;

(b) The use of any electronic device by a Member for the purpose of recording or transmitting is prohibited;

(c) The use of any electronic device by a Member for the purpose of communicating to other Members or the Public during a Closed Session is prohibited, other than as used for participation in the Closed Session generally, as in paragraph (a).

4. Meeting Locations, Times and Notice

4.1 Inaugural Meeting of Council

The inaugural meeting of Council shall be held in Arran-Elderslie on the earliest opportunity following a regular municipal election, as called by the Clerk, and agreed upon by the Clerk, Mayor and CAO, and shall be in a manner consistent with the *Municipal Elections Act* and the *Municipal Act*.

4.2 Inaugural Meeting Agenda

- 4.2.1** The Inaugural Meeting shall be ceremonial in nature for purposes of the Members of Council taking their Oath of Allegiance and Declaration of Office.
- 4.2.2** No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.
- 4.2.3** The Clerk shall have prepared for the Members of Council at the inaugural meeting an "Order of Business" as follows, to also include other ceremonial proceedings as deemed necessary and/or desirable:
 - 4.2.3.1** Call to Order
 - 4.2.3.2** Oath of Allegiance and Declaration of Office
 - 4.2.3.3** Mayor's Inaugural Address
 - 4.2.3.4** Confirmation By-law
 - 4.2.3.5** Statements by Members (non-debatable)
 - 4.2.3.6** Adjournment

4.3 Meeting Schedule

Council shall annually adopt a regular meeting schedule for its meetings to be held in the following year including the dates, times and locations for such meetings and the Clerk shall publish the schedule on the municipal website.

4.4 Electronic Participation

- 4.4.1** Any Member of Council who participates remotely in any open or closed Council or Committee/Board meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance.
- 4.4.2** Any Member of Council may participate in any open or closed Council, Special Council or Committee/Board meeting electronically and be counted for the purpose of establishing quorum.
- 4.4.3** A Member who joins a meeting via electronic participation partway through the meeting shall advise the Chair and Clerk of their attendance at the meeting.
- 4.4.4** A Member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.

- 4.4.5** Members who have declared a pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, with regard to a matter being discussed, and are participating electronically, shall not participate in any way with respect to the matter in question and shall disconnect from the meeting while such matter is being discussed, or as otherwise directed by the Clerk or the CAO.
- 4.4.6** Delegations may participate in an electronic meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk's office, and in accordance with this By-law.
- 4.4.7** Any Member of an advisory Committee/Board, local Board, agency, commission and association may participate in meetings electronically and be counted for the purpose of establishing quorum.
- 4.4.8** **Electronic Participation at Closed Meetings – Confidentiality**
- 4.4.8.1** Members who are participating electronically in a closed meeting shall declare at the commencement of the closed meeting that they shall maintain the confidentiality of the closed meeting and that no person, other than a person authorized to be in attendance, is with the Member, including those who may be in proximity of the Member and able to hear either the closed meeting or the Member's participation. The Member shall take all reasonable precautions to ensure the closed meeting is not overheard by anyone not authorized to be in attendance, which may include the use of headphones.
- 4.4.8.2** If it comes to the attention of the Chair that a Member who is attending the closed meeting has someone not authorized to attend, then the Chair shall forthwith have the Member disconnected from the meeting.
- 4.4.8.3** Virtual backgrounds shall not be used by any Member in a closed meeting.
- 4.4.8.4** Members who are participating electronically in a closed meeting shall maintain audio and/or video connections at all times.
- 4.4.8.5** If a Member's electronic connection is interrupted or lost due to extenuating circumstances, then the Member may rejoin the closed session by telephone.

4.5 Cancellation due to Weather

In the event of inclement weather or other reason, the Chair has the authority to cancel a Council meeting.

4.6 Notice of Cancellations

In the event of a meeting cancellation, staff shall post notice of the meeting cancellation on the municipal website and notify the Members by email or by telephone and by any further means deemed appropriate in the circumstances by the Clerk. If the cancellation occurs at the last minute or after regular business hours and staff is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so.

4.7 Adjournment

Meetings shall stand adjourned seven (7) hours after being called to order. Council may, by resolution, extend the meeting once for up to one (1) hour. Should the meeting agenda not be completed, all items left over shall be carried over to the next meeting.

4.8 Notice

Notice of all meetings of Council and Committee/Boards of Council shall include the agenda and supporting documentation and shall be provided to the Members via electronic mail and to the public via the municipal website.

5. Closed Meetings of Council**5.1 Exceptions to Open Meeting Requirements**

While all regular and special meetings of Council and Committee/Boards shall be open to the public in accordance with the *Municipal Act*, any meeting that has been deemed closed in accordance with this By-law shall be exempt from this requirement.

238 (1) Except as provided in this section, all meetings shall be open to the public.

Exceptions:

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- (a) the security of the property of the municipality or local Board;
- (b) personal matters about an identifiable individual, including municipal or local Board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local Board;

- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local Board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, Board, Committee or other body may hold a closed meeting under another Act;
- (h) 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;
- (i) 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;
- (j) 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
- (k) 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.

Other criteria

- (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, Board, commission, or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

Educational or training sessions

- (3.1) A meeting of a council or local Board or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:
1. The meeting is held for the purpose of educating or training the Members.
 2. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local Board or Committee.

5.2 Closed Meeting Procedure

A motion to go into closed session shall be passed in open session and shall state the nature of the matters to be considered.

No vote shall be taken at a closed meeting except for a procedural matter, or for giving directions or instructions to officers, employees or agents of the Municipality, local Board or Committee/Board of either of them or persons retained by or under a contract with the Municipality or local Board.

5.3 Reporting Out & Confidentiality of Closed Session Discussions

Upon the recess of the closed meeting, the Mayor may at the public meeting report that:

- a) a closed meeting was held;
- b) the general nature of the matter or matters deliberated at the closed meeting; and
- c) only on matters on which the Mayor is authorized to report upon by Council at the closed meeting.

No Member shall disclose or discuss, through any means, including written, electronic or verbal communication, to any individual or corporate third party, any information that has been or shall be discussed at a closed meeting of Council or a Committee/Board until such time, and only to the extent that Council or a Committee/Board has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the Head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) or directed to do so by a court.

5.4 Application of Open & Closed Meeting Provisions to all Committee/Boards

The provisions of Section 239 of the *Municipal Act* and of this Procedure By-law shall apply to all Committee/Boards.

6. Special Meetings of Council

6.1 Mayor May Request

The Mayor may at any time summon a special meeting of Council.

6.2 Members Request

The Clerk shall, upon receipt of a written request of the majority of the Members, call a special meeting for the purpose and time mentioned in the petition.

6.3 Special Meeting Notice

The Clerk shall provide all Members with at least forty-eight (48) hours' notice of a special meeting.

6.4 Special Meeting Minimum Notice Requirements to Members

Minimum notice shall consist of electronic notice followed by a telephone message to all Members if required. If Members accept the electronic meeting request, telephone communication shall be deemed unnecessary.

6.5 Special Meeting Notice to the Public

Notice for special meetings of Council shall be posted, as soon as practical after being established, on the municipal website. Agendas and supporting documentation shall be posted as soon as practical prior to the special meeting.

6.6 Special Meeting Business

The only business to be dealt with at a special meeting is that which is identified in the notice of the meeting.

6.7 Special Meeting Validity

The Clerk shall attempt to contact every Member in relation to a special meeting. The lack of receipt of a notice or of an agenda for a special meeting by any Member shall not affect the validity of the meeting or any action taken thereat.

6.8 Special Meetings under The Emergency Management and Civil Protection Act

A Special Meeting may be held, without notice, to deal with an emergency situation as defined under The Emergency Management and Civil Protection Act, provided that an attempt has been made to reach the Members by telephone and/or e-mail at their respective residence and/or place of business. No business, except business dealing directly with the emergency situation, shall be transacted at that meeting. The forty-eight (48) hour notice requirement may be waived in the case of emergency as may be determined by the Mayor (or alternate) and/or CAO/Clerk/CEMC (or alternate) and documented in writing (memo or e-mail) to the Clerk.

7. Quorum for Council/Absence of Council Members**7.1. Majority for Quorum**

7.2. A quorum shall consist of a majority of Members of Council. i.e. if there are seven (7) Members on Council, then quorum would be four (4). A majority is defined as more than 50%. Therefore, if a Council or Committee/Board has seven (7) Members, a majority would be more than 3.5, which makes the quorum four

(4) Members.

7.3. No Quorum Present at Beginning

If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the Members present.

7.4. Loss of Quorum During Meeting

If a quorum is lost during a meeting, the meeting shall recess. If the quorum is not re-established within fifteen (15) minutes, the meeting shall stand adjourned, and all unfinished business shall be carried forward to the next meeting.

7.5. Loss of Quorum During Electronic Participation

If quorum cannot be maintained during a virtual and/or a virtual/electronic meeting, due to the loss of a Members' electronic connection, the Clerk or CAO will advise the Chair that quorum is lost and the meeting will recess for up to fifteen (15) minutes or until the Members' electronic connection is resumed, which could result in a delay to the next available business day. The Clerk will ensure the proper notices respecting the continuation of a Council meeting to the following day or the next available day is on the Municipality's website.

7.6. Quorum and the *Municipal Conflict of Interest Act*

Notwithstanding Section 7.3 where the number of Members, who by reason of the provisions of the *Municipal Conflict of Interest Act*, are prohibited from participating in a meeting is such that, at that meeting, the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

7.7. Absence of Council Members

Notwithstanding Subsection 259(1)(c) of the Act, an office is not vacated by a Member of Council who is absent for 20 consecutive weeks or less if the absence is as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with Subsection 259(1.1) of the Act. A Member of Council on pregnancy and/or parental leave shall continue to be paid their respective honorarium.

Where a Member is, will be, or anticipates they will be absent for any reason, including those listed in the foregoing paragraph, the Member shall provide the Clerk with written notice of such actual or anticipated

absence, including the expected duration of the absence, . Council shall appoint another Member or Members to attend Committee/Board meetings that the Member is appointed to in the Member's absence, where appropriate.

7.8. Temporary Replacement, Member of Upper Tier Council

Council may appoint an alternate Member of Council as a temporary replacement for a Member on the upper-tier Council pursuant to section 268 (1), (2) & (3) of the *Municipal Act* by a resolution of Council.

8. Agenda Preparation

8.1. Agenda Timing and Composition

The final regular Council meeting agenda, along with copies of any supporting documentation shall be prepared by the Clerk and made available to Members and posted on the website by 12:00 pm on the Friday prior to the meeting.

Members shall request the majority of Council to add an item under "New Business" prior to the adoption of the agenda.

The agenda shall generally consist of the following headings, the order of which may change as the Clerk deems appropriate:

- i. Call to order
- ii. Mayor's Announcements (if required)
- iii. Adoption of agenda
- iv. Disclosure of pecuniary interest and general nature thereof
- v. Unfinished Business
- vi. Minutes of previous meetings
- vii. Business arising from the minutes
- viii. Minutes of Sub-Committee Meetings
- ix. Public meetings
- x. Delegations/Presentations
- xi. Correspondence (requiring action and for information)
- xii. Staff reports
- xiii. Notice of Motion
- xiv. Member Updates

- xv. New Business
- xvi. By-laws
- xvii. Closed session
- xviii. Reconvene in open session
- xix. Adoption of recommendations arising from closed session
- xx. Adoption of closed session minutes
- xxi. Confirming By-law
- xxii. Adjournment

8.2. Addendum to the Agenda

An addendum shall include any addition to a completed published Council agenda or addition to an item on the Council agenda that the Clerk believes is of an urgent nature and requires immediate attention or consideration. Addendums shall be circulated to Members and published on the website not later than 12 noon on the Business Day prior to the meeting.

8.3. Electronic System Failure

In the case of an electronic system failure, power interruption, or any other extenuating circumstance that hinders the posting of the agenda, it shall be posted as soon as possible. Council Members shall be notified by such other method as the Clerk determines to be appropriate.

9. Order Of Business

9.1. Agenda Order

The business of Council shall be taken in the order in which it stands upon the agenda as prepared.

9.2. Items Left Undisposed

When any agenda item or items are left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such agenda item or items shall be taken up in succession under the heading Unfinished Business or as the first order of business of each respective heading at the next meeting or special meeting called for that purpose of Council.

9.3. Moving Items Forward on the Agenda

The order of items may be prioritized by a majority vote of Council to address identified issues for those in attendance.

10. Council Minutes

10.1. Content of Minutes

The minutes of Council, as taken by the Clerk, shall consist of:

- 10.1.1.** The place, date and time of the meeting;
 - 10.1.2.** The name of the Chair and the attendance of the Members and staff;
 - 10.1.3.** Each item heading and the decision;
 - 10.1.4.** The results of any recorded vote;
 - 10.1.5.** Any disclosure of pecuniary interest;
 - 10.1.6.** Correction and adoption of minutes of prior meetings; and
 - 10.1.7.** Pursuant to the *Municipal Act*, the minutes shall be without note or comment.
- 10.2.** Draft minutes of Council shall be prepared by the Clerk and included on the next available agenda.
- 10.3.** At all regular Council meetings, the Chair shall ask Council if there are any objections to the minutes so delivered or any motion to correct, and after correction and/or change, shall declare the minutes adopted.
- 10.4.** After the minutes have been adopted, they will be signed by the Mayor and Clerk.

11. Responsibilities of the Chair

- 11.1.** In addition to the responsibilities of the Head of Council as set out in the *Municipal Act*, it shall be the duty of the Chair to ensure an efficient meeting by:
- 11.1.1.** Maintaining order and decorum;
 - 11.1.2.** Deciding on all questions of order, subject to an appeal by Council;
 - 11.1.3.** Receiving and submitting, in the proper manner, all motions presented to the Members of Council;
 - 11.1.4.** Putting to vote all questions which are properly brought before Council or that necessarily arise in the course of proceedings and announcing the results;
 - 11.1.5.** Ruling on all procedural matters without debate or comment;

- 11.1.6. Declining to put to a vote motions which do not comply with the rules of procedure or which are not within the jurisdiction of Council;
- 11.1.7. Focusing the Members, within the rules of order, when engaged in debate;
- 11.1.8. Adjourning or suspending the meeting if he/she considers it necessary because of grave disorder;
- 11.1.9. Remaining neutral and not entering into debate or discussions while in the Chair; and
- 11.1.10. The Chair shall vacate the Chair in order to move, second or debate on a motion, and shall resume the Chair following the vote on the matter.

11.2. Right to Expel

The Chair may expel or exclude from any meeting any person or Member whom the Chair feels has exhibited improper conduct at the meeting in accordance with the *Municipal Act S.241(2)*, as amended.

11.3. Chair Moving a Resolution or Debating

When the Chair wishes to move or second a resolution before Council or enter into debate on a specific topic, he/she may call the Deputy Mayor to the Chair, present his/her resolution or comments from the floor and remain out of the Chair until the motion, all amendments, and the main motion to it have been disposed of. In the event that the Deputy Mayor is unable to assume the Chair, the Mayor shall call for an alternate Member to assume the Chair.

11.4. Absence of Mayor and Deputy Mayor

In the absence of the Mayor and Deputy Mayor, the Clerk shall convene the meeting and call for a motion to fill the role of acting Chair. The matters contained herein shall apply to the acting Chair in the same manner as they apply to the Chair.

11.5. Appeal of Chair's Ruling

If a Member disagrees with the ruling of the Chair, he or she may appeal the ruling of the Chair. The Chair, in response, shall call a vote on the question of sustaining the ruling of the Chair. The Chair may provide further explanation of the ruling prior to calling the vote.

12. Conduct of Members

Members shall conduct themselves in accordance with the Municipal Code of Conduct (CLK03-2021).

12.1. No Member shall:

- 12.1.1.** Speak disrespectfully of any Member of Federal or Provincial parliaments, other Members, Council or any official or employee of Arran-Elderslie;
- 12.1.2.** Use offensive words or un-parliamentary language;
- 12.1.3.** Engage in private conversation while in a Council meeting or use electronic devices (including cellular phones) in a manner which interrupts the proceedings of Council;
- 12.1.4.** Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
- 12.1.5.** Speak on any subject other than the subject under debate;
- 12.1.6.** Where a matter has been discussed in closed session and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed meeting;
- 12.1.7.** Criticize any decision of Council except for the purpose of moving that the question be reconsidered; or
- 12.1.8.** Disobey the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

12.2. Addressing the Chair

Should more than one Member indicate the intent to address, the Chair shall determine who is entitled to the floor and the order of the remaining Members for speaking.

If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:

- 12.2.1.** After the first occurrence, the Chair calls the Member to order;
- 12.2.2.** After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair shall immediately order the Member to leave his/her seat and observe the meeting from the audience for the remainder of the Meeting;
- 12.2.3.** If the offending Member informs the Clerk that he/she wishes to apologize, the Clerk shall inform the Chair of the Member's request;
- 12.2.4.** At the next available opportunity in the meeting, the Chair shall allow

the offending Member to return to his/her seat to apologize to Council or a Committee/Board. The apology shall not include additional comments or debate by the offending Member or by Council or a Committee/Board;

- 12.2.5. After an apology is made by the offending Member, Council or a Committee/Board may consent to allow the offending Member to return to the meeting;
- 12.2.6. Should at any point the offending Member create a disturbance while seated in the audience, the Chair shall order the offending Member to leave the Council chamber or meeting room;
- 12.2.7. Council cannot appeal and the offending Member cannot seek an apology from Council for the Chair's ruling;
- 12.2.8. If the offending Member refuses to leave his/her seat or leave the Council chamber or meeting room, the Chair may request that the CAO contact security or police for assistance.

13. Duties of the Clerk

13.1. Role of the Clerk assigned by the Municipality related to Council

In addition to duties set out in the *Municipal Act*, other duties of the Clerk as assigned by the municipality;

- 13.1.1. To sign every By-law and minutes approved by Council;
- 13.1.2. To call the meetings to order and preside until the election of a Chair in the absence of the Mayor or Deputy Mayor;
- 13.1.3. To advise the Chair on procedural matters;
- 13.1.4. To prepare and circulate the agenda and supporting information;
- 13.1.5. To prepare the draft minutes and distribute to Members to be included on the next available council meeting agenda;
- 13.1.6. To advise all departments of decisions by Council; and
- 13.1.7. To schedule delegations and presentations for Council meetings.

13.2. Powers of Deputy Clerk

In the absence of the Clerk, the Deputy Clerk shall have all of the powers and duties of the Clerk.

13.3. Delegation of Powers

- 13.4. The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties, but may continue to exercise the delegated powers and duties despite the delegation.

14. Delegations/Presentations

14.1. Notice to Clerk

Any person desiring to present information on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk fourteen (14) calendar days prior to the Council meeting at which such person desires to be heard. No delegation is permitted to discuss the same matter with Council or Committee/Boards more than twice in a calendar year.

14.2. Responsibility of Clerk

The Clerk shall evaluate the request for delegation and decide whether the request complies with the criteria set out within this By-law and will schedule delegations accordingly on first come, first served basis. No more than three (3) delegations shall be permitted at any one meeting, and no delegations shall be permitted after the agenda is set, unless it is of a time sensitive nature and is authorized by the Mayor or Chair.

14.3. Documentation Required

Any person who is scheduled to appear as a delegation before Council is required to submit to the Clerk, a written and/or electronic request to appear as a delegation, noting the subject matter, not later than 12 p.m. (noon) at least seven (7) days preceding the Council meeting. All materials to be presented to Council must be included with the original request.

14.4. Time Limit

Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits shall be at the discretion of Council. The Mayor or Chair shall notify the delegate when the time has elapsed.

14.5. Limit on Questions

Council Members shall limit their comments to questions for clarification purposes or obtaining additional information relevant to the presentation and shall not enter into debate with the delegations. All questions of delegations shall be addressed through the Chair.

14.6. Delegate Address

All delegates shall address the Chair and shall state their name and who they represent.

14.7. Conduct of Delegates

No delegates shall:

14.5.1. Speak disrespectfully of any person;

14.5.2. Use offensive language;

- 14.5.3. Speak on any subject other than the subject for which he/she has received approval to address Council; or
- 14.5.4. Disobey the rules of procedure or any decision of the Chair or Council on any other procedural matters.
- 14.5.5. Speak beyond the time limit permitted.

14.8. Delegation Curtailment

The Chair may curtail any delegation, any questions of a delegate or debate during a delegation for disorder or any other breach of this By-law, and if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.

14.9. Refusal of Delegations

Council may refuse to hear delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the municipality or the presentation is abusive or includes profanity or threats, including threats of litigation. A person involved in a matter of litigation or potential litigation with an individual Member of Council or Committee of the Whole, the municipality as a body, or any municipal staff Member, shall not be permitted to address Council on any topic that relates to the litigation or potential litigation.

14.10. Delegation, Correspondence and Petition Content

Every communication, including petitions designed to be presented to Council must be legibly written, typed or printed and shall not contain any obscene matter or language and shall be signed by at least one person and filed with the Clerk.

14.8 Presentations

Presentations that are requested by Council shall have a time limit as determined between the Clerk and the presenter. Presentations can include training for council, information from contractors, presentations of study findings by consultants or other such requests.

15. Members of the Public

15.1. Conduct of Audience at a Meeting

Members of the public who constitute the audience at a meeting shall refrain from any activity or behavior that would affect Council deliberations and shall not:

- i. Address Council or Committee/Board without permission;
- ii. Bring signage, placards or banners into meetings; or
- iii. Interfere with the conduct of the Council or Committee/Board meeting in

any way.

- iv. Speak disrespectfully of any Member of Federal or Provincial parliaments, Council or any official or employee of Arran-Elderslie;
- v. Use offensive words or un-parliamentary language;
- vi. Disobey the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council.
- vii. Enter into cross debate with the Presiding Officer, Members of Council, other delegations or staff;
- viii. Appear before Council for the sole purpose of generating publicity or personal attacks;

16. Rules of Debate

16.1. Addressing Council

To address Council a Member shall request to speak, be recognized by the Chair and direct all comments through the Chair. Members shall not speak more than twice on a motion except with the consent of Council and shall not speak a second time unless all Members have had an opportunity to speak once.

16.2. Address the Chair

Prior to speaking to any question or motion, each Member shall address the Chair.

16.3. Order of Speakers

When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.

16.4. Interruptions

When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege;

16.5. Motion to be Repeated

Any Member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.

16.6. Speaking to a Question

Members must indicate their intention to speak to a question through the Chair. No Member shall speak more than twice to the same question without Council's permission, except that a reply shall be permitted only from the Member who has presented the main motion. The total time a

Member may take to speak and obtain any necessary clarification shall not be more than five minutes regardless if they speak one or two times. The mover and seconder of a motion have the opportunity to speak first to a motion. Members' comments shall be relevant to the matter of business before Council or a Committee/Board. Members shall express themselves succinctly without repetition.

16.7. Content of Questions

A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated briefly and asked only of the Chair, the previous speaker, the CAO, Department Heads or their designates. A Member may also state a point to the matter under discussion without asking a question.

16.8. Point of Order

When a Member rises on a point of order or point of privilege, the Member shall ask leave of the Chair to explain the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point. Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Chair shall rule on the point. Any Member may challenge the ruling of the Chair immediately following the ruling. The Chair's ruling is final unless it is challenged. Council's decision, by vote, is final if the Chair is challenged.

17. Motions

17.1. Motions in Writing

All substantive motions shall be in writing before being put to Council.

17.2. Motions outside Jurisdiction of Council

A motion or notice of motion in respect of a matter which is not within the jurisdiction of the Council shall not be in order and shall not be considered by the Council.

17.3. Withdrawn Motion

After a motion has been proposed and seconded, and placed in the hands of the Chair, it shall be considered to be in the possession of the Council but may be withdrawn by the mover and seconder if there are no objections from any Members. If any Member objects, the motion may only be withdrawn by a vote of the Members present to grant the request for withdrawal. Withdrawn motions are treated as if they had never been presented.

17.4. Motions Permitted Without Written Notice

Oral motions may be added to the agenda following Council approval by a two-thirds vote and on the recommendation of staff with respect to urgent matters.

The following may be introduced orally without written notice and without leave of Council, in accordance with section 1.36 "Notice of Motion" herein:

- i. A point of order, privilege or personal privilege;
- ii. A motion to recess;
- iii. A motion to adjourn;
- iv. A motion to call the question;
- v. A motion to separate the question;
- vi. A motion to receive an item;
- vii. A motion to refer;
- viii. A motion to defer; and
- ix. A simple amendment to a main motion.
- x. A motion to move into a closed session of Council.

17.5. Motions to be Moved and Seconded

A motion shall be moved and seconded before being open for discussion and consideration.

17.6. Members May Vote Against

A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may vote against the motion.

18. Specific Motions**18.1. Motion to Recess**

A motion to recess is not debatable.

18.2. Motion to Adjourn

A motion to adjourn the Council meeting is not debatable and shall always be in order except:

- i. When another Member is in possession of the floor;
- ii. When a vote has been called;
- iii. When the Members are voting;
- iv. When a Member has indicated to the Chair his/her desire to speak on the matter before Council; or

- v. A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate, except for the Chair to indicate any remaining pressing needs, in which case the Member shall have the option to withdraw the motion to adjourn;

18.3. Call the Question

A motion to call the question is not debatable. A Member who moved the motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative. A motion to call the question shall be put immediately without debate.

18.4. Motion to Defer

A motion to defer is not debatable except with respect to the time period and shall include:

- 19.4.1.** The time to or period within which, consideration of the matter is to be deferred; and
- 19.4.2.** Whatever explanation is necessary to demonstrate the purpose of the motion to defer.

18.5. Consideration of Matter Previously Deferred

A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be placed on the agenda by staff or by a Member as a notice of motion.

18.6. Motion to Refer

A motion to refer, and any amendment to it, is debatable and shall include:

- i. The name of the Committee/Board or official to whom the motion or amendment is to be referred; and
- ii. The terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned.

18.7. Motion to Amend

A motion to add, delete from, or substitute words in the main motion, shall:

- i. Be presented in writing and seconded by a Member;
- ii. Be open to debate;
- iii. Not propose a direct negative to the main motion;
- iv. Be relevant to the main motion;

- v. Have only one motion to amend the main motion at one time;
- vi. Have only one motion to amend a motion to amend the main motion at one time; and
- vii. Be put in the reverse order to that in which it is moved.

18.8. Voting on motion to amend

Voting on the main motion and amending motions shall be conducted in the following order:

- i. A motion to amend the main motion;
- ii. A motion, as amended, to amend the main motion; and
- iii. The main motion, as amended.

18.9. Division of Motion

- i. Any Member may request the Chair to divide any motion into such parts as the Member may submit. If satisfied that the matter under consideration contains distinct proposals, the Chair shall make a ruling on whether to divide the motion and the vote upon each proposal shall be taken separately.
- ii. A Member may appeal the decision of the Chair to the Council which shall vote on whether or not to support the decision of the Chair.

18.10. Motion to Reconsider

- i. A motion to reconsider a decided matter shall only be introduced by a Member who voted with the majority on the original motion.
- ii. Reconsideration at the same meeting shall require a motion to reconsider.
 - a) After such notice is given no action shall be taken by the Council on the main motion until such reconsideration is disposed of.
 - b) No discussion of the main question shall be allowed unless a motion to reconsider is passed by a majority on a recorded vote.
- i. If a motion for reconsideration is made at a subsequent meeting, the main motion shall not be considered until the motion to reconsider is passed by and such vote shall be by a recorded vote.
- ii. A vote to reconsider shall not be reconsidered.
- iii. No motion shall be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided.

18.11. Improper Motions

The Chair shall declare improper motions out of order. These motions include those that are:

- i. Are outside of the scope of jurisdiction;
- ii. Conflict with a previously adopted motion;
- iii. Present essentially the same question that has been defeated earlier in the same meeting without a motion to reconsider; or
- iv. Present a question that Council still has within its reach (such as an item that had been referred to Committee/Board or staff to come back to Council).

18.12 Notice of Motion

The Member shall file the written Notice of Motion with the Clerk by delivering a written copy of the Motion, signed by the mover and seconder. A Notice of Motion shall not be considered by Council unless the mover of the Motion attends the meeting. The motion shall be read by the Mayor without discussion or debate. The Clerk shall include the motion on the agenda of the next regular Council meeting for deliberation.

19. Voting**19.1. Order of Voting**

Motions relating to an item under consideration (main motions) shall be voted on in the following order:

- i. A motion to adjourn;
- ii. A motion to recess;
- iii. A motion to call the question;
- iv. A motion to defer;
- v. A motion to refer;
- vi. A motion to amend, in reverse order of its being placed; and
- vii. The main motion.

19.2. Members Shall Vote

Every Member present at a meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record. If any Member present does not vote at a meeting of the Council where a question is put, he/she shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.

19.3. Chair to State the Question

Immediately preceding the taking of a vote, the Chair shall state the question in the precise form in which it shall be recorded in the minutes unless the wording is provided for visually in front of the Members on their monitors.

19.4. Indication of Vote

A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.

19.5. Conduct During a Vote

When the Chair calls for the vote on a question:

- Each Member shall occupy his/her seat and shall remain in place until the result of the vote has been declared by the Chair; and
- During this time no Member shall walk across the room or make any other noise or disturbance.

19.6. Majority Vote Required

All decisions of Council shall require a majority vote except as otherwise set out in this By-law.

19.7. Tie Votes

Any motion that receives a tie vote shall be deemed to have been decided in the negative.

19.8. Recorded Votes

A request by a Member present at the meeting for a recorded vote shall be made prior to the vote. When a recorded vote is requested by a Member, the Clerk or Committee/Board secretary, as applicable, shall record the name and vote of every Member on any resolution. When a recorded vote is recorded at Council or Committee/Board meetings, names shall be called in random order, and any failure to vote by a Member, including the Mayor, who is not disqualified from voting, shall be deemed a negative vote.

The Clerk shall announce the results after the vote has been called and Members present have participated (or abstained).

19.9. Announcing the Results

The Chair shall announce the result of the vote, with the exception of the recorded vote where the Clerk shall announce the result.

20. By-laws

20.1. Introduced by Motion

Every By-law shall be introduced by motion, specifying the title thereof.

20.2. Three Readings

Every By-law shall have three readings prior to being passed. By-laws shall be taken as read for the first, second and third readings. A By-law may be passed through all its stages and be finally passed at one meeting with a majority of Members present.

20.3. Confirmatory By-law

The proceedings of the previous regular meetings and special meetings of Council shall be confirmed by By-law so that every decision of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

20.4. Amendments to By-laws

All amendments to any By-laws approved by Council shall be deemed to be incorporated into the By-law and if the By-law is enacted by Council, the amendments shall be recorded by the Clerk.

20.5. Duty to Sign Every By-law

By-laws, once passed, shall be dated and duly signed by the Mayor and the Clerk or the deputies.

21. Committee/Boards

21.1. Council Rules apply to Committees/Boards

Unless stated otherwise, the rules governing the procedure of Council and the conduct of Members as Council shall be observed in all Committees/Boards so far as they are applicable. For greater certainty, when this By-law refers to "Council", then Council and Committee/Board are interchangeable with respect to following the procedure set forth in this By-law.

21.2. Composition

Council shall determine the appropriate number of Committee/Boards, their Membership, mandates and reporting practices. At the beginning of each Council term, Council shall establish its standing Committee/Boards (if any), the composition of such Committee/Boards, and appoint a Chair for each Committee/Board of Council. At Council's direction, the existence or composition of such Committees/Boards may be modified, including

the addition or deletion of any Committees/Boards, as appropriate.

21.3. Other Appointments

Appointments and nominees to other bodies shall be recommended by Council.

21.4. Ad Hoc/Special Committee/Boards

Council may, from time to time, appoint ad hoc/special Committee/Boards which shall report directly to Council. The establishment of such Committee/Boards should include a specific mandate, terms of reference, and terms of appointment. Ad hoc/special Committee/Boards shall report to Council with a recommendation with regard to their continuation, assumption of responsibilities by Council, or abolishment.

21.5. Duty of the Chair

A Chair and vice-Chair shall be appointed by the Members at the first regular scheduled meeting. Each Chair and/or vice Chair shall preside at every meeting of their Committee/Board, may vote on every question submitted for consideration and may require that resolutions be in writing.

21.6. Ex-Officio Membership

The Mayor shall be an ex-officio Member of all Arran-Elderslie Committee/Boards, subCommittee/Boards and working groups. He/she shall have the right to take part in discussions, but shall not be included to make up quorum. The Mayor shall have full voting privileges as an ex-officio Member.

21.7. Notice to Members

Notice of meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency or if the Member does not have electronic mail. In the event of a meeting cancellation, staff shall notify the Members by email or by telephone as soon as possible.

21.8. Notice to the Public

Notice of meetings shall be given in accordance with section 4.9 of this By-law and meetings shall be posted as soon as practical after being established by Committee/Boards. Agendas shall be posted a minimum of two days prior to the meeting. In the case of emergency meetings, notice of the agenda shall be posted as soon as practical. In the event of a meeting cancellation, staff or the Committee/Board secretary, as applicable, shall post notice of the meeting cancellation on Arran-Elderslie's

website and email group. If the cancellation occurs at the last minute or after regular business hours and staff or the Committee/Board secretary, as applicable, is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so.

21.9. Role of Committee/Boards

The role of Committee/Boards shall generally be to make recommendations to Council on matters which are in their jurisdiction.

21.10. Action on Committee/Board Recommendations

No action shall be taken on Committee/Board recommendations until they are subsequently approved by resolution at Council.

21.11. Governing Rules of Procedure

The rules governing the procedure of the Council and the conduct of Members at Council shall be observed by Committee/Boards as far as they are applicable, and Committee/Boards set out in this section including:

- i. The number of times of speaking on any question shall not be limited;
- ii. A majority vote shall be required to decide any matter before the Committee/Board; and
- iii. Recorded votes shall be called to vote by name in random order.

21.12. Council Attendance at Committee/Board Meetings

Members of Council who are not Members of a specific Committee/Board may attend meetings of that Committee/Board as Members of the public and may, with consent of the Chair of that Committee/Board, take part in the discussion, but shall not be counted in quorum, shall not be entitled to make motions or vote, shall not be reimbursed for attendance at those meetings and shall not be entitled to attend any closed portion of a Committee/Board/Board meeting.

21.13. Absence of Chair

In the event of the Chair of a Committee/Board/Board not attending the Committee/Board at which he/she is to preside within fifteen (15) minutes after the time appointed for the commencement of the meeting, the Committee/Board vice-Chair shall call the meeting to order and preside until the arrival of the Committee/Board Chair.

Should the Committee/Board vice-Chair not be in attendance at the meeting, the recording secretary shall call the meeting to order and ask those Members in attendance to appoint one of the Members to act in the

place of the Committee/Board Chair for that meeting. Such Member shall then preside until the arrival of the Committee/Board Chair or the Committee/Board vice-Chair. The meeting must have a quorum to commence.

21.14. Absence of Committee/Board Member

Should any Member of a Committee/Board fail to attend three successive regular or special meetings without being authorized to do so by a resolution of the Committee/Board, the Committee/Board may certify such failure and provide notice to Council. Thereupon the Membership of such person on the Committee/Board shall be terminated by Council and Council may appoint another Member in their place.

21.15. Preparation of Agenda

The appropriate Arran-Elderslie staff person, Committee/Board secretary or Chair shall prepare Committee/Board agendas for distribution.

21.16. Committee/Board Delegations

Any person desiring to present information to a Committee/Board may do so subject to the following:

- i. Requests shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee/Board;
- ii. Requests shall be made not less than seven days preceding the Committee/Board meeting at which such person desires to be heard;
- iii. Exceptions to the seven business days' notice requirement required in (b) above may be approved by the Committee/Board Chair;
- iv. Any person who is scheduled to appear as a delegation before a Committee/Board is requested to submit written documentation for the Committee/Board's consideration to the Committee/Board secretary not less than seven business days preceding the Committee/Board meeting; and
- v. Rules relating to time limits and conduct shall be as set out in Section 14.

21.17. Closed Session

No meeting of a Committee/Board shall be held in closed session except in accordance with Section 5.

21.18. Declarations of Pecuniary Interest

Members of Committee/Boards shall adhere to *The Municipal Conflict of*

Interest Act with respect to declarations of pecuniary interest in Committee/Boards;

21.19. Quorum

A quorum shall consist of more than 50% of the Membership of the Committee/Board. Where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, at a minimum of two Members.

21.20. Committee/Board Minutes

Draft Committee/Board minutes shall be placed on the agenda for the next regular meeting of Council. Minutes shall be taken by the Clerk or any employee of the Corporation as delegated by the Clerk.

22. Disclosure of Pecuniary Interest

22.1. Where a Member of Council has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting at which the matter is the subject of consideration, the Member:

- a) shall, prior to the consideration of the matter at the meeting, verbally disclose the pecuniary interest and its general nature, including why the Member has a pecuniary interest;
- b) shall, not, at any time, take part in the discussion, or vote on, any question in respect of the matter;
- c) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through another person, in any way whether before, during or after the meeting influence the voting on any such question;
- d) shall immediately leave the meeting or part of the meeting during which the matter is under consideration, as may be directed by the Clerk or the CAO, and remain absent from it where the matter is under consideration during closed session or as otherwise directed by the Clerk or the CAO; and
- e) where the interest of a Member has not been disclosed by reason of the Member's absence from a meeting where in the matter was discussed, the Member shall disclose the interest at the next meeting attended by the Member.

23. Amendments to By-law

Public Notice shall be given as required pursuant to the municipal Notice Policy prior to any amendment or repeal of this By-law being considered.

24. Conflict

24.1. Severability

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered severed from the remainder of this By-law, which shall continue to be in full force and effect;

24.2. By-law Versus Statute

If there is any conflict between this by-law and any statute, the provisions of the statute prevail.

25. Interpreting the Procedure By-law

25.1. A specific statement or rule in this Procedure By-law has greater authority than a general one; and

25.2. If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, or an appeal by a member, the Chair shall rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Robert's Rules of Order, as amended.

25.3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect the interpretation of the by-law.

25.4. References to words in the plural include the singular, as applicable.

26. Enactment

By-laws No. 1-1999,53-2009, 9-2019, 22-2016, 69-2017, and 23-2020, and are hereby repealed.

This By-law shall come into force on the date of passing.

Read a first, second, and third time this 6th day of December, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 1 of 7

PURPOSE

To provide rules and guidelines on the acceptable participation in social media sites and networks. This policy is to be read in conjunction with other relevant policies such as but not limited to: Council Code of Conduct and the Workplace Violence and Harassment Policy.

While the Municipality recognizes the popularity of social networking, certain behaviours must be observed to protect both employees' and the corporation's reputation.

SCOPE

This Policy applies to all employees of the Municipality of Arran-Elderslie (including part-time, casual/temporary, full-time employees and volunteer firefighters) as well as to contractors, student co-op placements or internships, consultants, elected officials (Mayor / Council), members of boards and committees, and volunteers.

Participating in social media is considered an official corporate act, and therefore must be viewed in the same way as participating in other media, meetings or public forums.

This policy also applies to members of the public who use, comment or posts on Municipal social media sites and social networks. The policy applies to any and all social media platforms.

PROCEDURES

1) Definitions (for the purposes of this policy)

Council” or “Councillor” means the Council of the Municipality of Arran-Elderslie and any individual elected member of the Council of the Municipality of Arran-Elderslie.

Employee means an individual performing work for the Municipality of Arran-Elderslie, including full time, part-time, casual/temporary, and volunteer firefighters, as well as contractors, student co-op placements, consultants, board members and volunteers.



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 2 of 7

Follow means to subscribe to a social media account of another user and receive their posts as updates.

Municipal Social Media Sites means social media sites created and managed by municipal staff.

Political material means comments or posts made by politicians, supporters or otherwise, for the purpose of political gain or to drive a political agenda.

Social media means the web-based technologies and sites and includes blogging, microblogging (Twitter), photo-sharing (Flickr, Instagram, Snapchat), video sharing or webcasting (YouTube, Facebook Live), and social networking (LinkedIn, Facebook, blogs, discussion boards) which allow users to interact with each other by sharing information, opinions, knowledge, photographs and interests.

Social Media Moderator means municipal staff tasked with posting and reviewing content on municipal Social Media sites.

2) Purpose and Use of Social Media

Social media should be used as a communications tool for the intent of enhancing communication from the Municipality to the public about programs and services for the following purposes:

- Raising awareness and sharing information.
- Recruiting volunteers and employees.
- Promoting Municipal events, programs, and services.
- Increasing access to information for specific audiences.
- Promoting opportunities for public involvement and comment on the Municipality's online engagement platform.
- Where possible, Municipal social media accounts should link back to the Municipal website for the purpose of downloading forms, documents, and providing specific or additional information.



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 3 of 7

3) Creating a Municipal Social Media Site

- Departments wishing to use social media sites should work with the CAO/Clerk to discuss specific goals and objectives and identify specific sites and platforms.
- Login and password information will be provided to the CAO/Clerk and Social Media Moderator.

4) Administering Municipal Social Media Sites

- All Municipal Social Media Sites are administered by Municipal employees named as Social Media Moderator(s) by the department head or the CAO/Clerk.
- When a Social Media Moderator and/or the CAO/Clerk leaves Municipal employment, all passwords should be changed for those Social Media Sites to which they had access.
- An appropriate disclaimer or other terms and conditions, as approved by the CAO, should be accessible from each Municipal Social Media site.
- Content of Municipal Social Media Sites will be monitored by Social Media Moderators who are responsible for:
 - Correcting misinformation and ensuring content is up-to-date.
 - Ensuring responses to posts, in-box messages and discussion comments are made in a timely manner.
 - Removing any post that is considered to be false, defamatory, abusive, hateful, obscene, racist, sexually-oriented, threatening or discriminatory.
 - Denying access to, or blocking users, who continue to post inappropriate or offensive comments.



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 4 of 7

5) Personal Use of Social Media by Councillors and Employees

The Municipality expects all Employees and Councillors who use social media to do so without breaching their duties to the Municipality and adhere to their respective Codes of Conduct and Polices.

Employees and Councillors should consider the following:

- Even if you do not explicitly identify yourself as a Municipal Employee or Councillor, others may identify you as an Employee or Councillor by your name, your place of work, a photograph, or by the content you post.
- Identifiable Municipal Employees should make it clear that their position does not officially represent the Municipality's position. Use phrases such as "in my personal view" or "Personally..." to communicate that you are expressing personal views.
- Do not use visual cues that suggest you represent the Municipality. Do not post Municipally owned logos, photographs, graphics or other media without the Municipality's authorization.
- Do not circulate any organizational or confidential information, such as internal deliberations about how decisions are made, personal information, such as client or employee information, or negative comments about the Municipality of Arran-Elderslie, Councillors, Employees or residents.
- Do not disparage or embarrass the Municipality, individual Councillors, Employees, and others associated with the Municipality.
- Do not engage in workplace discrimination or harassment, or activity that includes inappropriate comments, photographs, links, etc.

Overall, Employees and Councillors are expected to conduct themselves professionally both on and off-duty. Even when an Employee does not publicly associate themselves with the Municipality on social media, all materials associated with their page may be perceived to reflect upon the Municipality.



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 5 of 7

Further, Employees and Councillors should not expect confidentiality or privacy in relation to their online activities as they pertain to the Municipality of Arran-Elderslie. The traditional legal view is that posting content on social media sites about an employer is considered a publication and not private activity. Councillors and Employees are personally responsible for the content they publish online as it relates to the Municipality.

Municipal employees who violate the terms of this policy with social media use, including personal social media use, may be subject to discipline up to and including dismissal for cause.

a. Municipal Councillor and Other Government Accounts

If a Councillor, MP, or MPP representing Arran-Elderslie, Bruce County, or the Grey/Bruce riding, has a social media account, the Municipality's social media accounts are permitted to like/follow the account.

Accounts belonging to Municipal Councillors must be created and maintained by the Councillor and not municipal employees.

The Municipality's social media accounts are permitted to share/re-post content from posts belonging a Municipal Councillor, MP, or MPP representing Arran-Elderslie, Bruce County, or the Grey/Bruce, riding if the content does not clearly promote or criticize a political party, candidate, or ideology. Appropriate sharable content includes, but is not limited to, community events, funding announcements, bill/law announcements, etc. Overall, Social Media Account Moderators should use their best judgement when sharing/re-posting content belonging to a Municipal Councillor, MP, or MPP.

Effective January 1st of an election year (the beginning of the Nomination Period), all links, likes/follows, and sharing of content with a Councillor, MP, or MPP site shall be stopped and blocked or removed until the Inaugural Meeting of the newly elected Council or Legislature is complete.

6) Citizen Conduct

The Municipality reserves the right to remove inappropriate, inaccurate, irrelevant or unproductive content (i.e. posts and comments) from social media accounts. If the user continues to post inappropriate, irrelevant,



MUNICIPALITY OF ARRAN-ELDERSLIE

SUBJECT: **Social Media Policy**

Date: **May 25, 2020**

POLICY NO:

Page 6 of 7

inaccurate or unproductive content, the Municipality may ban/block the user from the site at the discretion of staff.

The Municipality's social media accounts/pages that citizen conduct criteria applies to, are those that fall under the definition of Social Media. In this policy. For example, Facebook, Twitter, Instagram and YouTube accounts, websites, blogs, etc.

Comments, posts, or articles containing the following content will not be allowed:

- Comments not topically related to the topic and/or issue being commented upon.
- Account spamming, trolling or overposting.
- Posts that are meant to solicit sales, products, or goods and services.
- Profane, aggressive, hateful, defamatory, insulting, rude, abusive or violent language or content.
- Content that includes or includes links to objectionable material, as defined in this policy.
- Conduct or encouragement of illegal activity.
- Information that may compromise the privacy, safety or security of the Municipality, public, or public systems.
- Comments or posts that includes inaccurate material or misrepresent facts as known by the Corporation.
- Comments or posts that impersonate or misrepresent someone else, including public figures, Municipal staff or Municipal officials.
- Content that violates a legal ownership interest of any other party.

The Municipality of Arran-Elderslie is not responsible for any comments or use of material posted by users.

ATTACHMENT

**MUNICIPALITY OF ARRAN-ELDERSLIE**SUBJECT: **Social Media Policy**Date: **May 25, 2020**

POLICY NO:

Page 7 of 7

NONE



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203

I acknowledge having received a copy of the "Social Media Policy" and acknowledge that I have read and understand the information that was contained in this document.

Name (please print):

Date:

Signature



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Policy Name:	Code of Conduct for Staff	Policy No:	HR01-2021
Department:	Municipality Wide		
Effective Date:	August 9, 2021		
Date Revised:			
Authority:	By-Law No. 50-2021	Repealed Authority:	

1. Coverage

This Code of Conduct applies to all Municipal Staff representing the Municipality of Arran-Elderslie (Municipality/Corporation). It is the responsibility of all staff to be aware and comply with this Code of Conduct and all other policies adopted by the Council of the Municipality of Arran-Elderslie.

2. Purpose

The purpose of a Code of Conduct for municipal employees is to foster universal understanding of the fundamental rights, privileges and obligations of a local government employee. A Code of Conduct serves as an embodiment of basic principles of integrity, honesty, impartiality and common-sense, and recognizes that a municipal employee has a responsibility to uphold these principles. The Code of Conduct is also intended to recognize implicitly that an employee of a municipal corporation is entitled to the same basic rights and freedoms afforded to all citizens.

3. Dress Code

The purpose of this policy is to provide direction to employees as to a dress code that projects a neat, professional and safety conscious manner appropriate to duties assigned to their position.

The Municipality of Arran-Elderslie is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for Council, residents, customers, potential employees, and community visitors. Appropriate footwear shall also be worn at all times, whether is it in an office setting, site visit or outside work.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment, and applying a dress practice that is conducive to our business environment.

To assure compliance with the requirements of the Occupational Health and Safety Act Section 28(1)(b) of that Act states, "the employee will use or wear the equipment or



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

clothing that the employer requires to be worn." Further, the 'so-called general clause' Section 25(2)(h) of the Act requires the employer to "take every precaution reasonable under the circumstances for the protection of the worker."

The Municipality is committed to providing and maintaining a safe and healthy workplace environment by requiring employees to wear specific uniforms and/or safety apparel appropriate to duties assigned to their position. More specifically, this applies to the Public Works, Building, Facilities and Recreation, and Water and Wastewater employees up to and including the Director of those departments.

Fridays are designated as 'Casual Day' for employees working in the Administration Office. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business-casual attire be worn on Casual Day.

The Municipality will take an employee's religion, ethnicity, or disability into consideration as it pertains to personal dress and/or grooming.

Clothing bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist, or discriminatory in nature are not permitted.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, Department Heads, or the CAO, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.

4. Scent Free Awareness

Support in limiting or eliminating the use of scented personal care products whenever possible at your work site, and meetings, is helpful to all employees and the public. Choose unscented alternatives that are available when possible. By making these choices, you will contribute to promoting health and wellness for all staff and the public.

5. Media Relations

Staff should exercise care when communicating with the media on municipal matters. Only Department Heads and the Chief Administrative Officer should comment to the media on any Municipal matter, unless otherwise authorized by the Department Head and/or Chief Administrative Officer/Clerk. This provision is not intended to restrict the ability of employees to express an opinion on non-municipal general interest matters, where the employee makes it clear that he/she is commenting as a private citizen, and not in his/her capacity as a municipal employee.

6. Confidential Information

Where a member of the public requests information regarded as confidential by the



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Municipality, they must be referred to the Chief Administrative Officer or Clerk who will advise them of the formal procedures in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

7. Conflict of Interest

A conflict of interest occurs when, in the course of an employee's duties, the employee is called upon to deal with, or has been involved in, a matter in which the employee has a direct or indirect personal interest.

A direct interest arises when an employee may derive, or be seen to derive, some personal benefit or avoid personal loss. An indirect interest arises when the potential benefit or loss would be experienced by another person or corporation having a relationship with the employee. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such.

In other words, a conflict arises when any employee participates in activities that advance a personal interest at the expense of the Municipality's interests, which include public trust and confidence. Any behaviour, which is, or could be perceived as, a conflict is strictly prohibited and subject to corrective measures.

Employees of the Municipality, as a condition of employment, are required to avoid involvement in any situation, activity or issue that could present a perceived, real or potential conflict of interest between the employee and the Corporation by adversely affecting:

- The employee's performance of duties and responsibilities as an employee of the Corporation; and/or
- The relationship of mutual trust and responsibility that is necessary between the Corporation and its employees; and/or
- The interest of the Corporation, financial or otherwise, the reputation of the Corporation in the community or any other legitimate concern of the Corporation as addressed by the Chief Administrative Officer.

Principles of Conduct

An employee shall not:

- Conduct external business activities that compete with Municipality services;
- Engage in any business or transaction or have a financial personal interest that is incompatible with the discharge of the employee's official duties, or corporate interests;
- Be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment;



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

- Give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise;
- Deal with an application to the Municipality for a loan, grant, award, or other benefit which involves themselves or immediate relatives, be in a position where the employee could derive any direct or indirect benefit or interest from any contracts about which the employee can influence decisions;
- Benefit from the use of information acquired during the course of official duties that is not generally available to the public in any outside work or activity or business undertaking that interferes or appears to interfere with the employee's duties, gives or appears to give the employee an advantage derived from employment at the Municipality, or might appear to influence or affect the carrying out of duties as a Municipality employee; or
- Use Municipality property, equipment, supplies or services for activities not associated with the discharge of official duties.

Conflict of Interest Disclosure

An employee must make prompt and full disclosure in writing to the applicable Department Head and/or Chief Administrative Officer of any actual or potential conflict of interest, including:

- A description of the conflict of interest;
- The nature of the direct or indirect personal interest; and
- Identity of any person(s) or corporations in which there is a personal interest.

Upon receiving disclosure of a conflict of interest, the Department Head and/or Chief Administrative Officer shall take reasonable steps to ensure the employee is removed from the conflict of interest situation. An actual or potential conflict of interest can arise without any intentional wrongdoing or improper conduct on the part of the employee. Therefore, employees will not be disciplined or treated adversely for making prompt and full disclosure of the circumstances. However, all employees are expected to make every effort to avoid such circumstances. Employees are expected to use sound judgment and Conflict of Interest guidelines in a pro-active fashion in order to maintain the public's trust in the Municipality's objectivity and integrity. Failure to disclose conflicts of interest will be treated as a serious matter.

8. Professional Behaviour

- The Corporation's employees are the ambassadors of the Municipality. Thus, each employee must be conscious of the Municipality's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behaviour and integrity.
- Municipal employees interact with community agencies, contractors, suppliers and the public on a daily basis. Employees must be professional, courteous, and



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

objective in all of these interactions.

- Employees, as representatives of the Municipality, are expected to reflect a professional image.
- As with external relations, employees must be professional and courteous with their co-workers. They should be aware of the effect that their workplace behaviour has on others. Employees are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner.

The following standards are intended as a guide to the conduct the Corporation expects of its employees and are not designed to inhibit its employees unnecessarily. The standards outlined are not intended to cover every possible situation and others may be added to include new situations. The following shall not be acceptable standards of conduct. Failure to abide by these may result in progressive corrective measures up to and including termination.

a) Alcohol/Drug Use

The Corporation strives to provide a safe, alcohol and drug-free work environment for all persons. Accordingly, the Municipality strictly prohibits an employee being impaired or under the influence of legal or illegal drugs or alcohol which could adversely affect the employee's work performance, the safety of the employee or others, or puts the Municipality's reputation at risk. Each employee is expected to review and sign off on the Municipality's Drug and Alcohol Policy.

b) Damaging Property

The neglect or carelessness of an employee that results in the loss, damage, breakage or destruction of Corporation property or the property of fellow employees or others.

c) Discourteous Behaviour

The use of profane, discourteous, abusive or rude language, or action against another employee, supervisor or others.

d) Discrimination

Every employee of the Corporation has the right to receive fair treatment and to work in an environment that is free of discrimination and harassment.

9. Facilities and Equipment

The unauthorized use of Municipal property, resources or premises, and the unauthorized removal of property from the Corporation's premises, without the prior approval of the supervisor, are subject to discipline up to and including dismissal and may be subject to Criminal Charges.



10. Failure to Report Accidents

Failure to report accidents, breakage or damage to equipment and machinery (which occurs when assigned to drive or use equipment and machinery), giving false information, refusing to give testimony when accidents are being investigated, or receiving traffic violations with vehicles of the Corporation.

11. Failure to Observe Safety Rules

Failure to observe the established fire safety, health and safety procedures and engage in dangerous or potentially dangerous activities.

12. Falsifying Records

Falsifying or altering of employment or time records, work schedules or payroll records. Falsifying an employment application, and/or providing false or misleading information, prior to or during your employment.

13. Insubordination and Not Report for Work

Willful disregard, disrespect toward a supervisor or representative of management, failure to obey or perform work as required or assigned.

Employees who are unable to report to work at their scheduled starting time are required to notify their supervisor directly and to do so as soon as possible so that, if necessary, replacement staff can be scheduled.

Employees who are unable to report for work are required to contact their supervisor on a daily basis throughout their absence to confirm their continuing inability to report to work. When a continuing absence is due to illness, daily notification of the supervisor is required until medical confirmation is received regarding the estimated length of the absence.

14. Theft

Embezzling and/or pilfering of Corporation property, or the property of employees or others (the unauthorized removal, storage, transfer or utilization).

15. Political Activity

Employees are discouraged from direct involvement in the Municipal Election Campaigns. This includes the posting of candidate signs on their personal property, and the signing of nomination papers.

Employees may be involved in provincial and federal campaigns as long as this



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

involvement does not affect the objectivity with which they must discharge their duties as a representative of the Corporation. Municipal resources shall not be used on any election campaign.

An employee who intends to be a candidate in a Municipality of Arran-Elderslie municipally run election, must take a leave of absence and, if elected, must resign their position with the Municipality.

16. Management Responsibilities

- As part of effective performance management, each Department Head and/or Chief Administrative Officer must ensure that employees are aware of and in compliance with the Code of Conduct.
- The Corporation is accountable for protecting the assets of, and the public trust in the Municipality. Toward this end, Management must ensure the establishment and monitoring of adequate systems, procedures and controls to prevent and detect fraud, breach of trust and other forms of wrongdoing.
- Management will provide training and development that will enable our employees to understand and comply with the intent of this Code to the best of their ability.
- Prior to acting on a suspected wrongdoing, Management should seek the advice of the Chief Administrative Officer, who will subsequently notify the Municipality Solicitor where appropriate. This consultation will protect the Municipality's legal interests in potential subsequent corrective measures, protect the rights of those employees involved, and prevent further losses or damage to the Corporation.
- It is the responsibility of Management to ensure that each suspected wrongdoing is investigated. If a wrongdoing is confirmed, the Municipality will deal firmly and fairly with all its employees regardless of their position or length of service.

17. Gifts and Benefits

In order to preserve the image and integrity of the Municipality, business gifts should be discouraged. However, the Municipality recognizes that moderate hospitality is an acceptable courtesy of a business relationship. Recipients should not allow themselves to reach a position whereby it might be or might reasonably be deemed by others, to have been influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of the hospitality accepted should not be greater than the employee's Department Head would allow to be claimed on an expense account if it were charged to the Municipality.

The "gifts" policy does not apply to gifts received in connection with gifts received for services to professional organizations or non-profit community groups.

18. Enforcement

The provisions of the Municipal Act, the Municipal Conflict of Interest Act, The Municipal



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Freedom of Information and Protection of Privacy Act, shall apply to instances of improper conduct by Employees of the Municipality of Arran-Elderslie.

- The preceding guidelines and expectations, as well as the related policies, re-affirm the Municipality's commitment to integrity, objectivity and professionalism in delivering services to the public. Maintaining the taxpayer's confidence and trust in Municipality government and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.
- Every employee is expected to be fully aware of, and in compliance with the Staff Code of Conduct and its related policies. Violation of these principles is a serious matter, and any employee in violation of these principles will be treated fairly, consistently and without regard to their position or length of service. In addition, any employee who has contravened these policies, including the obligation to report any knowledge of wrongdoing or fraudulent behaviour, shall be subject to such corrective measures (up to and including termination) as is deemed appropriate under the circumstances.
- Any employee under investigation for suspected fraud or other wrongdoing may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the Municipality.
- Nothing in this Staff Code of Conduct is intended to conflict with the Municipality's obligations to its employees under its collective agreements.
- Corporate policies are not intended to undermine the firm commitment to the well-being and professional treatment of employees throughout the Municipality.
- Public service is a public trust, and as an organization entrusted with public funds, it is critical that every employee regularly re-affirm their commitment to the highest standards of ethical behaviour.

19. Severability

The provisions of this Code are severable and if any provision, section or word is held invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203

I acknowledge having received a copy of the **"Staff Code of Conduct"** and acknowledge that I have read and understand the information that was contained in this document.

Name (please print):

Date:

Signature



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203

I acknowledge having received a copy of the "Staff Code of Conduct Policy" and acknowledge that I have read and understand the information that was contained in this document.

Name (please print):

Date:

Signature

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>
Effective Date:	<i>May 25, 2010</i>
Date Revised:	<i>June 15, 2011</i>
Authority:	<i>Occupational Health and Safety Act, R.S.O. 1990, c.O.1, (as amended by Bill 168)</i>

Purpose:

The Municipality of Arran-Elderslie is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Municipality of Arran-Elderslie's goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

Scope:

This policy applies to, all employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace
- during work -related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in company owned or leased facilities
- during telephone, email or other communications; and
- at any work-related social event, whether or not it is company sponsored

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the Municipality, such as customers or suppliers, although the available remedies may be constrained by the situation.

Definitions:

1. Discrimination

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario *Human Rights Code*, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and gender identity)

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- sexual orientation
- family, marital (including same-sex partnership) status
- disability or perceived disability
- a record of offences for which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

2. Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent sexual staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- distributing sexually explicit email messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing; and
- sexual assault

3. Discriminatory Harassment

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> Policy No: HR2
Department:	<i>Municipality Wide</i>
Effective Date:	<i>May 25, 2010</i>
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Authority:	<i>Occupational Health and Safety Act, R.S.O. 1990, c.O.1, (as amended by Bill 168)</i>

Discriminatory harassment includes comments or conduct, based on the protected grounds in the Ontario *Human Rights Code*, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds such as race, religion or sexual orientation
- imitating a person's accent, speech or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a **poisoned working environment** and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual material such as posters, pictures, calendars, web site or screen savers
- distributing offensive email messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature .

4. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines workplace harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i>	<i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>	
Effective Date:	<i>May 25, 2010</i>	
Date Revised:	<i>June 15, 2011</i>	
Authority:	<i>Occupational Health and Safety Act, R.S.O. 1990, c.O.1, (as amended by Bill 168)</i>	

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading malicious rumours
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- providing only demeaning or trivial tasks in place of normal job duties
- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls or emails
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone verbally, in memos or other work related documents

What Isn't Harassment

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
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Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions; or
- requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers, provided that none of the behaviours listed above as examples of workplace harassment are employed in the name of normal workplace conflict.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew *or should have known* that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop your behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

5. Workplace and Domestic Violence

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Workplace Violence

Workplace violence is defined under the Occupational Health and Safety Act as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
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- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessive close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic violence

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan
- contacting the police
- establishing enhanced security measures such as a panic button, code words, door and access security measures
- screening calls and blocking certain email addresses
- setting up priority parking or providing escorts to your vehicle or public transportation

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>
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- adjusting your working hours and location so that they are not predictable; and facilitating your access to counseling through an employee assistance program or other community programs

We appreciate the sensitivity of these issues and will do our best to assist you as discretely as possible while maintaining your privacy.

Preventing Harassment and Violence

It is our mutual *responsibility* to ensure that we create and maintain a harassment and violence free workplace and address *violence* and/or the threat of violence from *all* possible sources (including customers, clients, *employers*, supervisors, workers, strangers and domestic/ intimate partners).

Municipality of Arran-Elderslie's Commitment

The Municipality of *Arran-Elderslie* will do its part by not tolerating or condoning discrimination, harassment or violence in the *workplace*. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace *violence*, investigating complaints and imposing suitable corrective measures.

Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the Workplace Respect Committee if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behavior. Supervisors *must* also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behavior to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- whether the person's history of violence was associated with the *workplace* or work;
- whether the history of violence was directed at a particular employee or *employees* in general; and
- how long ago the incidence of violence occurred

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>
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In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behavior if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behavior as is reasonably necessary to protect the employee from physical injury.

Duties of All Employees

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

You are also required to report to your supervisor or the Workplace Respect Committee, the existence of any workplace violence or threat of workplace violence.

Procedure for Resolving and Investigating Harassment Complaints

Informal Procedure

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

- "I don't want you to do that."
- "Please stop doing orsaying XXXXX."
- "It makes me uncomfortable when you XXXXX."
- "I don't find it funny when you XXXXX."

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop, e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

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It helps to keep a record of any incident(s) that you experience, e.g., a customer, supplier, etc. has harassed or discriminated against you. Please report the harassment to your supervisor or a member of the Workplace Respect Committee. Although the Municipality of Arran-Elderslie has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Formal Procedure

Workplace Respect Committee

If the complaint cannot be resolved informally or it is too serious to handle on an informal basis, you may bring a formal complaint to the Workplace Respect Committee. The Workplace Respect Committee acts as our workplace coordinators with respect to harassment and violence in the workplace.

The Workplace Respect Committee consists of the same individuals as are appointed to the Joint Health and Safety Committee from time to time.

If you bring a formal complaint we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. A copy of the Workplace Respect Complaint form is available from the Clerk.

It is important that we receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once we receive your complaint, we will initiate a formal investigation, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example, we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is not our policy to investigate anonymous complaints unless there are extenuating circumstances.

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Investigation Procedure

The Workplace Respect Committee will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- interviewing witnesses, if any
- reviewing any related documentation; and
- making detailed quotes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the Clerk. A summary of the findings will also be provided to the complainant and respondent.

It is our goal to complete any investigation and communicate the results to the complainant and respondent as expeditiously as possible under the prevailing circumstances.

Corrective Action

The Clerk will determine what action should be taken as a result of the investigation with consultation from the Workplace Respect Committee.

The Workplace Respect Committee will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any where necessary.

If a finding of harassment is made, the Municipality of Arran-Elderslie will take appropriate corrective measures, regardless of the respondent's seniority or position in the Municipality.

Corrective measures may include one or more of the following:

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>
Effective Date:	<i>May 25, 2010</i>
Date Revised:	<i>June 15, 2011</i>
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- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- demotion or denial of a promotion
- reassignment or transfer
- financial penalties such as the denial of a bonus or performance related salary increase; and
- any other disciplinary action deemed appropriate under the circumstances

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation you will not be subject to any form of discipline. The Municipality of Arran-Elderslie will, however, discipline or terminate anyone who brings a false and malicious complaint.

Procedure for Resolving and Investigating Workplace Violence

Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal work station and you will need to be available for the purposes of investigating the incident. In some circumstances, and subject to the provisions of the Collective Agreement in the case of a member of Loca1255 of the Canadian Union of Public Employees (the Union), you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police, or other emergency responders as appropriate, to assist, intervene or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
Department:	<i>Municipality Wide</i>
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- Policy HR 2 Respect in the Workplace (Harassment and Violence) Page 9 of II
- equipment to summon assistance such as fixed or personal alarms, locator or tracking
- systems phones, cell phones, etc.
- emergency telephone numbers and/or email addresses
- emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor or the Workplace Respect Committee. The Workplace Respect Committee will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the incident.

The investigation will include:

- conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete the investigator(s) will prepare a detailed report of the findings. A copy of the report will be provided to the Workplace Respect Committee as a whole.

Corrective Action

The Clerk will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made, the Municipality of Arran-Elderslie will take appropriate corrective measures, regardless of the respondent's seniority or position within the

Policy Name:	<i>Respect in the Workplace (Harassment and Violence)</i> <i>Policy No: HR2</i>
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Municipality.

Corrective measures may include one or more of the following:

- discipline, such as verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- a demotion or denial of a promotion
- reassignment or transfer
- financial penalties such as the denial of a bonus or performance related salary increase and
- any other disciplinary action deemed appropriate under the circumstances

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Municipality of Arran-Elderslie will, however, discipline or terminate anyone who brings a false and malicious complaint.

Procedures for Addressing Domestic Violence

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting any member of the Workplace Respect Committee. The Workplace Respect Committee will assist you in preventing and responding to the situation.

Confidentiality of Complaints and Investigations

We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

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Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

Protection from Retaliation

The Municipality of Arran-Elderslie will not tolerate retaliations, taunts or threats against anyone who complains in good faith about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203

I acknowledge having received a copy of the "Respect in the Workplace Policy" and acknowledge that I have read and understand the information that was contained in this document.

Name (please print):

Date:

Signature



The Corporation of the Municipality of Arran-Elderslie

Information Report

Meeting Date: October 16, 2024

Report From: Jennifer Isber-Legge, Economic Development Coordinator

Subject: TCWG.24.02 Committee Objectives

Appendices:

Report Summary

This report references the Terms of Reference for the Tara Community Working Group and summarizes the contents

Background

The Tara Community Working Group Terms of Reference we approved by Council on August 12, 2024.

Staff were directed to proceed with the recruitment of the Tara Community Working Group Members. A call for applicants was posted on the website, and socials.

On Sept 9th Council appointed the following to the Tara Community Working Group.

- Krista Gill
- Dave Tedford
- Sandra Herron
- Ken Thornburn
- Karen Kerker
- Brett McMullen

The committee also includes

- Councillor Steinacker
 - Deputy Mayor Shaw
 - Jennifer Isber-Legge, Staff
-

Analysis

The purpose of the Group is to provide a platform for business and community stakeholders, and local staff to share information, develop ideas, raise issues and concerns, and recommend solutions that will support economic development, and revitalization in downtown Tara.

The mandate of this Group will be “To support economic development and revitalization activity in Tara that prioritizes business attraction and retention, increases Tara’s capacity to compete, and works to develop a vibrant downtown.”

In summary, the Working Group will;

- Encourage and facilitate community involvement in matters and projects related to economic development
- Identify opportunities to promote economic growth and downtown revitalization in Tara
- Provide a voice and forum for businesses, rural and urban communities, beautification, and arts and culture in Tara
- Consult on beautification projects such as murals, waste receptacles, and benches
- Identify underutilized commercial space and develop strategic solutions in cooperation with property owners
- Support the development of a vacant commercial space listing for the Municipal website, and the implementation of a vacant commercial space marketing package
- Consult on the development of business attraction and retention strategies
- Support projects identified in the Economic Development Strategic Plan

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy

Financial Impacts/Source of Funding

Approved By: Emily Dance, Chief Administrative Officer



MUNICIPALITY OF
ARRAN-ELDERSLIE

Terms of Reference

Tara Community Working Group

Adopted August 12, 2024

Terms of Reference for the Tara Community Working Group

The Working Group shall be referred to as the Tara Community Working Group. (the “Group” or TCWG).

1. Primary Purpose:

The purpose of the Group is to provide a platform for business and community stakeholders, and local staff to share information, develop ideas, raise issues and concerns, and recommend solutions that will support economic development, and revitalization in downtown Tara.

The mandate of this Group will be *“To support economic development and revitalization activity in Tara that prioritises business attraction and retention, increases Tara's capacity to compete, and works to develop a vibrant downtown.”*

2. Activities:

The Working Group will:

- Meet on a regular basis to discuss ongoing matters, raise issues/concerns and offer solutions and, where applicable, make recommendations to Municipal Council regarding economic development activity in Tara.
- The Group may form sub-Groups to concentrate on specific matters, which sub-Groups will report back to the Working Group as appropriate with findings/recommendations.
- Encourage and facilitate community involvement in matters and projects related to economic development.
- Identify opportunities to promote economic growth and downtown revitalization in Tara.
- Provide a voice and forum for businesses, rural and urban communities,

beautification, and arts and culture in Tara.

- Beautification projects such as murals, waste receptacles, and benches.
- Identify underutilized commercial space and develop strategic solutions in cooperation with property owners.
- Support the development of a vacant commercial space listing for the Municipal website, and the implementation of a vacant commercial space marketing package.
- Consult on the development of business attraction and retention strategies.
- Support projects identified in the Economic Development Strategic Plan.

3. Delegated Authority:

The Group is a working Group and has no delegated authority except for the advocacy of best practices.

The Group has no authority to direct municipal staff, and any recommendations requiring implementation, reports, staff action, or a commitment to expend municipal funds must first be approved by Council before any action by staff may be taken.

4. Group Composition:

The membership of the Group will be comprised of a variety of community representatives, council and staff.

- Arran-Elderslie Staff:
 - Tara Ward Councilor
 - Additional Member of Council
 - Economic Development and Communications Coordinator or staff designate
- Community Members:
 - Tara service Groups,
 - Tara business owners,
 - Tara storefront owners,
 - Tara community members,
 - Arran-Elderslie Community and Business Association.

Note: Community Group Representatives will be appointed following

Council approval of the Terms.

Applications for Members of the Group may also received throughout the term of the Group.

5. Procedures and Rules

- i. As a formal committee of Council, the Group is subject to the Procedure By- Law of the Municipality of Arran-Elderslie which governs the procedures of Council and its Committees and Boards, the Municipal Code of Conduct, the Municipality's Harassment Policy and any other applicable policies and/or procedures.
- ii. The Chair will be elected from the Group members at least once per Council term. The expenditure of any municipal funds is to be approved by Council in accordance with the Municipal Procurement By-law and current budget.
- iii. All members, including the Chair, are responsible to:
 - Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
 - Work diligently to complete assigned activities.
 - Agree to describe, process, and resolve issues in a professional and respectful manner.
 - Provide input to help identify future projects or strategic priorities for future years' work.
 - Communicate activities of the Group to the community.
 - Attend Municipality of Arran-Elderslie and other community events and initiatives, where appropriate and available.
 - Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code and the Municipality of Arran-Elderslie Code of Conduct.
 - Respect all decisions made by the Group.
- iv. The Committee shall meet a minimum of four (4) times per year in an accessible location. The Committee will establish a meeting schedule at it's first meeting each year. A quorum of a majority of members is required to hold a meeting.
- v. Meetings shall be conducted with an agenda that is prepared

by Staff and reviewed by the CAO and/or Chair. Agendas and minutes will be posted to the Municipality of Arran-Elderslie website.

- vi. The Committee shall follow the Municipality of Arran-Elderslie Procedural By-law. All meetings of the Group will be open to the public, except as provided in the Procedural By-law and/or Municipal Act, 2001 and any other applicable legislation.
- vii. Members wishing to have items included on the agenda must provide items to the staff or designate on or before the Wednesday preceding the agenda going out.
- viii. Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
- ix. Minutes shall be kept of all meetings. Adoption of meeting minutes will be included on the agenda of the next meeting and then posted to the Municipality of Arran-Elderslie website.
- x. Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- xi. For consistency of messages, media inquiries should be directed to the Committee Chair.

6. Conflict of Interest

A conflict of interest may arise for Group members when their personal or business interests clash with the duties and decision of the Group. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Group.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

7. Council Role

Council may, at its discretion, at least annually, review the composition of the working Group to ensure that it is representative of the

community. Council can, with or without the advice of the Group, make changes to membership composition to ensure Committee effectiveness.

Date of Adoption of Terms of Reference:



The Corporation of the Municipality of Arran-Elderslie

Information Report

Meeting Date: October 16, 2024

Report From: Jennifer Isber-Legge, Economic Development Coordinator

Subject: TCWG.24.03 Meeting dates

Appendices:

Report Summary

This report outlines meeting dates and locations for 2024 and 2025

Background

A majority of members indicated in their application that they preferred daytime meetings.

Council Chambers was selected as a location based on potential need for virtual meeting technology.

Terms of Reference lists quarterly meetings. Additional meetings as required.

Analysis

Wednesday Nov 13, 2024	Council Chambers	10:00 am
Wednesday Jan 15, 2025	Council Chambers	10:00 am
Wednesday Mar 12, 2025	Council Chambers	10:00 am
Wednesday June 18, 2025	Council Chambers	10:00 am
Wednesday Sept 17, 2025	Council Chambers	10:00 am

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy

Financial Impacts/Source of Funding

none

Approved By: Emily Dance, Chief Administrative Officer



The Corporation of the Municipality of Arran-Elderslie

Information Report

Meeting Date: October 16, 2024

Report From: Jennifer Isber-Legge, Economic Development Coordinator

Subject: TCWG.24.04 Tara Community Toolkit

Appendices:

Report Summary

This report summarizes the Tara Community Toolkit and Tara Façade Guidelines finalized in June 2023.

Background

Tara Community Toolkit

Community brand guidelines are not a policy or by-law that requires compliance. Instead, they look to influence the municipality and community partners to revitalize their streetscapes and communities in a way that demonstrates a cohesiveness. Grants provide an extra level of incentives to influence community projects to meet these guidelines.

For Spruce the Bruce grants that include visual elements, the community brand guidelines act as an evaluation tool, hence why they are required. They ensure that grants approved in your municipality support the visual goals of the community. Guidelines are developed to ensure there is a unified, consistent and clear brand message used across a wide range of marketing and communications. These guidelines were developed with input from the community and provide specific directions for use of the community's logo and slogan, imagery, fonts and colours.

Tara Façade Guidelines

The Façade Improvement Guideline for Tara is essentially a façade improvement "information tool" addressing topics typically related to context, building envelopes, building/street relationships, climate, entrances, safety, adaptability, expression, scale, exterior materials, performance, etc. This document, coupled with grant applications

through the Municipality and Bruce County, can lead to planned facade improvements brought to fruition. Visit www.arran-elderslie.ca and www.sprucethebruce.com for information regarding Arran-Elderslie and Bruce County's grant applications, respectively.

Analysis

This working group can use these tools to guide their work in the Tara downtown.

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy

Financial Impacts/Source of Funding

None

Approved By: Emily Dance, Chief Administrative Officer

Tara Community Toolkit



Purpose

AND HOW TO USE THE DOCUMENT

A community's brand is not only a visual representation using logos or colours – it is the community's identity. A strong brand provides visitors and residents with a clear understanding of its history, vision for the future, and what its unique characteristics are. When applied to physical elements within a community's streetscape, the community brand will create a sense of place and a strong tie to community.

Community brand guidelines are not a policy or by-law that requires compliance. Instead, they look to influence the municipality and community partners to revitalize their streetscapes and communities in a way that demonstrates a cohesiveness. Grants provide an extra level of incentives to influence community projects to meet these guidelines. For Spruce the Bruce grants that include visual elements, the community brand guidelines act as an evaluation tool, hence why they are required. They ensure that grants approved in your municipality support the visual goals of the community.



TRADITIONAL COMPONENTS OF

Community Brand Guidelines

Your brand is, for many people, the first point of contact with your community, and therefore it has a big role to play. Because your brand identity affects how your community is perceived, it's important that the guidelines outlined in this document are followed.

Guidelines are developed to ensure there is a unified, consistent and clear brand message used across a wide range of marketing and communications.

These guidelines were developed with input from the community and provide specific directions for use of the community's logo and slogan, imagery, fonts and colours.

It's important that the brand identity and all components of the design be used correctly and consistently, so that, over time, your community brand will become recognized, memorable and top of mind.

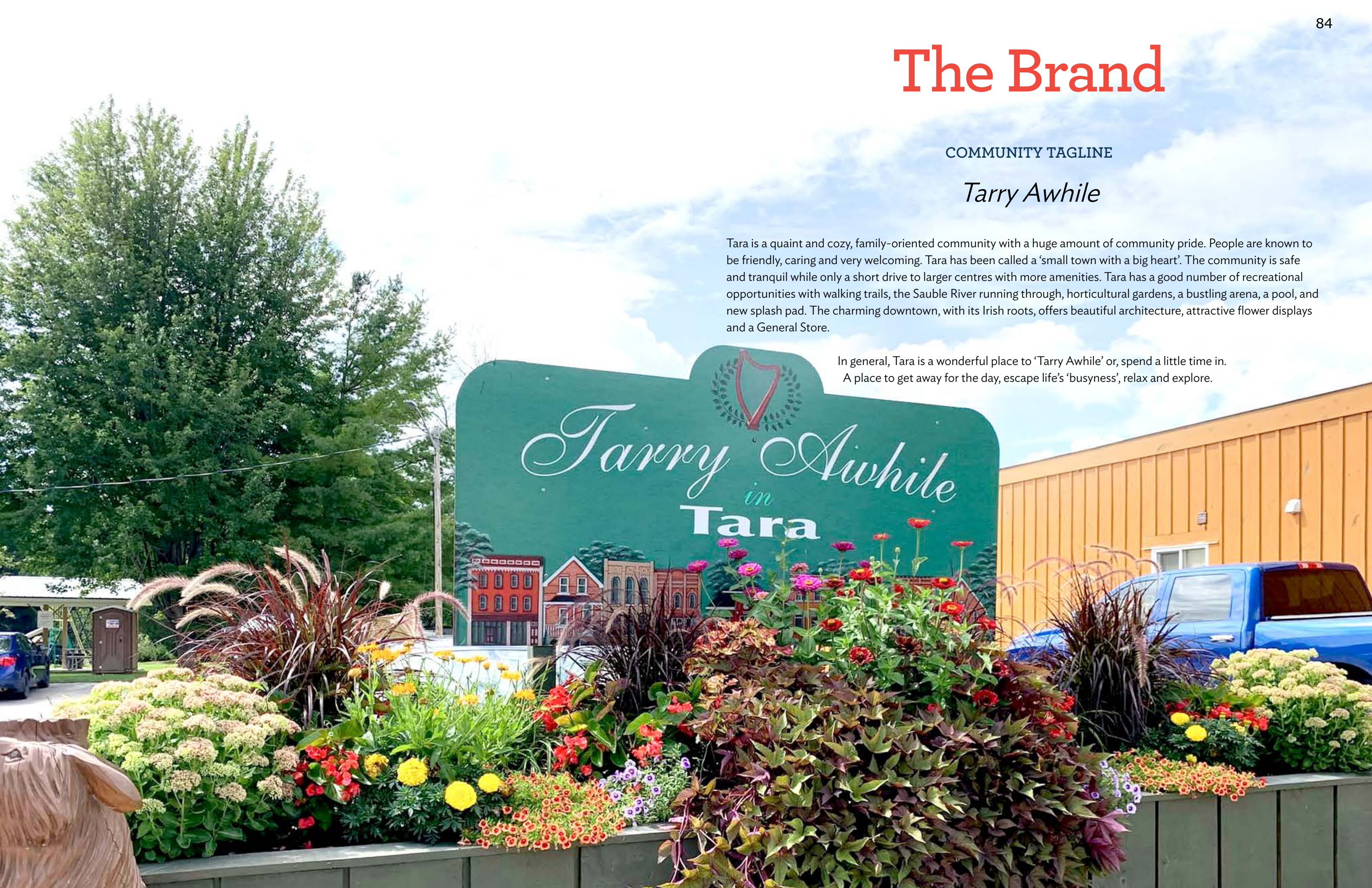
The Brand

COMMUNITY TAGLINE

Tarry Awhile

Tara is a quaint and cozy, family-oriented community with a huge amount of community pride. People are known to be friendly, caring and very welcoming. Tara has been called a 'small town with a big heart'. The community is safe and tranquil while only a short drive to larger centres with more amenities. Tara has a good number of recreational opportunities with walking trails, the Sauble River running through, horticultural gardens, a bustling arena, a pool, and new splash pad. The charming downtown, with its Irish roots, offers beautiful architecture, attractive flower displays and a General Store.

In general, Tara is a wonderful place to 'Tarry Awhile' or, spend a little time in.
A place to get away for the day, escape life's 'busyness', relax and explore.



Brand Elements

The images and colours shown are for illustration purposes only, and are intended to illustrate a desired style and effect, not to define a specific product or colour palette, and are not intended to serve as working drawings or templates for production.

Logo Design



Colour Palette



Jade Green

CMYK 79/17/78/03
RGB 49/152/100
HEX 319864



Cobalt Blue

CMYK 87/52/00/00
RGB 016/114/186
HEX 1072ba



Cyan Blue

CMYK 78/12/00/00
RGB 000/169/228
HEX 00a9e3



Magenta

CMYK 42/100/12/00
RGB 161/36/130
HEX a02481



Yellow Orange

CMYK 02/43/97/00
RGB 243/159/036
HEX f39e24



Gray

CMYK 00/00/00/40
RGB 167/169/172
HEX a7a9ab

Icons



Mammoth



Irish History



Water Tower

Keywords

**Historic Irish Roots
Shamrock Green
Iconic Harp**

**Quaint Rural Community
River
Mammoth Lore**

Typography

Athelas - Regular

AaBbCcDdEeFfGgHhIiJjKkLlMmNn
OoPpQqRrSsTtUuVvWwXxYyZz
1234567890

Athelas - Bold

AaBbCcDdEeFfGgHhIiJjKkLlMmNn
OoPpQqRrSsTtUuVvWwXxYyZz
1234567890

Swiss721BT - Roman Condensed

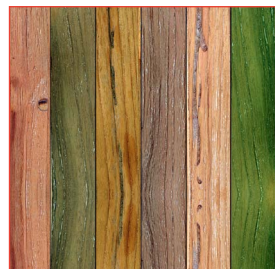
AaBbCcDdEeFfGgHhIiJjKkLlMmNn
OoPpQqRrSsTtUuVvWwXxYyZz
1234567890

Swiss721BT - Bold Condensed

AaBbCcDdEeFfGgHhIiJjKkLlMmNn
OoPpQqRrSsTtUuVvWwXxYyZz
1234567890

Materials

Bright Painted Wood



Rustic Wood & Hardware



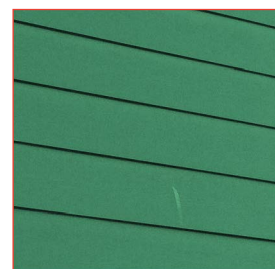
Stone



White Post & Rail



Colourful Siding



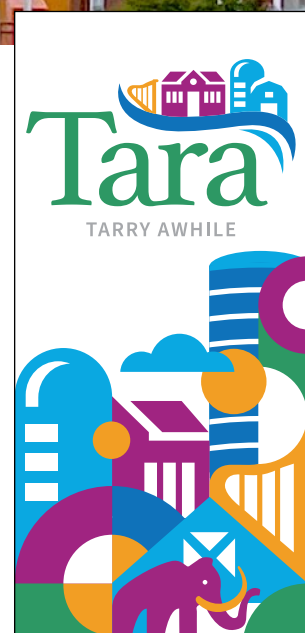
Planters/Flowers



Physical Elements

A community's brand can be applied to many things throughout the community. The following are examples of how the brand can be applied to public assets such as street furniture, public fixtures, public art, etc., as well as a community's marketing. These are examples and not a standard, to provide inspiration and promote ideas when adding brand elements to your community.

Banners



Brochure

CONTACT US AT
519-363-3039 or www.arran-elderslie.ca

www.villageoftara.ca
Map created June 1, 2020
For business updates contact info@villageoftara.ca

Benches



Waste Receptacles



Bike Rack



Signage



Planters

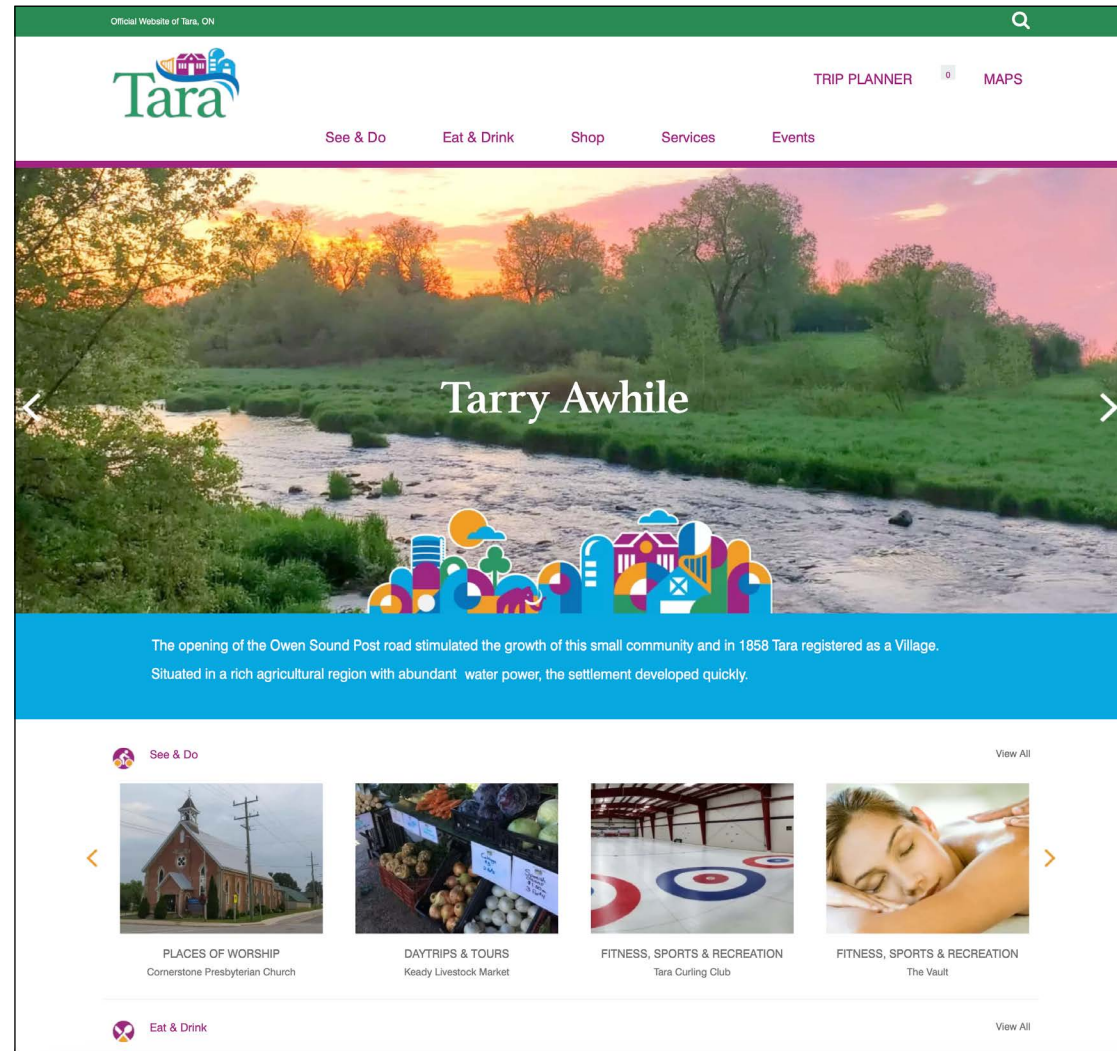


Signage Headers



Public Art

Website



Poster



Social Media

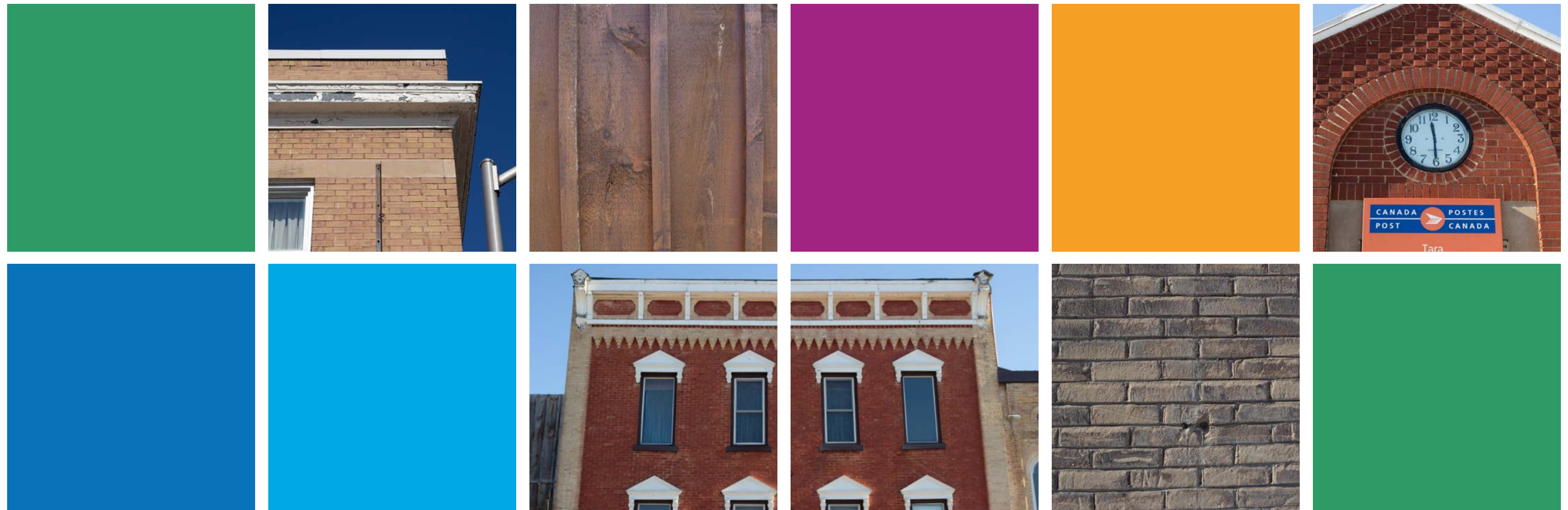


Social Media Post





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Tara Façade Improvement Guideline

Municipality of Arran-Elderslie, Ontario | July 2023 | Final Draft



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1. Introduction	1
Overview	1
Theme: Tarry Awhile	3
2. Process	4
Façade Improvement Guideline	4
Elements of a Façade	5
Façade Characterization	6
Traditional Elements	7
Applicant's Process	8
3. Façade Improvement Checklist	9
Façade Project Design Checklist	9
4. The Elements	11
Awnings	11
Signage	12
Planters	13
Shutters	14
Lighting	15
Building Material	16
Colour	17
5. Application / Demonstration	18
Heritage / Historic Modified Building	18
Non-Historic Building	19
6. Useful Resources	20

Overview

Generally, in most communities, development can be traced over “periods.” Many structures and buildings will have retained their original detailing, some may have been altered for various reasons, and infill may have added newer styles to the building fabric of the community. In many cases, “styles” work at cross-purposes to the feel of the streets in which they are situated and may influence an ill-character for the commercial district. More often than not, this is a result of a lack of clear identity and information regarding the direction the community would like to go concerning its “look”. After all, most building owners’ skills lie in operating a business and not necessarily how to create, improve, or maintain the façade of a building – this is where the greatest challenge lies.

Through municipal and county-led incentives, property and business owners have been inspired to revitalize their main street properties. Many communities are now seeing the value of incorporating façade improvements into their overall revitalization strategy for their streets and cores. These projects can improve the overall look and feel of a community’s main street or commercial areas, helping them become more desirable as a destination.

Façade renewal designs or guidelines for buildings located within Tara, and The Municipality of Arran-Elderslie “Main Streets” illustrate how building and business owners can transform their building’s façades. Typically, under the topics of awnings, signage, planters, shutters, colour, and lighting, the guidelines suggest ways in which a building façade can be improved to suit a desired theme or heritage. The guideline doesn’t attempt to “redesign” the façade of every building along the “Main Street”; rather it attempts to define period styles that may have occurred in the Tara community and possibly group its buildings into these categories; providing an understanding, appreciation and ultimately, a guideline or demonstration of what these buildings could be like if a façade improvement is undertaken. Generally, it is a visual education – an education that may entice building owners to pursue Arran-Elderslie’s and/or Bruce County’s funding towards the realization of building façade improvements within its historic commercial area.



Yonge Street North - West Side (North of Whites Avenue)



Yonge Street North - West Side (North of Whites Avenue) continued



Yonge Street North - West Side (North of Matilda Street)



Yonge Street North - West Side (North of Matilda Street) continued



All photos taken February 2023



Yonge Street North - East Side (South of Bruce Street)



Yonge Street North - East Side (South of Bruce Street) continued



Yonge Street North - East Side (South of Bruce Street) continued



Yonge Street North - East Side (South of Bruce Street) continued

All photos taken February 2023



Yonge Street North - East Side (North of Whites Avenue)

Theme: Tarry Awhile

Key Words:

- Welcome
- Tarry
- Family-oriented
- Quaint
- Cozy
- Caring
- Tranquil
- Safe
- Friendly
- Rural
- Community
- Pride
- Shamrock
- Irish
- Harp
- River
- Mammoth
- Lore
- Roots
- Heritage





Façade Improvement Guideline

The process resulting in this guideline included engaging identified and volunteering businesses to aid them in utilizing the information on their own buildings. This included on-site building review, consultation and the preparation of computer generated 3-D models demonstrating what a building “could be like” if they were to employ the guideline information. It is meant to be general in nature and accessible in content.

The scope of work for the project, as referenced through correspondence provided to The Municipality of Arran-Elderslie (February 2023) included several stages:

- **Start-up/Review:**
Initially a meeting clarified an approach and working relationships/objectives between the consultant and The Municipality of Arran-Elderslie staff. This meeting identified project wishes, limits and/or jurisdictions. A site visit also provided background and photo documentation for the project.
- **Façade Design Demonstrations:**
The initial projects were identified as “demonstration sites” for façade improvements and include all buildings within Tara’s priority Community Improvement Project Area.
- A detailed facade design was prepared, illustrating a typical treatment for each of the noted buildings and demonstrating the potential improvements, and informing and exciting business owners.

The Façade Improvement Guideline for Tara is essentially a façade improvement “information tool” addressing topics typically related to context, building envelopes, building/street relationships, climate, entrances, safety, adaptability, expression, scale, exterior materials, performance, etc.

This document, coupled with grant applications through the Municipality and Bruce County, can lead to planned facade improvements brought to fruition. Visit www.arran-elderslie.ca and www.sprucethebruce.com for information regarding Arran-Elderslie and Bruce County’s grant applications, respectively.

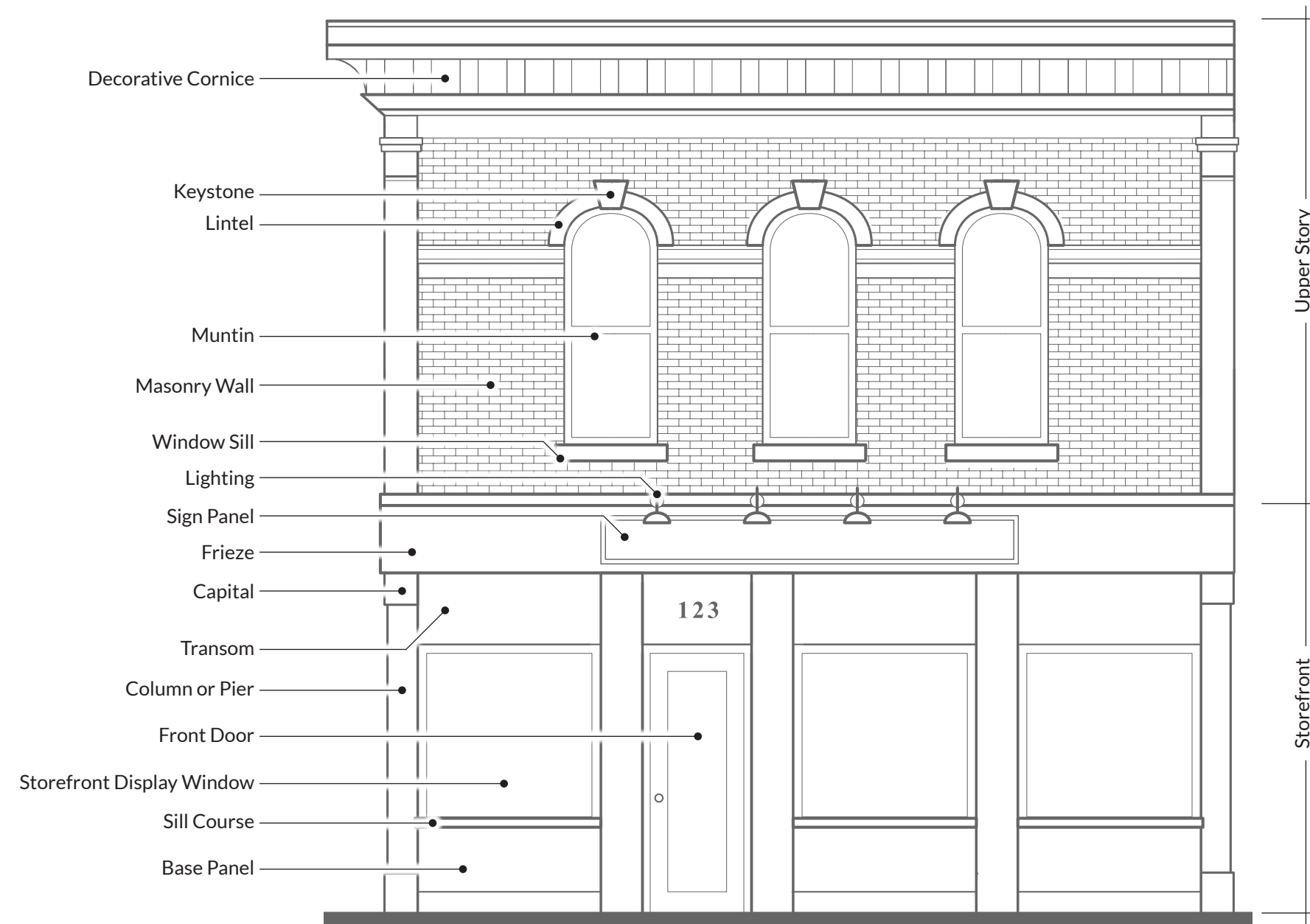
It is sincerely hoped that this process and the subsequent guideline advantageously assists The Municipality of Arran-Elderslie in achieving its goal of improving the historic downtown core along its “Main Streets.”

Elements of a Façade

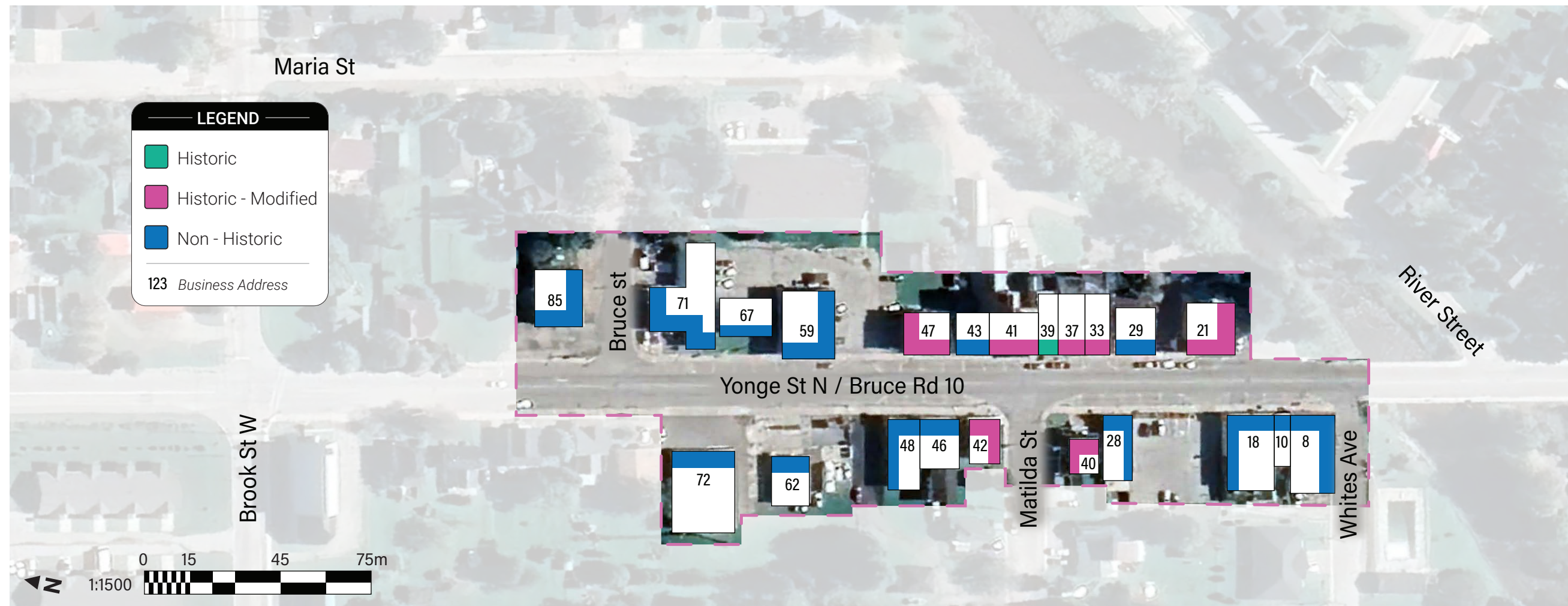
Section 2 provides a process that will help guide the applicant through the various steps required to ensure that the integrity of The Municipality's and Bruce County's incentive programs are understood and followed.

The elements of a façade are illustrated to assist the applicant with a common terminology. Historical references of Tara are provided for general interest. A map of the relevant improvement area is also included to outline the limits of the area in which building owners and businesses are able to take part in the Municipality's and Bruce County's facade programs.

The following diagram identifies the name and location of several common building elements.



Façade Characterization



Disclaimer: For the purpose of the plan above, a historic building is defined as a building with no visible signs of alterations to the façade since it was originally constructed.

For the purpose of this guideline, Historic/Heritage building facades have been identified, however demonstrations in Section 5 'Application/Demonstration,' show refreshed aesthetic appeal to a façade through modification and added elements. To maintain historical character, a building facade would require only a restoration of original features or left unmodified altogether.



Historic Example



Historic - Modified Example



Non-Historic Example

Traditional Elements



Yonge Street, 1908



Presbyterian Church, 1910



Tara United Church, before 1950



Bank of Montreal, 1950-1970



Tara Post Office, 1950-1970



Yonge St N, looking south, 1896



Yonge St N, looking north, 1950-1970

Process

2

Applicant's Process

■ Step One: Evaluating Your Building's Appearance

It is important to take a good look at a building before proposing alterations to its exterior. Consider the windows, doors and detailing. Note the entire façade, including the upper stories as well as the storefront. A successful improvement strategy is one that treats the building as a whole and does not neglect the upper story. The goal is to achieve visually distinct façades that relate to their surroundings while providing a sense of cohesiveness in the commercial corridor without strict uniformity.

■ Step Two: Evaluate Your Building's Surroundings

A high level of upkeep always strengthens the image of a commercial corridor. The property owner or tenant should aid in cleanliness of the sidewalk and spaces adjacent to the building. The sidewalk should be kept free of debris and washed regularly. Trash generated by the store should be kept in enclosed areas at the rear of the building and must be easily serviced by trash collection trucks.

■ Step Three: Make Needed Repairs; Establish A Maintenance Schedule

Preserve the value of façade improvements by repairing any damage before façade work begins. In order to prevent major building repair in the future, a regular maintenance schedule should be established for façade cleaning and repair. The following are recommended preventive maintenance steps;

- Checking roof to ensure that it is watertight
- Scraping chipped and peeling paint and repainting
- Repointing and patching deteriorated masonry or stonework joints
- Replacing deteriorated building surfaces
- Repairing and painting window frames and sills
- Repairing or replacing weatherproofing agents
- Establishing a sidewalk washing schedule

■ Step Four: The Game Plan

Prepare a Plan or Sketch

With the help of the guidelines and perhaps the assistance of a designer, prepare a sketch of your building façade that outlines your proposal for a renovation. Indicate repairs and upgrades, materials, and colours.

When you have a sketch that satisfies your own requirements and follows guidelines set out in this report, you will need to “tender” the work, which means to ask builders to give you a fixed price bid to undertake the work shown in the drawings. Be wary of “estimates” that permit flexibility in the final billing. Some professional advice may make this part easier for you. You may ask to have certain items as separate prices if, for example, you may have to defer some of the work to another year for budget reasons.

“Do It Right”

For any renovation, it is essential that one person or company takes responsibility for all aspects of the work such as a general contractor. If the work involves only window replacement, be certain that the contractor is well experienced with window replacement and that you have discussed the extent of finishing that is expected. Before signing a contract be sure to have all incidentals itemized and accounted for to avoid any additional costs. Additional costs such as clean up, disposal of old materials or plaster repair and painting are often overlooked.

For work involving masonry repair, great skill and extensive knowledge and experience is required. Talk with the contractor and ask about the specific skills required to protect historic masonry from deterioration. Competent and knowledgeable tradespeople are proud to give recent references.

It is also recommended that you ask the contractor for multiple references. Randomly select individuals from the reference list and call them. Background work can save time and money up front.

The Cost

Renovations are frequently the cause of cost surprises, often in inverse relationship to the actual size of the project. Prepare for the unexpected in a combination of three ways:

- Pay up front for some professional advice from a consultant familiar with the type of work anticipated;
- Make exploratory openings in locations that can be temporarily reclosed. This takes away any hidden surprises and is a far better indicator of concealed elements prior to the contractor's discovery;
- Be prepared during the work to be flexible either in the amount of work that is completed in each phase, or the amount of money expended. If the complete package of work is fully explored and described in advance of the Contractor's involvement, few surprises will be revealed during construction.

■ Step Five: The Application

If applying for funding assistance offered through the Municipality of Arran-Elderslie or Bruce County, review the application forms and requirements, which will outline all eligibility, grant funding, processes, and other details.



The following Façade Improvement Guideline for Tara is in response to The Municipality of Arran-Elderslie's interest in improving the overall look and feel of Tara's downtown core area. This guideline is intended to illustrate, in a broad sense, how façades can be altered to satisfy the community's initiative to follow a Traditional Heritage theme.

A significant percentage of buildings were built during the Victorian period (1850-1900). Many buildings have retained their original detailing, some have been altered for various reasons, and there have also been many contemporary infill building additions.

In Section 3, the Façade Improvement Checklist, there are guidelines to follow to ensure that your improvement proposal is in keeping with the vision of Tara. This guideline, with the help of appropriate examples and the following 'Project Design Checklist' illustrate how The Municipality of Arran-Elderslie and Bruce County can offer assistance to business and property owners thinking about giving their downtown building façade a face lift. In Section 4, 'The Elements' we have suggested ways in which a building façade can be improved to suit the Traditional Heritage theme. In lieu of re-designing every building in Tara, we have outlined three typical building types in Section 5 (Historic, Historic-Modified and Non-Historic) and have applied a few of the guidelines to illustrate how an existing building could be improved.

The following sections are intended to help create an identity for your storefront while respecting the needs of the commercial corridor. These recommendations are not meant to limit your creativity but to encourage and channel it so that you have the best possible result from your efforts.

Façade Project Design Checklist

A designer of façade projects within The Municipality of Arran-Elderslie should respond to the following criteria to help with their efforts to create a relevant and quality improvement for both the building and the street.

During the design of new and renovated façades and/or buildings, a project team – building users, administrators, managers/staff, and façade designers – will have two broad areas of responsibility: the first towards particular project needs (how the façade serves the business), the second towards communal needs (how the façade serves the character of the street), which includes façades facing streets and spaces in the commercial core. The following design criteria addresses these two areas of responsibility.

1. Responding to Tara Commercial Core Context

- Façades should be designed to enhance the larger compositions created by groups of buildings and landscapes.
- Façade improvements should be considered as opportunities to "repair" holes and discontinuities along the street.

2. Building Envelopes in the Community Improvement Areas

- Façades should, in general, align or work with existing façades to reinforce the clarity of the public network and the cohesion of building groups.

3. Building / Street Relationships

Building façades and street spaces should establish a mutually supportive relationship in which indoor and outdoor spaces animate and are connected to each other.

Façades should define buildings as distinct spaces with a strong sense of identity and place.

Façades should enhance the clarity, safety and efficiency of streets and pedestrian routes.

Building faces adjacent to public open spaces and thoroughfares should be treated as fronts and should activate the public street environment.

4. Response to Tara Climate

Important public spaces, both indoor and outdoor, should benefit from the sun.

Rain and snow shelter should be provided in high-use areas around entrances, and where heavily traveled pedestrian routes run parallel to building façades.

5. Building Entrances

Façade projects should help building entrances become easily identifiable, and should address the "Main Streets" in Tara.

All improved building entrances should satisfy the standards for accessibility stated in the Accessibility for Ontarians with Disabilities Act (AODA).

With façade treatments, building entrances should be ordered with the most important entry addressing the main avenue of approach.

All building faces adjacent to major public open spaces and thoroughfares should have entrances that are clearly identified.

Façade treatments should promote building entrances that are open and prominent, provide a sense of transition from outside to inside and encourage people to approach and enter.

6. Long Life/Loose Fit

Façade treatments should be capable of being adapted to new building uses and expansion as the needs and the priorities of the owners change.

7. Safety along Tara's Main Street

New façade projects and renovations should be designed to provide actual personal safety as well as impart a sense of comfort and well-being in Tara's commercial core users.

Personal safety is a broad-spectrum requirement that goes beyond basic façade treatments and is basic to all aspects of the environment, including spatial clarity and legibility, signage and orientation, lighting and visibility, planting, paving materials, and winter walkability-mobility, as well as ramp gradients, traffic controls, and safety alert devices.



8. Expression

New façades within Tara’s commercial core must reconcile many diverse and often contradictory issues in terms of their expression – the “messages” they give about their role in or the quality of the street.

Façades should express a sense of permanence and durability, a sense of Tara’s traditional roots and its historical continuity, and a sense of its connectedness to these.

Further, façades should express Tara’s commitment to serving the community and its visitors, and its responsibility to treat commercial activity as a public resource. To express this, façades should be interpreted as open, safe, accessible, welcoming, and familiar.

Finally, façades should express a respect of the climate of Tara, and reflect the traditions that are apparent in Tara today, taking inspiration from the original older spaces and buildings and the best of predominant existing architecture and natural heritage.

9. Scale

The scale of the façades should relate to the scale and size of the building as well as the human body, to make viewing, approaching and use of the street-front space and building a comfortable experience.

The scale of elements and massing should correspond to the various distances from which it is viewed.

10. Exterior Materials for Façades

Façade materials should reinforce the cohesion of related groups of buildings.

Façade materials should reflect the building’s role as a landmark or a fabric building.

Large expanses of blank, street-fronting walls at grade should be avoided.

11. Technical Performance

Façade projects should be subjected to life-cycle costing to determine the best fit between capital costs, operating costs and ongoing maintenance costs.

Façade projects should be designed to reduce maintenance costs.

Awnings

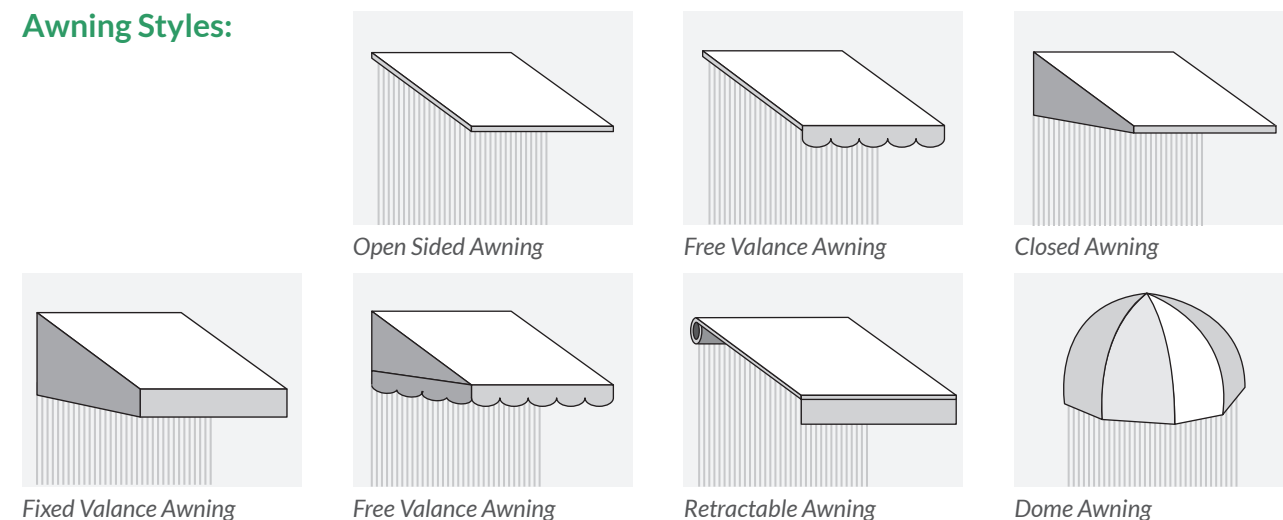
The use of awnings for a storefront not only provide practical benefits for a building façade, but can also dramatically animate the streetscape itself. An awning is a clever way to extend a building façade into the street, claiming that part of the sidewalk that it covers as it's own, demanding attention from the passing customer.

Awnings provide shade for both the interior of the building, as well as to passing pedestrians. They also provide shelter from the rain and snow for the visitor entering the building. In some instances, they can provide an alternative 'canvas' for signage.

Design Considerations:

- Choose an appropriate form of awning to suite the window and door arrangement. Awnings can accentuate the entrance door, or can span a full building façade.
- Traditional canvas awnings are retractable, can span over a sidewalk, and are available in a variety of historical colours and patterns. Remote control devices are available to ease extension and retraction.
- Fixed canvas awnings are usually steep to shed snow, and therefore do not extend far over the sidewalk environment. However, the height of this type of awning can further enhance an otherwise bare building face.
- In all instances, consider the durability of the fabric in regards to weathering. Fading and mould resistant fabrics are preferred.
- Choose a colour(s) in keeping with the colour scheme for the building, and in keeping with the historical theme of the town in general.
- Retractable awnings also present an opportunity for an alternative option for signage.
- An awning should not cover important architectural detailing.
- Awnings should respond to the overall configuration of the building façade

Awning Styles:



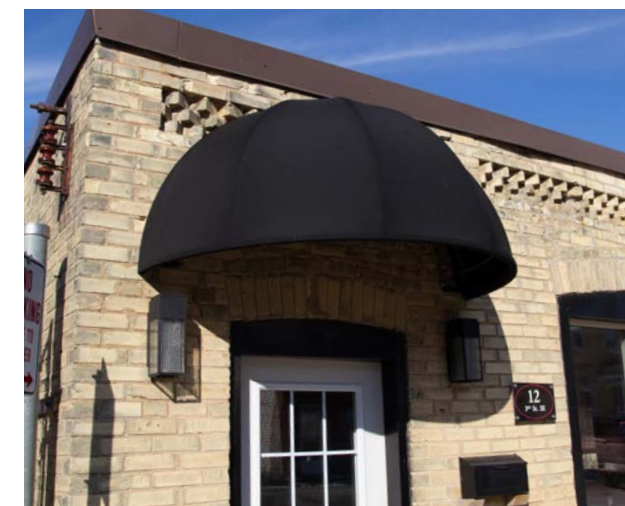
Fixed valance reminiscent of the early 1900s style.



Permanent awning doubles as signage.



Dome awning frames storefront.



Domed awning highlights entrance.



Retractable awning can be used when needed.



Free valance awning with open sides

Signage

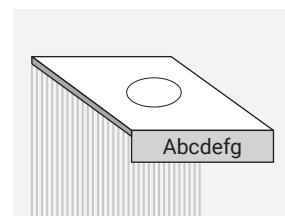
Traditionally, signs were smaller, mounted on a decorative arm perpendicular to the storefront and oriented to the pedestrian. Now signs have become bigger, bolder, and louder with the advancement of the passing vehicle. Such signs are not permitted in the downtown core, as they are not integrated into the architecture of the building and have no appeal to a historic theme.

Advertising is not limited to just a sign. Specials are painted or taped on windows, and removable sandwich board signs are displayed on the sidewalk in front of stores. Not only do these displays contribute to a cluttered and confusing storefront, they obstruct views into and out of a store and compromise personal and store safety.

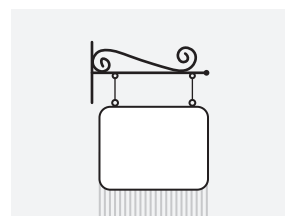
Design Considerations:

- Historically, store signs were painted on a wood base, or made of raised wood or ceramic letters mounted on a wood base. Keep the typeface clear and easy to read.
- Painted plastic letters and moulded polyurethane signs are currently available, which keep historical themes relevant, while lessening maintenance issues.
- The colour scheme of the sign could support the overall colour scheme of the building, or vice versa. By doing this, the building itself extends the advertising efforts of the sign itself.
- Studies show that a passerby can effectively read seven words on a sign. Fascia (or perpendicular) signs should advertise the name of the business and the primary goods or services offered, and target a specific audience.
- In general, the number of signs should be kept to a minimum. Too many signs can detract from the original message.
- Signs should be integrated into the fabric of the building façade design.
- Back lit signs are not permitted.
- Projecting (perpendicular or blade) signs should only cover half the distance to the adjacent curb, and should follow the height and size requirements of Bruce County's sign bylaw.

Signage Styles:



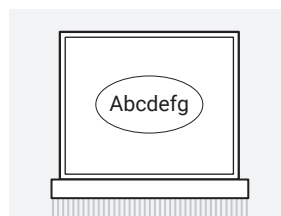
Awning Sign



Hanging Sign



Removable Panel



Painted Window Display



Awning doubles as store sign.



Removable panel sign.



Raised and flat lettering combination on a panel.



Ornate metal arm with vintage style hanging sign.



Hand-painted sign on storefront window display.



Hanging sign reads for pedestrians and panel reads for vehicles.

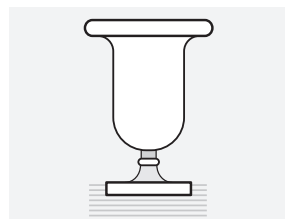
Planters

Often overlooked, decorative urns, pots, and hanging baskets provide an extra level of decor to a storefront that attract a potential shopper in a way that conveys hospitality. This small touch offers a welcoming feeling suggesting that this is a friendly place to shop. Window boxes, hanging planters and floor pots or urns can be planted with seasonal floral displays or support other decorative materials.

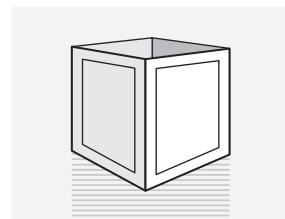
Design Considerations:

- Durability, creativity, and security are relevant factors when considering this type of adornment.
- Planters need to be secured or be heavy enough to deter theft.
- Hanging baskets need to be accessible for watering, but also need to be out of the way of passing pedestrians.
- Pots and planters can also be used during the winter with the creative use of dried plant materials, lights, and other ornamentation.
- Larger pots can be planted with evergreen plants if insulated (spray foam insulation, or cut up pieces of rigid foam insulation)
- Appropriate plant material in regards to sun or shade conditions should be considered.
- A business or building colour scheme can be accentuated with appropriate plant choices.

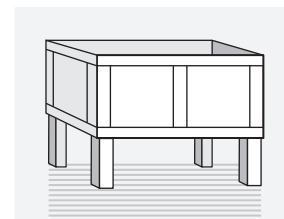
Planter Styles:



Urn Planter



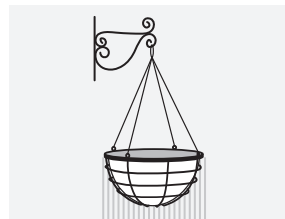
Planter Box



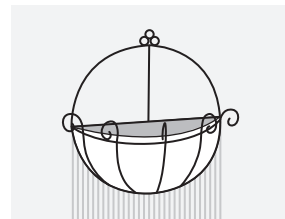
Raised Planter



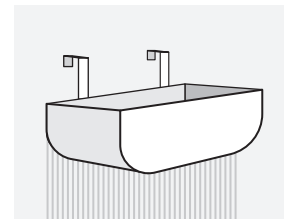
Planter Pot



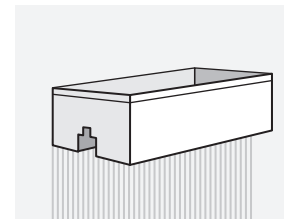
Hanging Basket



Wall Mount Basket



Window Box



Rail Planter



Planter boxes frame store entrance.



Foundational raised planter.



A row of window boxes with seasonal planting.



Seasonal hanging basket on metal arm and planted urns.



Window boxes decorated for seasonal interest.



Planter pots anchor display window.

Shutters

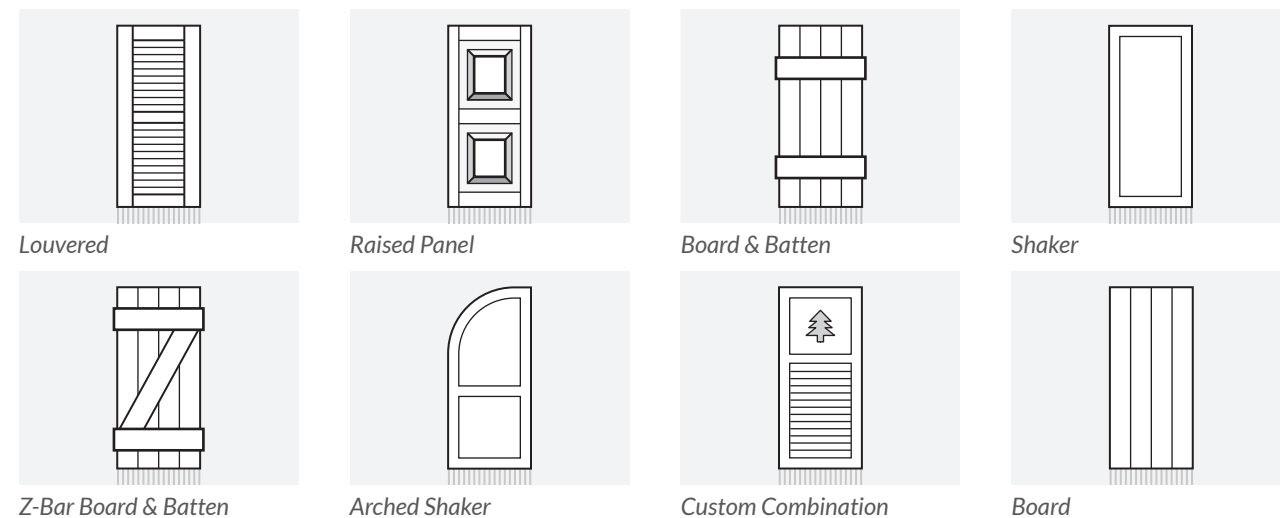
Shutters, although no longer used for their original use of protecting widows, can add visual interest to a building façade. If painted in a contrasting colour to match other trim, shutters can animate a façade that might otherwise be considered stark, boring, and uninteresting. Typical styles include, Louver, Panel, Board & Batten and Combination Shutters.

Traditional wood shutters demand a higher level of maintenance, and should be painted with a high quality paint to ensure less frequent touch ups. PVC or plastic shutters, while less costly and easier to maintain, have limited colour options, and are often available in standard sizes only. However they can be painted with the appropriate paint.

Design Considerations:

- The width of the shutter should be in keeping with the width of the window. The total size of both shutters should be the size of the inside of the window frame.
- Shutters should be mounted on the inside edge of the window frame to give the appearance that they can be closed. Use hinges if possible, even if shutters are not meant to be closed.
- Use the right shape. For example, for arched windows use arched shutters.
- Shutters should be traditional/historic in style (in keeping with the style of the building) and made out of wood or vinyl. They may also be coloured in the same colour as other trim.

Shutter Styles:



Stained wooden shaker shutter with cut-out leaf detailing.



Green louvered shutters add interest by contrasting the red brick.



Wooden panel style shutter with contrasting metal hardware.



Arched board & batten shutters fit the window shape.



Single board & batten style vinyl shutter.



Louvered style shutters balance the building windows.

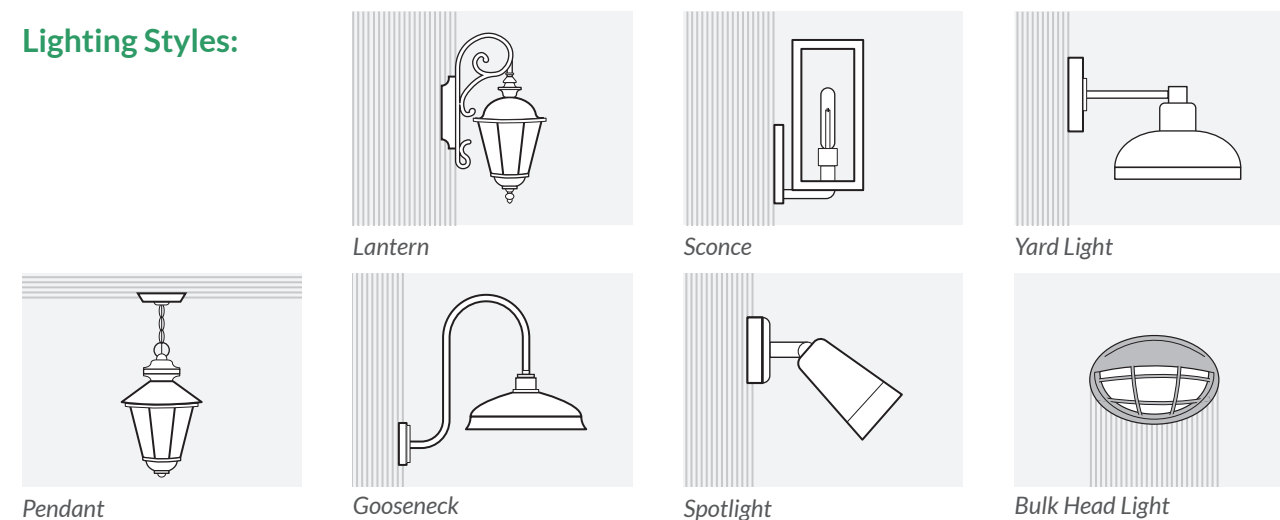
Lighting

Lighting found on storefronts is for safety purposes as well as to highlight signage. Unfortunately, the invention of the backlit sign has undermined many façade improvement projects - lighting, sign and complete design flexibility for graphic work in one easy to install unit is more appealing than having to consider and maintain each component separately. However, public opinion in regard to historic/destination areas show a preference for the more tactile composition of separate signage and lighting on façades.

Design Considerations:

- The primary goal of a light fixture is to be a source for highlighting a specific detail, signage or space on the building façade. It is not intended to draw attention to itself and should be integrated into the façade as part of the overall theme.
- Lighting should complement a building and should be appropriate to a building's architectural style.
- Lighting of front door areas can be accomplished in two ways. Wall mounted fixtures with a "Traditional Heritage" theme (lantern style) can flank a doorway or storefront. A ceiling mounted fixture for a recessed doorway could take on one of either two forms - a hanging lantern style or a less decorative fixture such as a recessed ceiling fixture.
- Highlighting signage can be accomplished decoratively with attractive 'Gooseneck' lighting. Modern versions of the 'Gooseneck' are available that are less decorative, but maintain the integrity of selective signage and historical theming.
- Simple, unobtrusive spot lights can also highlight signage that might otherwise not be able to be lit.
- Modern light fixtures with traditional styling come with up-to-date technologies that include 'dark sky' compliance and shadow guards.
- Avoid pulsating or flashing lights as well as poorly directed light to the street which will cause distraction for the motorist and inappropriate glare towards neighbouring buildings or pedestrians.

Lighting Styles:



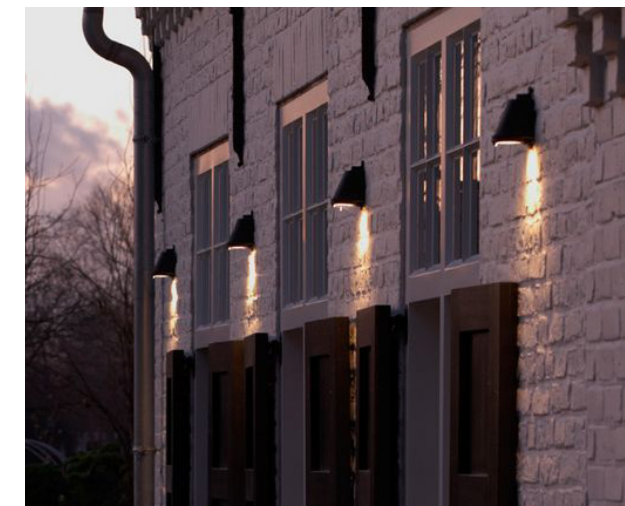
'Gooseneck' lamp with ornamental arm adds character.



Traditional lantern that flanks doorway.



Multiple 'gooseneck' lights in a row will illuminate sign.



Spotlights aimed down the building wall between windows.



Modern black light contrasts the painted brick.



Traditional 'yard' style light in copper.

Building Material

Brick facades contain a great deal of historical detailing and are typically comprised of local materials making them iconic components of the downtown. It is necessary to consider building materials in all façade treatments in order to help protect the architectural integrity and history of a community. Typical siding materials include board and batten, decorative shingles and tongue and groove style paneling.

Design Considerations:

- When original masonry is beyond the scope of restoration, a quality, insulated alternative that will allow original detailing to be preserved or mimicked should be used.
- Alternative materials might include; an acrylic stucco system, which will allow the preservation of much of the original detailing.
- Wood/carpentry design features in combination with desired paint colours provide an inviting addition to many facade compositions. Often many ‘frame’ buildings can contribute significantly to a downtown even amongst a predominance of brick and masonry facades.
- Rustication or foundation effects at the base of walls should relate in height proportion and design to specific elements of the building such as the window and floor.
- Walls, knee walls, and columns of the storefronts shall be made of wood (painted finish), red clay brick or natural stone.
- “Hardiplank”, or equivalent cementitious board, with a smooth surface may be substituted for wood.
- Windows should be made of wood or painted aluminum.

Materials Palette:



Original Historic Brick



Historic Brick, Painted



New Brick



Stone Veneer



Stucco



Board & Batten



Wood Cladding



Vinyl Siding



Painted transom and window details with exposed brick columns



Board and batten exterior



Stone veneer facade



Column details with exposed brick, lighting, and signage



Painted brick, base and transom, and cornice detailing

Colour

Traditionally, a palette of two or three contrasting colours were used during the Victorian period. The earth tones (e.g. light brown with dark brown trim) of the earlier period, were complemented with tertiary colours such as olive and terra cotta to enliven the otherwise simple and plain earthy scheme.

Design Considerations:














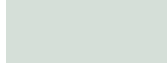




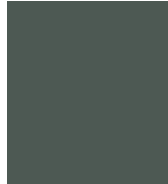




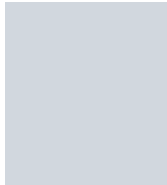
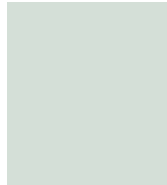
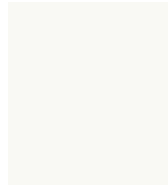






- Window trim, wooden cornice detailing, and moulding should be painted in a contrasting colour to the body of the building.
- Window awnings, shutters and siding colour choices should be coordinated and should be painted in an accent colour.
- A high quality paint should be used for overall durability.
- Signage could compliment building colour choices but need not be limited to them.

Palette Selection:

Tara's historical building stock consists mainly of orange/red and brown brick. Colours best suiting the existing brick colours are found in a warm range. Within the framework of a Traditional Heritage theme, we suggest that two colours in warm earthy tones such as beige, cream, tan and brown form a base palette. The first base colour would be for the main painted area of the storefront. The second base colour would be used for trim work - windows, trim and wooden cornice detailing. A third accent colour would be used for doors or elements requiring highlighting - awnings, shutters, signage, etc. Accent colours are tertiary colours - such as olive or sage green, terra cotta, warm blue, gold, maroon etc.

The following colour selection is a base from which to work upon to suit the town as a whole. It is not meant to inhibit or limit colour selection, but rather initiate a process for appropriate colour selection that will be supportive of the county's initiative. This palette is from the Home Hardware - BeautiTone Exterior colours. Most of these colours can be matched/created by several other quality paint manufacturers.

Note: Colour representation may not be exactly as manufactured. Verify with paint supplier and paint samples.

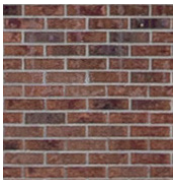



 All That Glitters UP79-0	 Cocoa Nib D2-4-0260-4	 Cinnamon Toast B47-4-0246-4	 Klondike Spirit NPC42-4
 You Simply Moss Try This LL125-4	 Sanctuary DR112-3	 Whipped Cream WB028-0	 Soaking Up The Rays DR97-1
 Deep Breath CZ13-0	 Soaking Up The Rays DR97-1	 Day Spa C7-1-0634-3	 Carpe Diem DR14-0
 Whipped Cream WB028-0	 Rain Barrel CC088-4	 Three-Piece Suit VF104-4	 King Cole D30-3-0576-4
 Ares Shadow D23-1-0207-3	 Earthy Pleasure A3-1-0102-3	 Light As A Feather CZ10-0	 All That Glitters UP79-0
 Rooftop At Midnight FO34-3	 Caribou Lichen NPC34-0	 Shores Galore NPC46-3	 FronD D25-4-0232-0
 Travertine Path D14-3-0345-0	 Sprout DR106-0	 Weekend Bliss DR116-4	 Sanctuary DR112-3
 Palomino CC023-3	 Chocolate Brown PREMIXED	 My Favourite Sweater FAVORI CZ3-0	 Sparkling Champagne D23-7-0201-0
 Deep Breath CZ13-0	 Weekend Bliss DR116-4	 Espresso D41-0-1596-3	 Sprout DR106-0
 London Road D35-3-0527-4	 River Rock DR50-0	 Caribou Lichen NPC34-0	 Don't Tell A Soul WB065-1
 Felicity D35-7-0523-0	 My Favourite Sweater FAVORI CZ3-0	 Shiplap WB049-1	 Vintage Silver DR56-0
 Mandalay Road B39-1-0039-3	 Mouse In The House! LL119-4	 Eleanor Ann A43-1-1229-3	 Here Comes The Bride WB001-0

Potential Façade Design



- Gooseneck Lighting:** Illuminates signs and adds safety to the façade at night.
- Awning with Primary Store Sign:** Awning creates dominance for primary sign and highlights entrance.
- Transom with Secondary Signs:** Transom offers space for signs with secondary messaging.
- Faux Window Frames:** Completes blank wall with repetition of windows. Can be used for historical photos or ads.
- Clear Windows:** Unobstructed views in and out of windows increases safety.
- Transom:** Transom adds dimension to the wall and frames entrance.
- Traditional Lighting:** Highlights entrance and adds safety at night.
- Seasonal Window Planters:** Plants add colour, create a sense of ownership and frame entrance.

Colour Palette

	Existing Brick		Sparkling Champagne D23-7-0201-0
			Chocolate Brown PREMIXED
			Queen's Rose A6-1-0095-3

Existing Façade, February 2023



Issue:

- Uninviting entrance and blocked view into store.
- Scattered signage causes confusion
- Storefront does not complement architectural details of upper story

Goal:

- Create a sense of identity and hierarchy of signs
- Create and highlight a welcoming entrance
- Reinforce the traditional heritage character

Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.

Non-Historic Building

46 Yonge Street N / Bruce Road 10

Potential Façade Design

Intent:

Decorative Cornice: Completes the façade with an architectural detail.

Raised Panel Shutters: Creates an inviting appearance filling empty space.

Decorative Lower Cornice: Unify the upper story of the building.

Painted Brick: Refreshes the building by eliminating stains and discolorations.

Painted Windowsill: Becomes a feature and ties in with other elements.

Decorative Capital: Compliments original detail, and other building elements.

Board & Batten Transom: Establishes a strong street presence.

Framed Sign Panel: Gives the façade identity and purpose.

Traditional Pendant Light: Lightens the dark entry and adds safety.

New Door in Accent Colour: Welcomes visitors and brightens the store entry.

Decorative Columns: Frames the entry and display windows.

Board & Batten Base Panel: Hides foundation to create a clean aesthetic.

Seasonal Planters: Adds life and ownership to the exterior space.



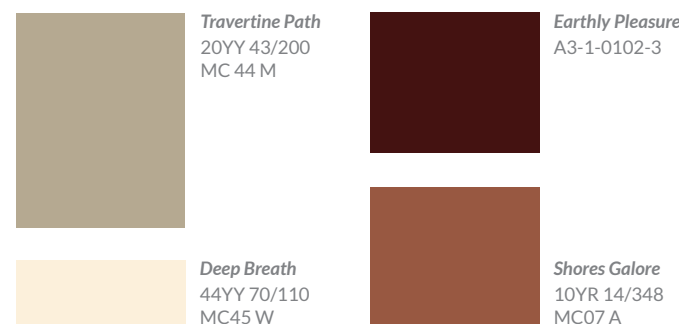
Issue:

- Storefront lacks identity
- Dark, uninteresting, and uninviting
- Concrete foundation needs refinishing
- Façade feels empty and is visually unbalanced

Goal:

- Construct architectural detailing and welcoming front entrance.
- Unify upper and lower floors through colour scheme
- Integrate with town character

Colour Palette



Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.

Existing Façade, February 2023



Application / Demonstration

5



Bruce County and the Municipality of Arran-Elderslie actively encourages the improvement of the public facades in its downtown core areas. Several studies besides this one have been undertaken to determine the interventions that will promote the whole area. Applications for façade and signage improvement grants are available from;

The Municipality of Arran-Elderslie's Economic Development

www.arran-elderslie.ca

info@arran-elderslie.ca

519-363-3039

OR

Bruce County's Spruce the Bruce Program

www.sprucethebruce.com

info@sprucethebruce.ca

1-800-268-3838

Once in place, your businesses within the downtown priority areas of Tara and Chesley will be given access to STB grants like Façade Improvement, Fascia Signage, Perpendicular Signage, Awnings, Patios, and Collaborative Marketing.

Other Resources:

Fram, Mark. Well Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation. Ontario Heritage Foundation, 1988.

Weaver, Martin E. Conserving Buildings: A Manual of Techniques and Materials, Revised Edition. Preservation Press, John Wiley & Sons, 1997.

Phillips, Derek. Lighting Historic Buildings. McGraw Hill, 1997.

Municipality of Brockton Resources

<https://www.brockton.ca>

AODA Requirements

<https://aoda.ca/>

Eight Guiding Principles in the Conservation of Historic Properties. Architectural Conservation Note No.1. Toronto: Ontario Ministry of Culture, 1997. http://www.culture.gov.on.ca/english/heritage/info_sheets/info_sheet_8principles.htm