



# MUNICIPALITY OF ARRAN-ELDERSLIE

## Council Meeting

### AGENDA

Monday, March 10, 2025, 9:00 a.m.  
Council Chambers  
1925 Bruce Road 10, Chesley, ON

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## MUNICIPALITY OF ARRAN-ELDERSLIE

### Council Meeting

### MINUTES

**Monday, February 24, 2025, 9:00 a.m.**  
**Council Chambers**  
**1925 Bruce Road 10, Chesley, ON**

Council Present: Mayor Steve Hammell  
 Deputy Mayor Jennifer Shaw  
 Councillor Ryan Nickason  
 Councillor Darryl Hampton  
 Councillor Brian Dudgeon  
 Councillor Moiken Penner  
 Councillor Peter Steinacker

Staff Present: Christine Fraser-McDonald - Clerk  
 Julie Hamilton - Deputy Clerk  
 Carly Steinhoff - Recreation Manager  
 Steve Tiernan - Fire Chief  
 Jennifer Isber-Legge - Economic Development &  
 Communications Coordinator  
 Emily Dance, CAO  
 Nathan Van Myall - Project Manager

#### 1. Call to Order

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

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

Mayor Hammell thanked Deputy Mayor Shaw for chairing the last Council meeting.

He also thanked the Arran-Elderslie plow drivers for all their work during the winter storm.

The Community Representation Survey - Ward vs At Large -Community Engagement has been extended to March 20th due to the winter storm, the open houses were postponed. The Community Open Houses will now be held on:

- Paisley Comm. Centre March 4 - 5-7 pm
- Tara Comm. Centre March 5 - 3-5 pm
- Chesley Municipal Office March 5 - 6-8 pm



Surveys are still available online or located at the Chesley, Paisley and Tara arenas as well as the Administration office with drop boxes available at those locations. Paper surveys are available at the Tara and Chesley libraries, but there are no drop boxes available there. There is also an after-hours drop box at the Administration Office in Chesley.

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

Subsequent to further discussion, Council passed the following resolution:

**62-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved that the agenda for the Council Meeting of Monday, February 24, 2025 be received and adopted, as distributed by the Clerk.

**Carried**

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

None declared at this time.

### 5. **Unfinished Business**

#### 5.1 **Chesley Ward Councillor Darryl Hampton - Notice of Motion**

Councillor Hampton noted that this was to help maintain downtown core stores. These also need to be maintained. The municipality needs to use more tools to enforce property standards. He feels it is a tool to enforce landlords to maintain their properties as well as enhance the downtowns.

Councillor Steinacker seconded this motion and supported Councillor Hampton.

CAO Dance also noted that MPAC would need to be consulted on this proposal.

Council directed staff to prepare a report for the next available Council meeting which would include details such as:

- Staff capacity
- Tools available to implement empty storefront tax
- Trigger to Implement, definitions, pros and cons
- Specific to each town which stores would be impacted – current status at a high level general idea
- Maintenance of Buildings

- Enforcement

Subsequent to further discussion, Council passed the following resolutions:

**63-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Whereas, the Municipality of Arran-Elderslie held a Public Information Session regarding Commercial (C1) Central Business District/Accessory Apartment Dwellings community meeting in Chesley on 06 February 2024 as such;

Whereas, upon further examination topics discussed included Planning Framework, Community Review, Influencing Factors and Potential Options;

Whereas, community members including store front owners, business owners, chamber of commerce members, service group members, etc., received a public and transparent form to discuss and consider community concerns and viewpoints.

Whereas, it was recognized during the Public Information Session on 06 February 2024 that there is an opportunity to make improvements to the Chesley downtown and to maintain the downtown cores of Paisley and Tara via implementation of a vacant storefront tax. The goal of such tax is to reduce long term vacant rates by discouraging commercial landlords from sitting on empty storefronts, thereby decreasing the total extent externalities that vacancies create for residents, pedestrians and other local neighbouring businesses.

Whereas, be it upon consideration of community group information, evidence and discussion it is recommended that council support implementation of a vacant storefront tax. Such a bylaw should consider the following parameters: Duration the store front has been empty, is/has the building & storefront been maintained is there advertising requesting occupancy of the vacant storefront, etc.

Whereby, be it upon consideration of community information, evidence and discussion it is recommended that council support implementation of a vacant store front tax in the villages of Paisley, Tara and in the Town of Chesley.

**Tabled**

**64-05-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

That Council direct staff to provide a staff report related the vacant store front tax, property standards and economic development process to encourage improvement to downtown storefronts with the goal to reduce long term vacant rates by discouraging commercial landlords from sitting on empty storefronts;

And further request input from the Community working groups and the Arran Elderslie Community and Business Association.

Details to include:

- Tools available to implement empty storefront tax
- Trigger to Implement, definitions, pros and cons
- Specific to each town which stores would be impacted – current status at a high level general idea
- Maintenance of Buildings

**Carried**

## **6. Minutes of Previous Meetings**

### **6.1 February 10, 2025 Regular Council Minutes**

Subsequent to further discussion, Council passed the following resolution:

**65-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held February 10, 2025.

**Carried**

## **7. Minutes of Sub-Committee Meetings**

### **7.1 Chesley and Area Joint Fire Board Minutes - November 26, 2024**

Subsequent to further discussion, Council passed the following resolution:

**66-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council receives the Chesley and Area Joint Fire Board Minutes of November 26, 2024 for information purposes.

**Carried**

## **8. Presentations**

### **8.1 MPAC - Anthony Fleming - Account Manager Grey and Bruce Counties - Municipal and Stakeholder Relations (virtual)**

Anthony Fleming and Lynn Cunningham gave a presentation to Council which discussed Ontario's Property Assessment and Taxation System.

Council thanked the MPAC team for their presentation.

## **9. Correspondence**

### **9.1 Requiring Action**

#### **9.1.1 Bruce County 2026 International Plowing Match - Cash Calendar Advertising Opportunity**

Subsequent to further discussion, Council passed the following resolution:

**67-04-2025**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie supports the request for advertising in the 2026 International Plowing Match Cash Calendar and that this be funded from Account 01-7410-4301.

**Carried**

### **9.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**68-04-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes, and files correspondence on the Council Agenda for information purposes.

**Carried**

9.2.1 AMO Conference Registration

9.2.2 Tara Battery (BESS) Community Notice

**10. Staff Reports**

**10.1 Emergency Services**

10.1.1 FIRE.2025.03 - Chesley and Area Pre-Construction Meeting  
Pumper Truck Additions

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

He noted that fire attended six car accidents in five hours during the storm. There were several people that were billeted in Tara due to the closed roads.

Interviews are concluding tonight for new recruits. Several are already certified.

Subsequent to further discussion, Council passed the following resolution:

**69-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council hereby approve Report - FIRE.2025.03 - Chesley and Area Pre-Construction Meeting Pumper Truck Additions; and

Approve the additional items to the Chesley Pumper truck to be delivered in 2026;

And further directs that the resolution be forwarded to the Township of Chatsworth Council for their consideration.

**Carried**

**10.2 Building/Bylaw**

**10.3 Public Works**

#### 10.4 Facilities, Parks and Recreation

#### 10.5 Finance

#### 10.6 Economic Development

##### 10.6.1 ECDEV-2025-06 - Refreshment Vehicle By-Law

CAO Emily Dance responded to questions from Members of Council.

Council directed staff to investigate setbacks from other restaurants, parking etc.

Subsequent to further discussion, Council passed the following resolution:

##### **70-04-2025**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council hereby approves Report ECDEV.2025-06 – Refreshment Vehicle By-Law;

And directs staff to provide information on including provisions to locations to an existing restaurant and provisions related to exemptions for community events

**Carried**

#### 10.7 Clerks

##### 10.7.1 CLKS.2025.09 – Ward vs At-Large Election System Engagement

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

Subsequent to further discussion, Council passed the following resolution:

##### **71-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved that Council receives CLKS.2025.09 - Ward vs At-Large Election System Engagement Report for information purposes.

**Carried**

10.7.2 CLKS-2025-07 Sidewalk Encroachment Policy

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

Subsequent to further discussion, Council passed the following resolution:

**72-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council approves report CLKS-2025-07 Sidewalk Encroachment Policy and directs staff to bring forwards Sidewalk Encroachment Policy for consideration.

**Carried**

10.7.3 CLKS.2025.10 – Paisley LCBO Lease Renewal

Subsequent to further discussion, Council passed the following resolution:

**73-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved the Council receives Report CLKS.2025.10 – Paisley LCBO Lease Renewal;

And further that a by-law be brought back to the next available Council meeting to bring force and effect to this lease agreement.

**Carried**

**10.8 CAO**

**11. Notice of Motion**

**12. Members Updates**

Shaw:

Deputy Mayor Shaw attended a SMART meeting.

Hampton:

Councillor Hampton attended the Fire Board meeting on February 11, 2025.

Dudgeon:

Councillor Dudgeon had nothing to report.

Steinacker:

Councillor Steinacker had nothing to report.

Penner:

Councillor Penner attended a SVCA meeting.

Nickason:

Councillor Nickason noted that the BASWR meeting was rescheduled.

Hammell:

Mayor Hammell attended County Council.

**13. By-laws**

**14. Closed Session (if required)**

Subsequent to further discussion, Council passed the following resolution:

**74-04-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Hampton

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

- ( ) the security of the property of the municipality or local board;
- ( ) personal matters about an identifiable individual, including municipal or local board employees;
- ( ) a proposed or pending acquisition or disposition of land by the municipality or local board;
- ( ) labour relations or employee negotiations;
- ( ) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ( ) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ( ) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- ( ) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- ( ) 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;

( ) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

( ) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

(x) education or training - training for property standards committee

Staff Authorized to Remain:

CAO Emily Dance, Clerk Christine Fraser-McDonald

Item 1 - CAO Emily Dance, Clerk Christine Fraser-McDonald, Deputy Clerk Julie Hamilton

**Carried**

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

Subsequent to further discussion, Council passed the following resolution:

**75-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 11:53 a.m.

**Carried**

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

The Mayor confirmed that Council discussed only those matters identified in the motion to go into Closed Session.

Council participated in an educational session regarding the Property Standards Committee.

**17. Confirming By-law**

**17.1 Confirming By-law 16-2025**

Subsequent to further discussion, Council passed the following resolution:

**76-04-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No.16-2025 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 16-2025 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, February 24, 2025.

**Carried**

## 18. Adjournment

Subsequent to further discussion, Council passed the following resolution:

**77-04-2025**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Penner

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:55 a.m.

**Carried**

## 19. List of Upcoming Council meetings

- March 10, 2025
- March 24, 2025
- April 14, 2025

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk

**Tara Community Working Group  
MINUTES**

**Wednesday, November 13, 2024, 10:00 a.m.  
Council Chambers**

Members Present: Karen Kerker  
Brett McMullen  
Deputy Mayor Jennifer Shaw  
Tara Ward Councillor Peter Steinacker  
Dave Tedford  
Ken Thornburn

Staff Present: Jennifer Isber-Legge - Economic Development &  
Communications Coordinator

**1. Call to Order**

Chair Jen Shaw called the meeting to order.

A quorum was present.

**2. Approval of Agenda**

Subsequent to further discussion, the following resolution was passed.

**3-02-2024**

**Moved by:** Brett McMullen

**Seconded by:** Ken Thornburn

Be it resolved that the committee adopts the agenda for the Tara Community Working Committee as distributed by

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Approval of Previous Minutes**

**4.1 Tara Community Working Group October 16 Minutes**

Subsequent to further discussion, the following resolution was passed.

**Moved by:** Dave Tedford

**Seconded by:** Ken Thornburn

Be it resolved that the minutes for the Chesley Community Working Group on Oct 16, 2024 be approved as distributed by the Economic Development and Communications Coordinator.

**Carried**

## **5. New Business**

### **5.1 TCWG.24.05 Tara Community Toolkit and Branding**

Subsequent to further discussion, the following resolution was passed.

**04-02-2024**

**Moved by:** Brett McMullen

**Seconded by:** Karen Kerker

Be It Resolved that the Committee hereby,

1. Recommends that the extraneous graphics shown in the toolkit not be used in any future branding.
2. Further, that the Tara logo with text in green and the community tagline "Tarry Awhile" be used to represent The Village of Tara.

**Carried**

### **5.2 TCWG.24.06 Action Items Tracking Sheet**

The purpose and process for using the Action Items Tracking Sheet was discussed

### **5.3 TCWG.24.06 Spruce the Bruce Grants**

The committee received for information purposes details of the Spruce the Bruce grant program.

## **6. Upcoming Business**

Free webinars offered by OMAFA targeting Volunteers on downtown revitalization committees was shared with the committee.

## **7. Action Items Tracking Sheet**

The following are recommended for addition to the Action Items tracking sheet at a high priority

- Bike Racks
- Benches
- Banner

The following items are recommended for addition to the action items list at a medium priority

- Wayfinding signage for town assets
- Christmas Lights
- Gathering Space

**8. Next Meeting Date**

**9. Adjournment**

Subsequent to further discussion, committee passed the following resolution:

**05-02-2024**

**Moved by:** Karen Kerker

**Seconded by:** Ken Thornburn

Be it resolved that the meeting be adjourned at 11:11am.

**Carried**

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Chair

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Secretary

**Chesley Community Working Group  
MINUTES**

**Thursday, November 14, 2024, 5:00 p.m.  
Municipal Council Chambers  
1925 Bruce Road 10, Chesley**

Members Present: Gina Dionne  
Dan Foxcroft  
Kate Grieve  
Chesley Ward Councillor Darryl Hampton  
Jeff Irwin  
Kristen Sweiger  
Dave Tedford

Staff Present: Jennifer Isber-Legge - Economic Development &  
Communications Coordinator

**1. Call to Order**

Chair Darryl Hampton called the meeting to order at 5:01pm.

A quorum was present.

**2. Approval of Agenda**

Subsequent to further discussion, the following resolution was passed.

**3-02-2024**

**Moved by:** Jeff Irwin

**Seconded by:** Chesley Ward Councillor  
Darryl Hampton

Be it resolved that the agenda for the Chesley Community Working Group be received and adopted as distributed by the Economic Development and Communications Coordinator.

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None disclosed

**4. Approval of Previous Minutes**

#### **4.1 Chesley Community Working Group October 16 Minutes**

Subsequent to further discussion, the following resolution was passed.

**Moved by:** Dave Tedford

**Seconded by:** Kristen Sweiger

Be it resolved that the minutes for the Chesley Community Working Group on Oct 16, 2024 be approved as distributed by the Economic Development and Communications Coordinator.

**Carried**

### **5. New Business**

#### **5.1 CCWG.24.05 Action Items Tracking Sheet**

The purpose and process for using the Action Items Tracking Sheet was discussed.

#### **5.2 CCWG.24.06 Spruce the Bruce Grants**

The committee received for information purposes details of the Spruce the Bruce grant program.

#### **5.3 CCWG.24.07 Branding in the Downtown**

Design concepts for a digitally printed sign to be installed on the north side of the retaining wall at 18 1st Ave S in Chesley were presented and discussed..

Design concepts for window wrap encouraging new business were presented and discussed. The windows of 64 and 66 1st Ave S in Chesley have been offered for this purpose.

Subsequent to further discussion, the following resolutions were passed.

**Moved by:** Kate Grieve

**Seconded by:** Gina Dionne

Be it resolved that the committee recommends staff move forward with the white brick facade design on the retaining wall located at the 18 1st Ave S in Chesley.

**Carried**

**Moved by:** Kristen Sweiger

**Seconded by:** Kate Grieve

Be it resolved that committee recommends staff move forward with window wrap on the two store front windows of 64 and 66 1st Ave S, Chesley.

**Carried**

## **6. Upcoming Business**

1. Dog waste signage for downtown is being prepared by the Clerks Office. Two Dog Waste receptacles have been added to the downtown in 2024 bringing the total in Chesley to 6.
2. A free webinar series on Downtown Revitalization is being offered through OMAFA and volunteers on downtown revitalization committees are within the target audience. Registration information will be distributed to members by email.

## **7. Action Items Tracking Sheet**

The following items are recommended for addition to the Action Items Tracking sheet at a high priority

- Mural using Kinsmen CFGB grant
- Window wrap for empty store fronts
- Updated trails and walking map
- Retaining wall sign at 18 1st Ave S

The following items are recommended for addition to the action items list at a medium priority

- Downtown gathering/green space
- Wayfinding signage for town assets
- Billboards on the county line
- Sitting benches and chairs
- Town logo on garbage cans

The following items are recommended for addition to the action items list at a low priority

- Acquire a unique asset/attraction for the downtown



**8. Next Meeting Date**

**9. Adjournment**

Subsequent to further discussion, committee passed the following resolution:

**Moved by:** Dan Foxcroft

**Seconded by:** Gina Dionne

Be it resolved that the meeting be adjourned at 5:59 p.m.

**Carried**

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Chair

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Secretary

**Accessibility, Diversity, Inclusion and Equity Advisory Committee  
MINUTES**

**Monday, February 3, 2025, 4:00 p.m.  
Council Chambers and/or Via Microsoft Teams  
1925 Bruce Road 10  
Chesley, ON N0G 1L0**

Members Present: Deputy Mayor Jennifer Shaw, Chair  
Tara Ward Councillor Peter Steinacker  
Katherine Hutton, Community Member  
Sandra Crockard, Community Member  
Whitney Bonnett, Community Member  
Joan Denomy, Community Member  
Nancy Butchart, Community Member

Staff Present: Christine Fraser-McDonald, Clerk

**1. Call to Order**

Chair Jennifer Shaw called the meeting to order.

**2. Approval of Agenda**

The Committee passed the following resolution:

**01-2025-01**

**Moved by:** Tara Ward Councillor Peter Steinacker

**Seconded by:** Nancy Butchart

Be It Resolved that the agenda for the ADIE Committee Meeting of February 3, 2025 be received and adopted, as distributed by the Deputy Clerk.

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None declared at this time.

**4. Approval of Previous Minutes**

**4.1 ADIE Minutes - November 4, 2024**

The Committee passed the following resolution:

**02-2025-01**

**Moved by:** Sandra Crockard,  
Community Member

**Seconded by:** Joan Denomy, Community  
Member

Be It Resolved that the ADIE Committee adopts the minutes of the meeting held on November 4, 2024.

**Carried**

**5. New Business**

**5.1 Review of Mandate**

There was a discussion regarding the mandate for the Committee. The Chair noted that she had met with the Deputy Clerk and felt that it was important to show some quick wins. This would set the Committee up for success and secure future resources and budget with tangible results.

To date, there has not been a conversation regarding promoting the Committee. This will be determined at a future meeting. An example of a recommendation would be the value of a walkable community including ensuring that the sidewalks are cleared as soon as possible in the winter.

The draft logo will be removed from any future documents.

The Accessibility, Diversity, Inclusion & Equity Advisory Committee passed the following resolution:

**03-2025-01**

**Moved by:** Sandra Crockard,  
Community Member

**Seconded by:** Katherine Hutton,  
Community Member

Be it Resolved that the Committee adopts the Mandate as presented.

**Carried**

**5.2 Roles and Responsibilities**

There was a discussion regarding the roles and responsibilities. Council will review the committee recommendations as well as any staff reports that come forward with the recommendations of the Committee.

The Committee requested that the following be added to the roles and responsibilities:

- Council is the ultimate decision maker and would enact any recommendations passed by the Committee.
- Council will also consult the committee in the event that they need to consider an item.

This was deferred. The changes will be made and this will be brought back to the next meeting for consideration.

### **5.3 Committee Approach**

The Accessibility, Diversity, Inclusion & Equity Advisory Committee discussed the draft Committee Approach.

The committee noted that training is important to run concurrently with its goals once the committee has focused on certain items. This will help to build the committee knowledge over time.

This was deferred and will be brought back to the next committee meeting to discuss goals and how to arrive at those goals.

### **5.4 QuakeLab Audit/Assessment**

Chair Shaw had a meeting with QuakeLab, but this is not within the committee budget at this time. The Chair had met with the Deputy Clerk and felt that it was important to show some quick wins. This would set the Committee up for success and secure future resources and budget with tangible results.

They received a quote from QuakeLab, but the Committee does not have the budget for this. It is important that the Committee has clear expectations and what is its role in this and what does success look like.

### **5.5 Grey Bruce Local Immigration Partnership - Committee Representative**

The Accessibility, Diversity, Inclusion & Equity Advisory held a general discussion regarding the Grey Bruce Local Immigration Partnership - Committee Representative.

This will be deferred to the next meeting to discuss who would be interested in being a representative as well as meeting dates etc. The Deputy Clerk will provide more details.

**6. Action Items Tracking Sheet**

The Committee reviewed the Action Items Tracking Sheet.

This will be updated with the actions from today's meeting and brought back to the next meeting.

**7. Next Meeting Date**

- March 3, 2025
- June 2, 2025
- September 2, 2025 (Monday is a holiday)
- December 1, 2025

**8. Adjournment**

The Accessibility, Diversity, Inclusion & Equity Advisory Committee passed the following resolution

**04-2025-01**

**Moved by:** Nancy Butchart

**Seconded by:** Whitney Bonnett,  
Community Member

Be it resolved that the meeting adjourned at 5:05 p.m.

**Carried**

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Chair

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Secretary

Municipality of Arran-Elderslie

# Battery Energy Storage System (BESS)

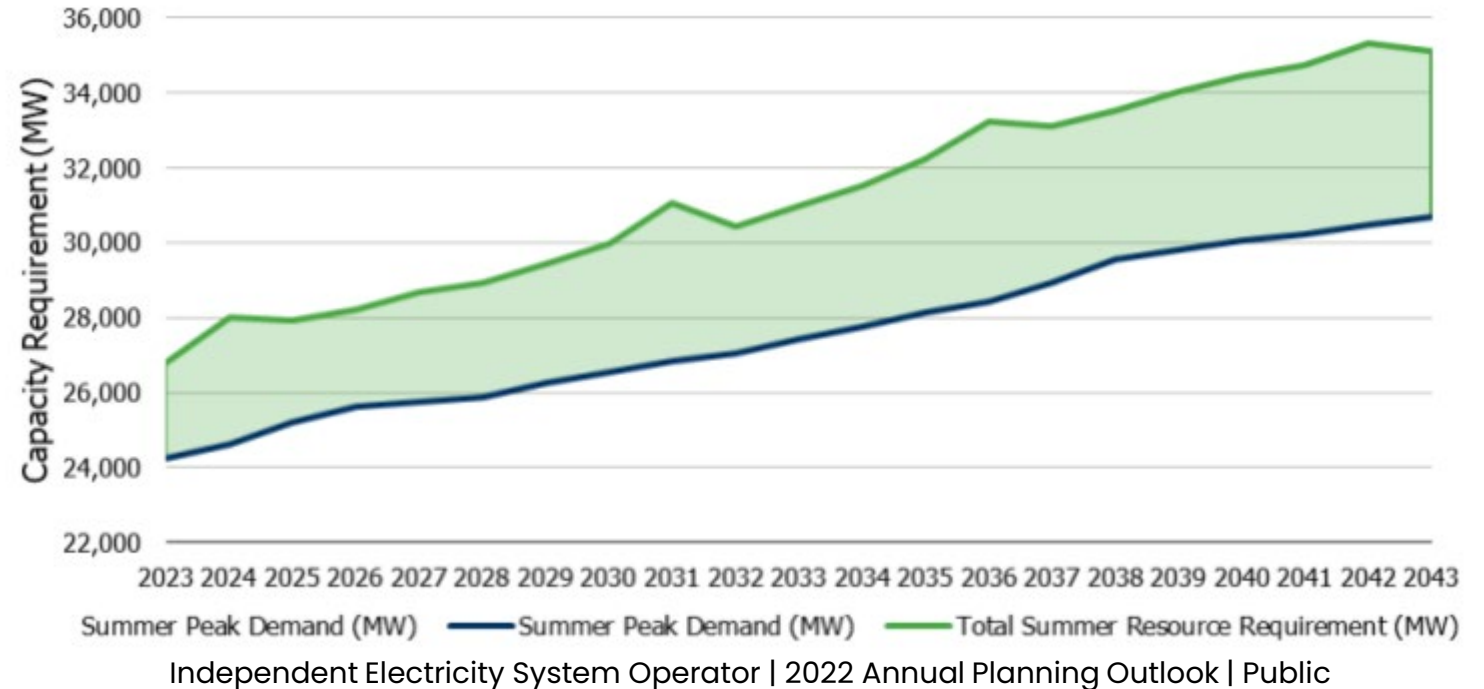
Presented by: SolarBank Corp

Feb 2025



# Ontario's Electricity Demand & Supply Gap

- Ontario is in a period of **emerging electricity system needs**, driven by increasing demand, the retirement of the Pickering nuclear plant, the refurbishment of other nuclear generating units, as well as expiring contracts for existing facilities.
- To address these needs, the Independent Electricity System Operator (IESO) launched the Expedited Long-Term RFP in 2022 to **competitively secure** new capacity with the intention to bring resources into service before 2027.
- The E-LT1 RFP acquired more than 1,100 MWs of new capacity to help meet system needs in the near and long term with the **BESS in Armour Township** being one of the successful projects that obtained a contract.



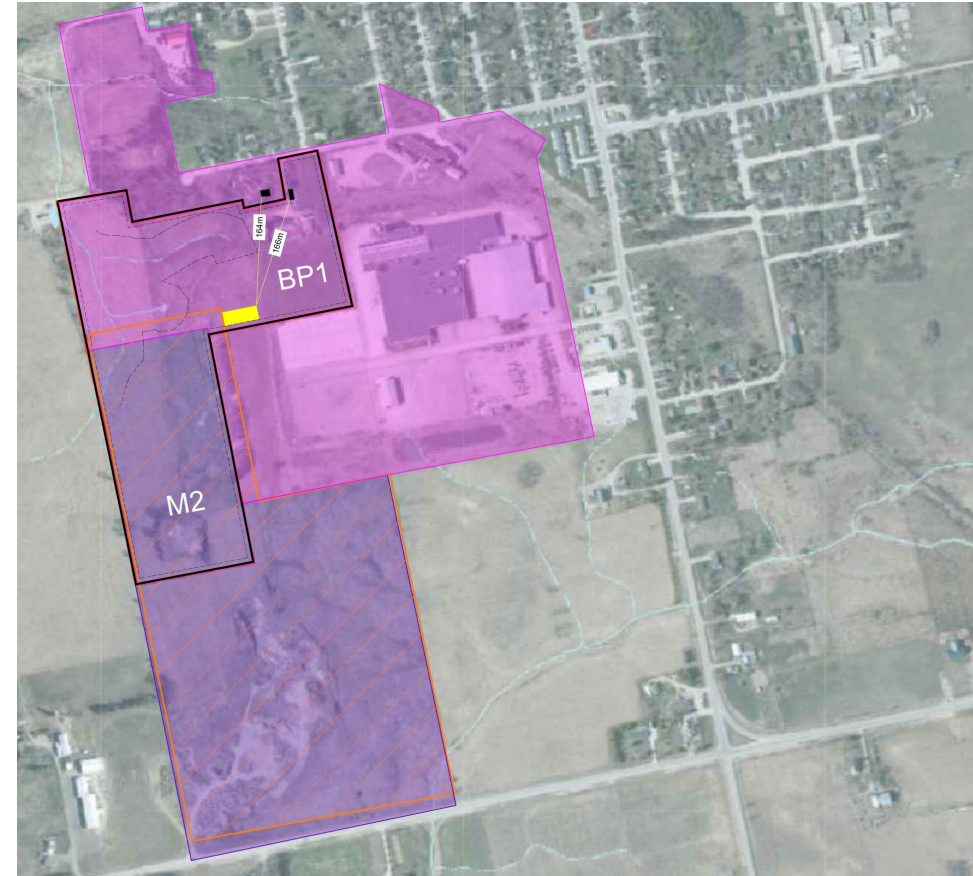
- There is a moderate **rise in the average growth of demand**, reaching about 1.9% annually compared to 1.7% in the 2021 forecast.
- This increasing rise, coupled with the impact of nuclear retirements and refurbishments, and expiring generation contracts over the next decade, is contributing to anticipated **capacity shortfalls** in the mid-2020s.



# OZ-1 BESS

- ❖ The proposed BESS in Chesley is a 4.99 MW/19.96 MWh system, able to provide up to 4 continuous hours of power per discharge cycle to help the Ontario grid with its urgent demand for electricity.
- ❖ The site will contain 9 battery containers, 2 transformers, 5 Power Conversion Systems (PCS), and an electrical house for EMS panel and power panel, all fully contained in a fenced in area totaling 0.22 acres and only accessible by authorized personnel.
- ❖ The project will connect to Hydro One's distribution system via a privately owned 44kV tapline associated with and owned by an existing solar photovoltaic project onsite.
- ❖ The Facility will also include appropriate hazard detection systems, such as smoke, heat and gas detectors monitored by a control center 24/7 which will alert operators to emergency situations.
- ❖ The System would use Lithium Iron Phosphate battery chemistry and power conversion system tested and certified according to applicable standards. The battery manufacturer selected is EVLO and the product selected is called the EVLOFLEX.

## BESS Location Overview





# BESS – Benefits

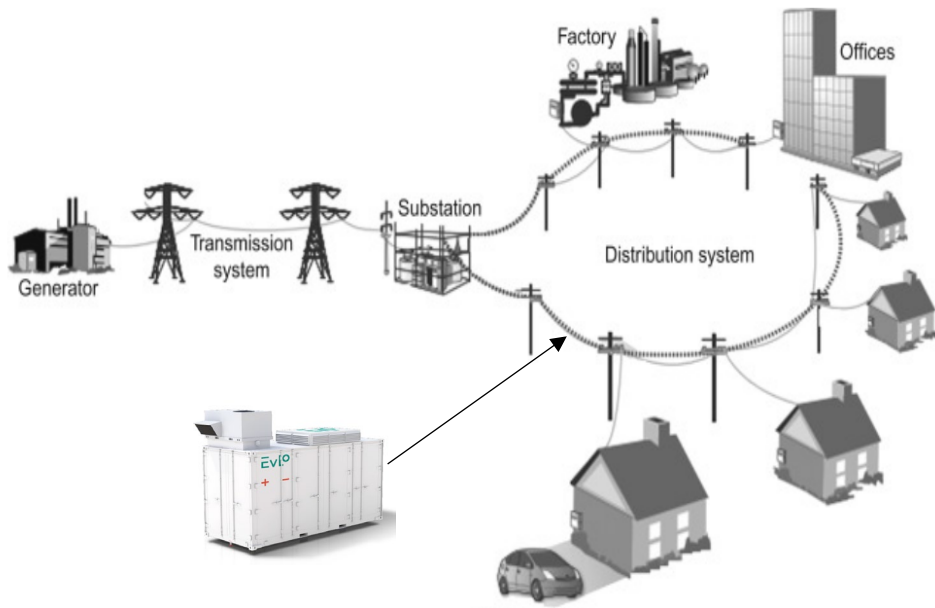
**BESS enhances the efficiency, reliability, and sustainability of energy systems, offering significant benefits for both utilities and end-users.**

- ❖ BESS can respond rapidly to changes in grid frequency, helping to stabilize the grid and ensure a consistent power supply.
- ❖ BESS allows for load shifting, where energy is stored during off-peak times and used during peak times, optimizing energy use.
- ❖ By improving energy diversity, BESS contributes to reducing greenhouse gas emissions and supporting a cleaner energy mix.
- ❖ BESS can be deployed at various locations within the grid, providing localized energy storage that enhances the resilience of the overall energy system.
- ❖ The rapid response capability of BESS helps address sudden changes in energy supply or demand, improving system stability.
- ❖ BESS provides various ancillary services, such as spinning reserve, load following, and regulation services, which are essential for maintaining grid stability and reliability.

# BESS: Enhance Grid Resilience in Arran-Elderslie's Local Communities



- The energy stored from the BESS would directly benefit your community – the BESS is connected to the local distribution system. The IESO have forecasted reliability issues on the Ontario grid as early as 2026.
- Connection – Voltage Level: 44 kVA distribution system.
- Name of Hydro One Station: Hanover TS



## Project and Connection Data

<b>A. Project Identification</b>	
1. Project ID	48,480
2. Project Name	OZ-1
3. Program Type	IESO E-LT1 RFP (to supply grid load when requested by IESO)
4. Project Type	Battery Energy Storage System
5. BESS facility Single Line Drawing No.	E-3 Rev. 01
<b>B. Information for Connection to Hydro One System</b>	
1. Name of Hydro One Station	Hanover TS (115 kV / 44 kV)
2. Nominal Voltage	44 kV
3. Feeder Operating Designation	M4
4. Approximate Distance from Station to PCC	19.4 km
5. Approximate length of BESS Facility's owned tap line	0.696 km

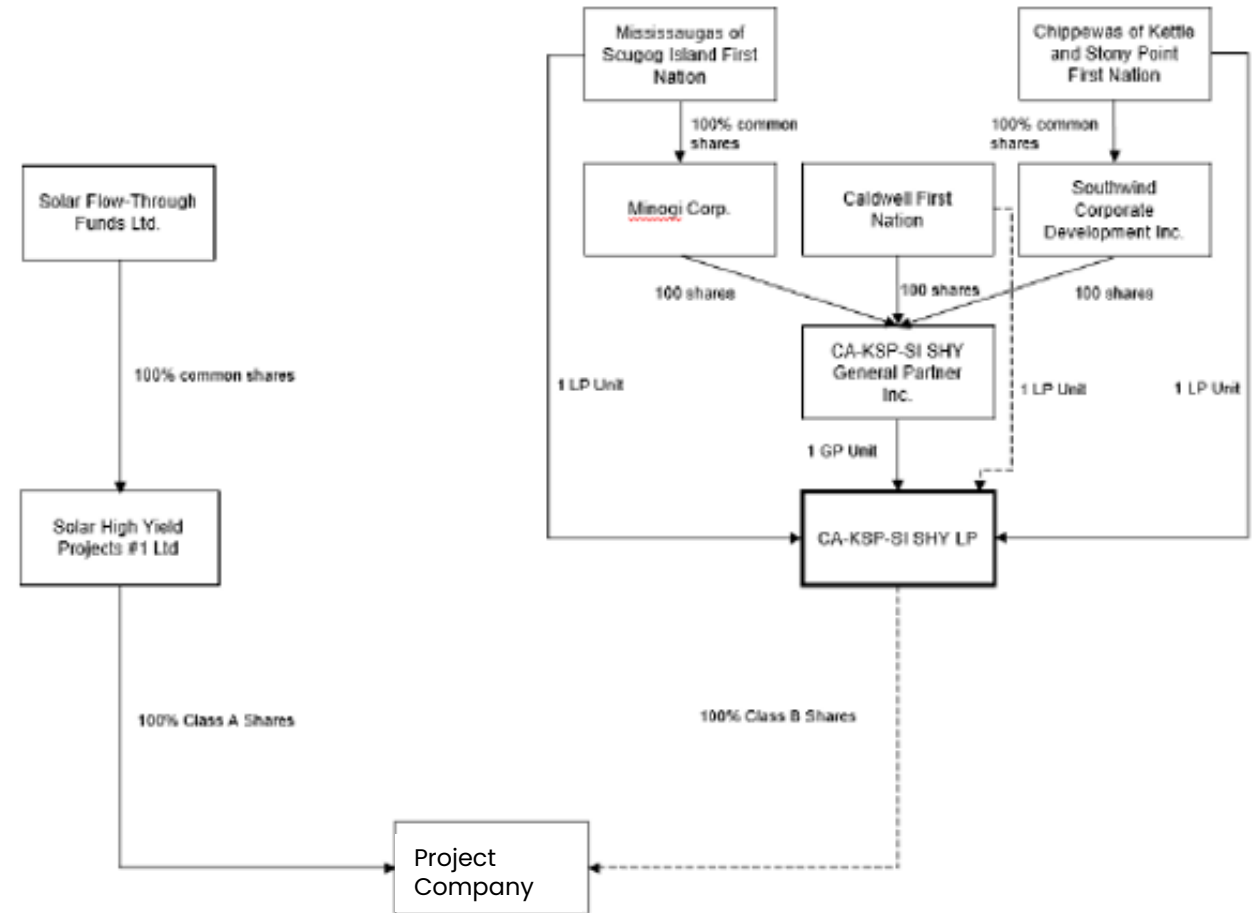
Screenshot from Hydro One's CIA Report

## Community Benefit Agreement

- We are committed to entering into a Community Benefit Agreements with the Municipality.
- This Agreement will consist of Financial Benefits and, in addition to the Air Monitoring System and training for the fire department, and we are working with the Municipality on further Community Benefits.
- Financial Benefit to the Municipality will be either in \$100,000 lump sum or \$6,000 annual payment.

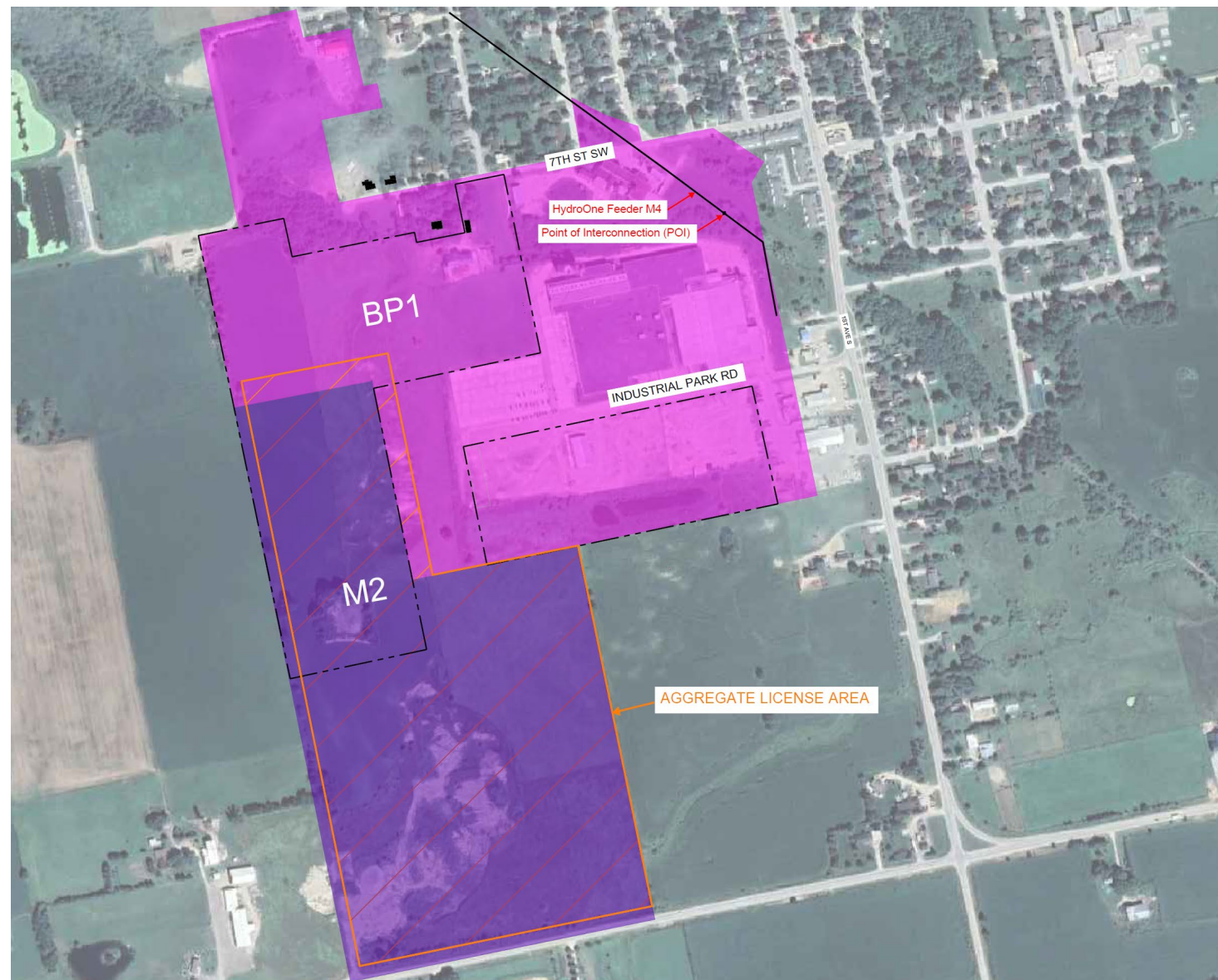
# BESS – Project Ownership

- The BESS is co-owned by 3 First Nations communities in Ontario: Mississaugas Scugog Islands First Nation, Caldwell First Nation, and Chippewas of Kettle and Stony Point First Nation.
- The First Nations Communities have a 50% ownership in the project.



# Planning and Zoning Overview

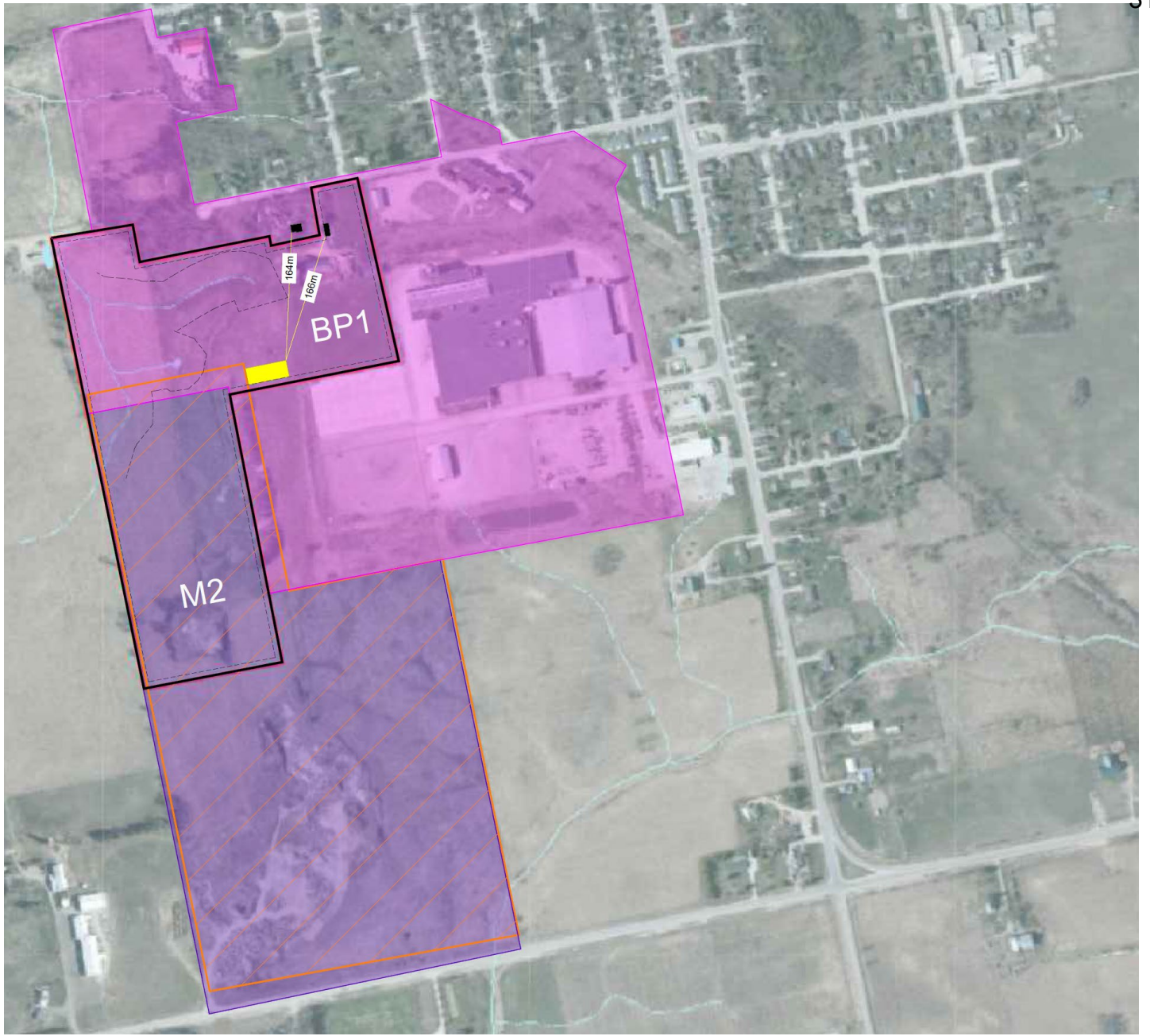
- We have received a Municipal Support Resolution for the BESS to be located on 157 7<sup>th</sup> SW Street St.
- Solarbank submitted the alternative Site Plan Approval Application which revealed the following issues:
  1. Aggregate License #4880: The Municipality owns an Aggregate License that extends to part of the subject lands.
  2. County of Bruce Official Plan designated as Mineral Resource – Open Quarry
  3. Arran-Elderslie Zoning By-Law designated as M2 – Extractive Industrial.



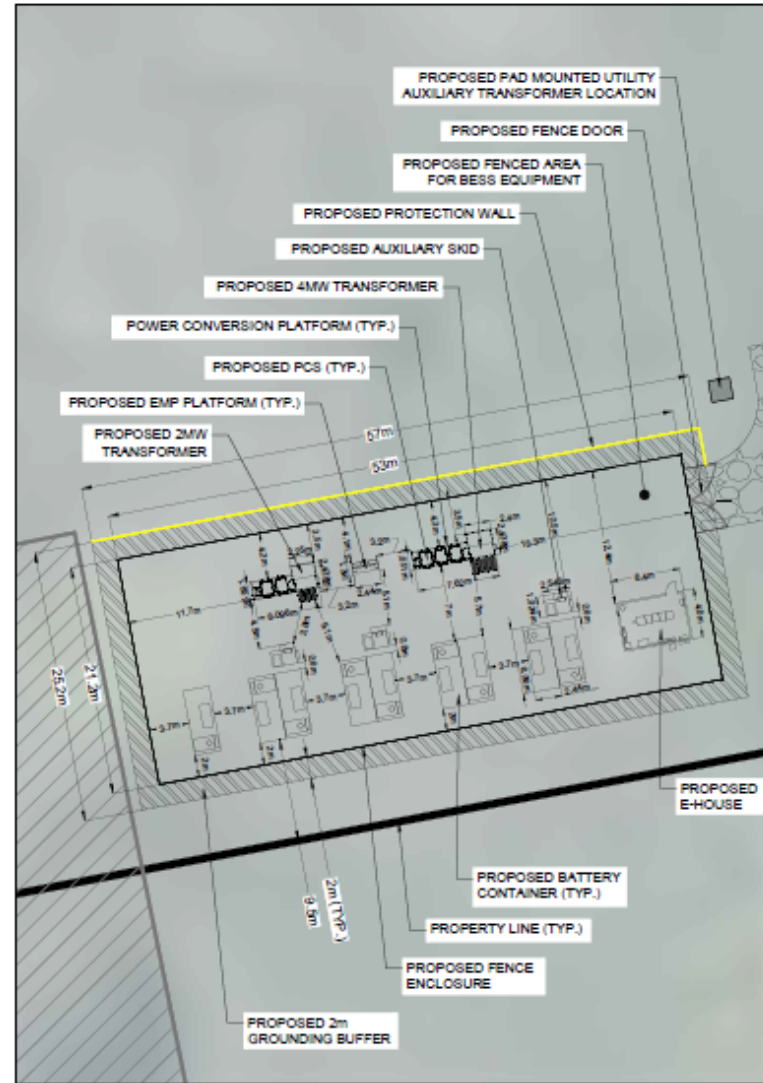
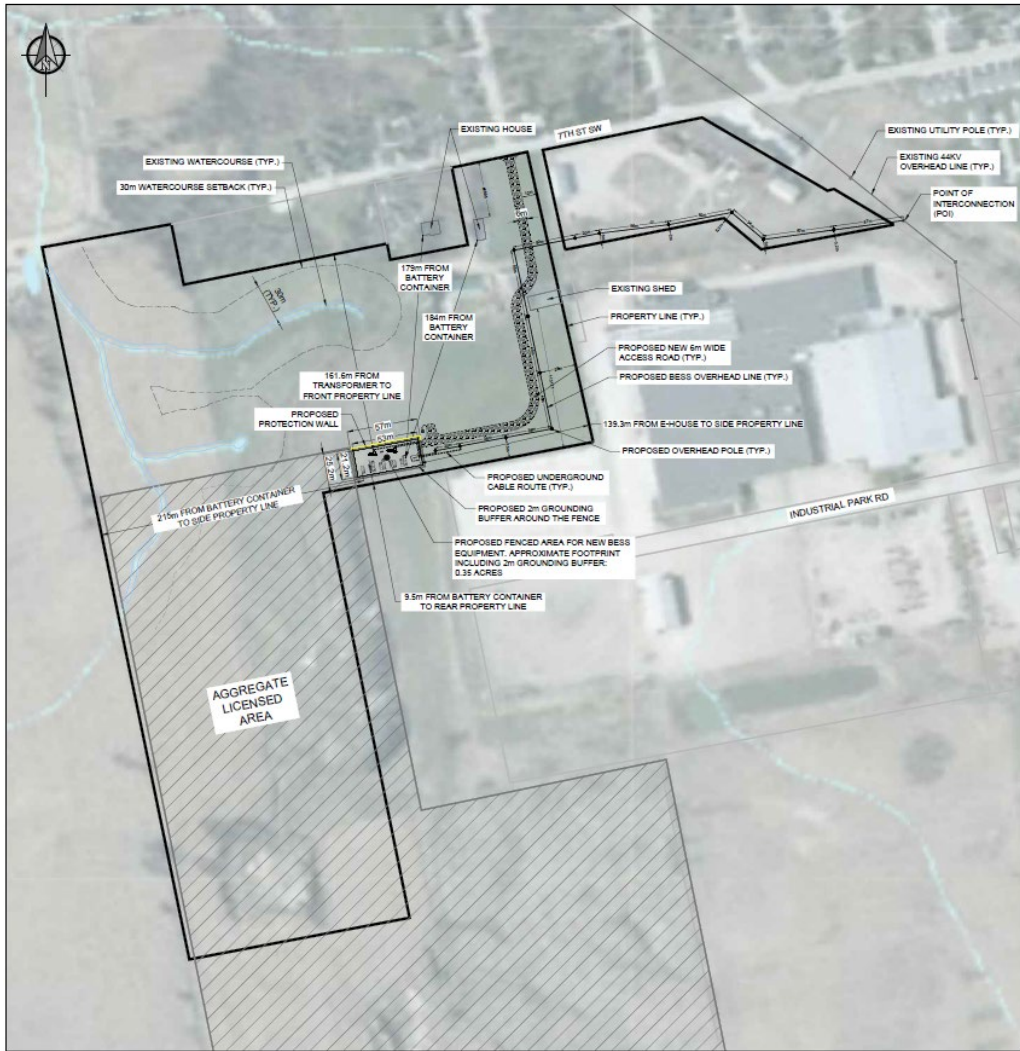


# Solution:

- Solarbank proposes to move the BESS location right outside the aggregate license area, while remaining a good distance from residents (165 m).
- This would eliminate the need for an Aggregate License Amendment.
- Next Steps would be to work with Municipality and County staff to re-submit all required permitting Site Plan Approval Application with the new engineering plans.



# Updated Site Plan:



# Planning Considerations

## Planning Policy Conformity

- The proposed BESS is consistent with the policies of the Provincial Policy Statement, the Bruce County Official Plan and the Municipality of Arran-Elderslie Official Plan that support energy infrastructure that supports local residents, agricultural operations and the business community.

## Environmental Protection

- The BESS has been designed to protect the natural environment including groundwater, air, and natural heritage resources throughout its life cycle.

## Technical Considerations

- ✓ Environmental Site Assessments are completed and underway
- ✓ No water or sanitary services are required
- ✓ No traffic will be generated other than periodic visits following construction
- ✓ Gravel pad base will facilitate stormwater flows
- ✓ Automated fire protection systems will protect the BESS

## Land Use Compatibility

The proposed BESS facility is compatible with the adjoining energy facilities and the surrounding agricultural and rural residential land uses.



# Battery Supplier – EVLO

- ❖ EVLO is a wholly **owned subsidiary of Hydro-Québec**, North America's largest producer of renewable energy headquartered in Montreal, Canada.
- ❖ Their patented, **eco-friendly** battery chemistry is the culmination of several decades by parent company (Hydro-Quebec)'s advanced innovation lab.
- ❖ EVLO was launched in 2020, **after 7 years of BESS R&D**, with a clear focus on commercializing grid-scale solutions.
- ❖ They provide customized lithium iron phosphate (LFP) based BESS with enhanced **safety-by-design features** that allows safer operations by eliminating the risk of thermal runaway
- ❖ EVLO has **never experienced thermal runaway** on their sites.

- ❖ **Safety considerations** that differentiate EVLO:

- ❖ Nail penetration test must be passed successfully
- ❖ Slow down propagation & limit gas volume: thermal barriers at module and tray level
- ❖ Do not allow gas accumulation: NFPA69 selected
- ❖ NFPA69++: Do not rely on auxiliary power source or communication (Fail-safe). Active venting + passive venting (chimney & emergency vent opening)
- ❖ Use a multi level detection: heat (BMS), heat (enclosure), smoke, hydrogen
- ❖ Accelerate detection: highly sensitive hydrogen detection
- ❖ Test and test again : Validation tests above UL9540



# BESS – Operations

- ❖ To keep BESS operating efficiently and safely, regular inspection, maintenance and monitoring services will be provided for this project.
- ❖ The BESS equipment will be monitored remotely to check the health of the batteries, performance and temperature to identify any issues. In cases of emergency, O&M personnel will be dispatched to site right away and will follow the emergency response and remediation plans.
- ❖ Regular preventative maintenance will be done on the BESS equipment to ensure the system is operating efficiently and safely
- ❖ Corrective maintenance will be done to correct any issue that is preventing safe and efficient operation of the BESS. Spare parts will be maintained to reduce downtime.
- ❖ The BESS containers are fed with auxiliary power from the grid such that the HVAC and monitoring equipment are still operating in case the BESS containers are not. This allows us to continue to monitor the health of the system.



# BESS – Emissions

## ❖ **Noise Emissions:**

- ❖ An Acoustic Assessment is required to be conducted by an independent Acoustic Engineer using guidelines and regulations in place by the Ministry of the Environment, Conservation & Parks (MECP).
- ❖ The guidelines state that the sound level limits are 50 dBA for daytime, and 45 dBA for evening and nighttime which were the values used to assess compliance in the study.
- ❖ The worst-case scenario was assumed in the acoustic model, which is when all noise sources operate at the same time for a full hour during evening and nighttime periods.

## ❖ **Air Emissions:**

- ❖ Evaluation on air emissions was done by an independent Senior Air Quality Scientist summarized below:
  - ❖ There are no gas emissions from the battery storage containers in normal operation.
  - ❖ If there is a fire or the system is not in function for 24hr, the gas evacuation flaps will open, however all simulations show that most reactive gases remain within the equipment, the hot gas evacuated from the equipment elevates in altitude very quickly, eliminating any risk to human safety.

## ❖ Thermal Emissions:

- ❖ Unlike fossil fuel-based energy systems, BESS does not contribute to air pollution or greenhouse gas emissions. They only generate heat as a byproduct of their operation, which is managed to ensure safe and efficient operation.

## ❖ Heat Generation in BESS

- ❖ Internal Heat Production: Batteries in the BESS generate heat as a byproduct of their operation. This heat is produced during both charging and discharging processes.
- ❖ Cooling Requirements: To maintain optimal performance and longevity, the BESS has a cooling system to manage and dissipate this heat. Efficient thermal management ensures that batteries operate within their specified temperature ranges.

## ❖ Thermal Management Systems

- ❖ Air Cooling: An HVAC system is used to dissipate heat.
- ❖ Thermal Insulation: Thermal barriers are used in the module and tray designs to maintain temperature stability and protect the batteries from temperature extremes.

## ❖ Safety and Efficiency

- ❖ Temperature Monitoring: Advanced Battery Management Systems (BMS) continuously monitor the temperature of battery cells to prevent overheating and ensure safe operation.
- ❖ Thermal Runaway Prevention: BESS design includes numerous safety features to prevent thermal runaway.

# BESS – Safety Features

- ❖ **Hydrogen detection:** Each EVLOFLEX container is equipped with a hydrogen detector connected to the container's fire system and monitored by the SPPC/EMS\*.
- ❖ **Smoke Detection:** Each EVLOFLEX container is equipped with 2 smoke detectors connected to the container's fire system and monitored by the SPPC/EMS.
- ❖ **Temperature monitoring:** Battery cell temperatures are constantly monitored by the battery container's fire system and the SPPC/EMS.
- ❖ **Gas Evacuation:** The gas evacuation flaps (located on the top of the container) and the ventilation flap (located at the bottom of the control and distribution compartment) open automatically in case of a thermal event or detection of high hydrogen concentration. The purpose of the gas evacuation system is to prevent the accumulation of hydrogen gas within the battery container and introduce fresh air in the enclosure.
- ❖ **Fast Stop:** The F-Stop system will activate automatically in a multitude of scenarios including, most prominently, hydrogen gas detection, smoke detection and thermal events outside of normal operational parameters. It can also be activated manually using the operator web interface or an F-Stop button present on certain major components of the EVLOFLEX system.
- ❖ **Thermal barriers:** Slow down propagation & limit gas volume by placing thermal barriers at module and tray level
- ❖ **Regulatory:** UL9540 certified & NFPA69 compliant

# BESS – Thermal Events Management

EVLO has **never had a thermal runaway event** at any of their sites, however we have still consulted third party BESS fire experts, Fire & Risk Alliance, to provide their recommendations as well as fire training to the Burk's Falls and District Fire Department once the BESS site construction is complete.

## Summary of Fire & Risk Alliance recommendations on thermal event management:

- ❖ The proposed battery containers have safety features to mitigate the effects of cell failure and stop cell propagation within the module. In the rare event that a battery container becomes fully involved, the recommendation for intervention is limited to intermittent application of water for exposure protection within the site. **Fixed systems provide no value and, in some cases, intensify conditions.**
  - ❖ There are no listed agents or system for the suppression of Lithium-Ion battery fires that will not exacerbate conditions or place the user at risk.
  - ❖ The failure of a cell within a module is a deep-seated fire. Cells are tightly housed within modules and modules snugly packed within racks **preventing the egress of water from these systems to the effected area**. In response, the application of water in this matter would not be for suppression, but to limit propagation.
  - ❖ The proposed BESS site meets the definition of Remote Location and presents a **minimal risk of fire propagation** to neighboring communities which is why suppression, or a water supply is not required in the code as noted in NFPA855 §9.5.2.5 .
  - ❖ Remote Location is defined in NFPA855 §9.3.2 as: “Energy storage system located more than 100 ft (30.5 m) from buildings, lot lines that can be built upon, public ways, stored combustible materials, hazardous materials, high-piled stock, and other exposure hazards not associated with electrical grid infrastructure.”



# BESS Safety Standards

- BESS will be monitored even on the cell level 24/7/365 by IESO, EVLO, and O&M Provider.
- Uses a much safer chemistry (LFP technology instead of NMC)
- Immediately notified if battery heat is above normal (>55 degrees) and **will remotely shut down and cool off.**
- The BESS has active venting that ensures no buildup of gas in the container.
- UL 9540A test: even in the worst-case scenario, there is no module-to-module propagation and **no flame.**
- EVLO's NFPA 69++: failsafe venting panels automatically open to release heat or pressure at the beginning of a thermal event detected

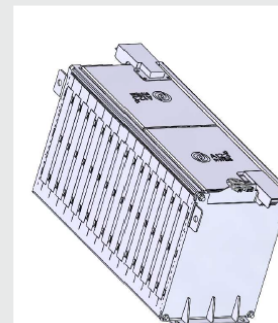
## Cell ✓

- August 22<sup>th</sup> 2022
- Lab: CSA
- Venting: 144°C
- Thermal Runaway: 215°C
- 



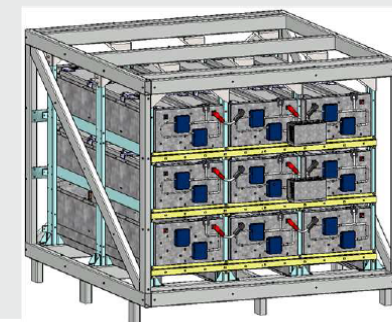
## Module ✓

- March 23<sup>rd</sup> 2023
- Lab: TUV / ESG
- Propagation: 6 out of 32 cells / 34 minutes
- No flame, no explosion, TR contained by module
- Rate: <6 mins/cell



## Unit ✓

- April 27<sup>th</sup> 2023
- Lab: TUV / ESG
- Module to module propagation : **none**
- No flame
- Highest adjacent module T° < 90°C



EVLO

# Q&A and Thank You!

Please send any follow-up questions to:

SolarBank Corp.

**Mila Simon, Sr. Project Coordinator**

**[mila.simon@solarbankcorp.com](mailto:mila.simon@solarbankcorp.com)**



**From:** Chris Stephen <[REDACTED]>  
**Sent:** Monday, February 24, 2025 8:57 AM  
**To:** Emily Dance <edance@arran-elderslie.ca>  
**Subject:** Day of Mourning

Good morning Emily

I am writing to you on behalf of the Grey Bruce Labour Council. As the Day of Mourning is quickly approaching I am reaching out to formally request that Arran Elderslie and the GBLC continue our partnership and build on the success of last year's Day of Mourning service that was held at the community centre. April 28th is the traditional Day of the but I am requesting that we hold a service on Friday the 25th of April to avoid conflict with other events. Also I would request the following.

- 1) That fees for the use of the community center be waived.
- 2) The DOM flag be raised at the Municipal office.
- 3) The mayor make a declaration recognizing the Day
- 4) That employees be given the one and a half hours paid to attend the service.

The Labour Council will once again provide lunch and refreshments after the service. We will also get a bagpiper for the event and provide invitations.

I cannot stress enough the importance of this day. Each year the numbers of deaths, injuries, and sickness in the workplace continue to be staggering. So far in February there have been 3 work related deaths in Ontario. So please join us once again in this venture to renew our commitment to remember those we have lost but continue to raise awareness about health and safety in the workplace to prevent unnecessary workplace deaths and injuries.

Kind regards

Chris Stephen

GBLC Vice President for Grey



February 24, 2025

VIA EMAIL

Municipality of Arran Elderslie  
Attention: Emily Dance, CAO  
1925 Bruce Road 10, PO Box 70  
Chesley, ON N0G 1L0

Dear Mayor Hammell and Arran Elderslie Council Members,

**RE: Community Space for Bruce County Public Library Programming**

I am pleased to report that the relocation of the Paisley Branch to the Community Centre has been successful. Since moving, we have welcomed more than 2,000 visitors to the Paisley Branch and circulated over 4,000 items, demonstrating the positive impact of this new space.

Due to this success, we are seeing a greater demand for our space. We would like to see access to additional space for essential programs such as digital literacy and creative programs for adults, as well as PA Day, March Break, and Summer Reading Club programs for children.

Based on our discussions we hope to have the opportunity to utilize the adjacent multi-purpose room. This will allow us to deliver a diverse range of programming for all ages.

I am asking Arran Elderslie Council to consider approval for us to access the community space on the second floor of the Paisley Community Centre for up to 6 hours per week with no additional costs for BCPL for the duration of our lease.

The Bruce County Public Library Board is grateful for the continued support of the Arran Elderslie Council and community. This adjustment will enable us to continue to provide excellent services to the Paisley community.

Thank you for considering this request.

Sincerely,

*Brooke McLean*

Brooke McLean  
Director, Bruce County Public Library

Cc: Christine Fraser-McDonald, Clerk



**Municipality of Arran-Elderslie**  
 1925 Bruce Road 10, Box 70  
 Chesley, Ontario N0G 1L0  
 Phone (519) 363-3039  
 Fax (519) 363-9337  
[clegge@arran-elderslie.ca](mailto:clegge@arran-elderslie.ca)

## **2025 3<sup>rd</sup> Street SW, Chesley Construction**

The Municipality of Arran-Elderslie Public Works Department is beginning planning of construction on 3<sup>rd</sup> St SW between 1st & 4<sup>th</sup> Ave SW in Chesley for the summer or fall of 2025.

The project will consist of a new watermain installation, sanitary sewer, storm sewer, sidewalk, and asphalt replacement. The road profile and parking in the area could also change slightly and the sidewalk may only be installed on one side of the street.

Please be advised that we are hosting a public meeting on Tuesday March 18, 2025, at the Arran-Elderslie Municipal Office Council Chambers at 7:00 pm. This pre-construction meeting is to address any concerns residents may have with the project. The project will then go through tender process and be awarded to a construction company for the work to be completed. It is possible that the project may not be completed in 2025 if no tenders are received, or the project come in over budget.

The Municipality is currently seeking input from residents regarding the design and re-construction of the project. Please look over the supporting documents closely to review possible things like tree removal, sidewalk removal or installation and driveway changes. This would also be a great opportunity for residents to speak up about possible storm water or sump pump issues at your dwelling. The Municipality has implemented a bylaw to remove illegal connections such as sump pumps or eavestrough from the sewer system.

If you are unable to attend the meeting on March 18<sup>th</sup> and you have any concerns or questions, please feel free to contact:

Water and Sewer Foreman  
 Chris Legge  
[clegge@arran-elderslie.ca](mailto:clegge@arran-elderslie.ca)  
 519-363-3039 ex 122  
 (Water, Sewer, Storm Issues)

Public Works Manager  
 Scott McLeod  
[works@arran-elderslie.ca](mailto:works@arran-elderslie.ca)  
 519-363-3039 ex 115  
 (Road, Sidewalk, Tree, Driveway  
 Issues)



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

- Date: Friday January 17, 2025, 1:00 PM
- Location: 1078 Bruce Rd 12, Formosa, ON
- Chair: Tom Hutchinson
- Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin (virtual), Greg McLean, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Peter Whitten
- Members absent: Steve McCabe, Dave Myette, Bill Stewart
- Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Janice Hagan, Darren Kenny, Donna Lacey, Mike Oberle, Katie Thomas, Brandi Walter
- Others present: Special guests and members of the public.

Due to technical difficulties, the meeting was called to order at 1:15 PM

#### **1. Land Acknowledgement – read by Chair Barbara Dobreen**

*We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudenosaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.*

#### **2. Adoption of Agenda**

The agenda was amended to include presentation Flood Response update and debrief (Item 9.2).

#### **Motion #G25-01**

Moved by Paul Allen

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, January 17, 2025, be adopted as amended.

**Carried**

#### **3. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest relative to any item on the agenda.

#### **4. Adoption of Minutes**

##### **4.1 Authority meeting – November 30, 2024**

##### **Motion #G25-02**

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, November 21, 2024, be adopted as circulated.

**Carried**

#### **5. Introduction of guests**

Greetings were brought to SVCA from the following dignitaries and special guests:

Ben Lobb, M.P Huron-Bruce Riding

Lisa M. Thompson, M.P.P, Huron/Bruce Riding (in absentia, via correspondence)

Kim Wingrove, CAO, Grey County

Kenneth Craig, Mayor, Municipality of Kincardine

Dave Turton, Mayor, Township of Minto

Luke Charbonneau, Mayor, Township of Saugeen Shores

Mark Goetz, Mayor, Municipality of South Bruce

Angela Coleman, General Manager, Conservation Ontario

Robert Uhrig, Chair, Grey Sauble Conservation Authority

Ed McGugan, Chair, Maitland Valley Conservation Authority, Municipality of Huron-Kinloss

Tim Lanthier, CAO, Grey Sauble Conservation Authority

Phil Beard, General Manager, Maitland Valley Conservation Authority

Chris Cosset, President, Bruce County Federation of Agriculture

Monica Morrison, Bruce County Planning

Chad Richards Nuclear Innovation Institute

Carl Seider, Lead, Drinking Water Source Protection

##### **5.1 Presentation: Director and Staff Recognition**

The following Staff were presented service awards:

- 15-Year Service Award: Rene Kleinecke, GIS Coordinator
- 10-Year Service Award: Janice Hagan, Legislative Services Coordinator, Mike Oberle, Environmental Planning Technician
- 5-Year Service Award: Jim Leask, Park Superintendent, Bluffs Campground, Brandi Walter, Environmental Planning Coordinator, Lee Watson, Park Superintendent, Durham Campground

The following Authority Members were presented service awards:

- 10-Year Service Award: Barbara Dobreen, Steve McCabe, Sue Paterson

#### **6. Chair's Address**

The following address was given by Chair Dobreen:

As we gather today for Saugeen Conservation's Annual General Meeting, I can't help but reflect on a year defined by perseverance, progress, and adaptation. Despite significant transitions across our organization, Saugeen Conservation has continued to deliver important programs and services to our communities.

Our Environmental Planning and Regulations Department has demonstrated outstanding resilience this year. Permits and planning comments were processed in a timely fashion despite personnel changes. In partnership with municipalities, we completed new floodplain mapping for Saugeen Shores, West Grey, and Huron-Kinloss, laying the groundwork for improved community planning and safety. The department navigated major changes to provincial legislation, including the Conservation Authorities Act, Regulation 41/24, and the Provincial Planning Statement. Draft revisions to the Environmental Planning and Regulations Policies Manual were completed, with public consultation ensuring our processes remain transparent and accountable.

Innovation was a hallmark of this department, with CA Core—a new content management system—developed to efficiently manage digital Planning and Regulation files, ready for implementation in early this year. Accessibility improvements continued, including the development of clearer, AODA-compliant communications. The 293 permits and 367 Planning Act comments reflect the department’s ability to thrive through change.

The Forestry and Lands Department has had a remarkable year, planting over 40,000 trees and selling an additional 22,000, reinforcing our commitment to local environmental improvement and sustainability. Four staff achieved chainsaw certification, which enhances safety and expertise in forest management.

This year also saw the successful opening of exciting new recreational opportunities. Durham Conservation Area hosted a grand opening for its disc golf course and welcomed visitors to winter camping. Saugeen Bluffs held its first annual River Run Canoe and Kayak Races, receiving glowing feedback from participants, while a new orienteering course has been established, adding to its offerings. Additionally, Stoney Island ash tree removal was completed, and Mildmay Carrick and Allan Park reopened, welcoming residents and visitors back to cherished green spaces.

Despite challenges, all campgrounds enjoyed successful seasons, supported by a highly dedicated team. Staff worked tirelessly, particularly in response to a lightning strike at the office, where they rallied to assess and secure the building, and shared the required round-the-clock shifts to maintain operations. We are thrilled to be meeting here at Formosa today with the office fully opened for operations.

The department’s hard work and tenacity were further recognized through successful grant applications that will enable continued enhancements to our lands and services.

The Water Resources Department. Before I speak to the 2024 accomplishments, I would be remiss not to thank Jody Duncan and the Water Resources Team for tirelessly working through the ongoing frazil ice situation in West Grey. It has required countless hours and a coordinated effort with the West Grey staff and contractors to manage this challenge. A Flood Outlook is still in place for West Grey as these cold temperatures continue. We appreciate your continuous effort in mitigating impacts to public safety and keeping information flowing.

Now back to our annual review. The Water Resources team were successful in securing funding through the Water and Erosion Control Infrastructure (WECI) Program for critical projects in 2024, including Paisley Dyke Improvements, tree remediation at the Hanover Dam and Walkerton Flood Control Works, and public safety signage across key sites. Maintenance activities, such as vegetation removal, safety signage installations, and minor repairs, continued to safeguard infrastructure.

The department played an essential role in flood forecasting and monitoring, issuing timely flood messages, performing stream gauge maintenance, and calibrating precipitation gauges.

Notable accomplishments included defining flood damage centres to improve forecasting and updating stream gauge rating curves. Significant investments were made in replacing equipment at the Chesley, Aberdeen, and Ripley stream gauge stations, while the inoperational Greenock station was decommissioned. Saugeen Conservation also released a comprehensive Water Quality Report analyzing data from 2002-2023.

In Corporate Services, we prioritized growth and strategy. Staff pursued professional development in public sector leadership, payroll processing, and accessibility. GIS and IT played a crucial role in supporting the CA Core system's development. Our commitment to improving organizational culture led to a Workplace Culture Review, and a new Pay Policy was implemented, ensuring fairness and alignment with our organizational goals.

A new property guide for the Authority was published, while a document retention strategy was finalized to modernize our operations. Significant GIS updates to our mapping have improved accuracy and accessibility, strengthening our internal systems.

Finally, we welcomed a new General Manager as well as departmental managers for Water Resources, Environmental Planning and Regulations, and Corporate Services, positioning us for strong leadership in the years ahead.

Through every challenge and adjustment, SVCA's staff has remained steadfast in their commitment to their work. Significant changes in personnel and external circumstances could have undermined our efforts, but instead, they highlighted the strength of this organization.

As we look back on this year of transitions, we also look forward with optimism. SVCA has proven its resilience, creativity, and ability to deliver critical programs and services for the communities we serve.

Thank you to our dedicated staff, our Board, and all those in our communities who are committed to ensuring the sustainability of our watershed well into the future.

It has been an honor to serve as Saugeen Conservation's Chair these past two years. I am proud of the progress we have made together and the groundwork we have laid for 2025 and beyond.

We are stronger together; and together we will continue to manage our natural resources to ensure resilient communities in the face of environmental change.

## **7. General Manager/Secretary Treasurer Address**

The following address was given by GM/S-T Erik Downing:

Good afternoon MPs, MPPs, Mayors, Councillors, representatives of many partners and organizations, staff, press, and public attendees,

First off, thank you for being here today. As we look back on the past year, I'd like to start by saying how proud I am to be part of Saugeen Conservation. In 2024 I started as General Manager/Secretary-Treasurer at the SVCA after many years in Environmental Planning and Regulations at the SVCA, and it's been both a challenge and a privilege to work with such a resilient and dedicated team. I can't overstate how much has been accomplished under some pretty unusual circumstances.

The watershed doesn't take a day off, and neither did our staff. We faced record turnover across almost every department this year, with changes at all levels, including new managers and frontline team members. Despite this, the work didn't just get done—it got done well. Permits were issued, trees were planted, flood messages went out on time, and visitors continued to enjoy our conservation areas. Above and beyond a typical year as well the completion of the NWMO Environmental Baseline Monitoring Program at the SVCA brought the SVCA exceptional resources, knowledge, and Data that will assist the work of the SVCA in the for a long time. Conservation Authorities Act 2024 deliverables were also all completed on time. None of that happens without a team that digs in and gets the job done, no matter what challenges come their way.

The lightning strike at our office could have thrown us completely off course, but it didn't. Staff pivoted to working remotely, which isn't always easy or ideal, but the public wouldn't have known the difference. Services continued, deadlines were met, and quality never slipped. That's a testament to the professionalism and dedication of everyone here.

We all know it's been a year of change—new faces, new systems, new challenges—but the core of what we do hasn't changed. Our mission remains to protect and enhance the watershed, and this team has proven they can do that under just about any conditions. I think that says a lot about the people working here and the culture of this organization.

Looking ahead, 2025 marks an extraordinary milestone for Saugeen Conservation: our 75th Anniversary. This July, we will celebrate 75 years of dedication to conservation in the Saugeen Valley watershed. As part of this celebration, we are excited to launch the "Explore SVCA Program," designed to engage our community and raise awareness about the vital conservation efforts happening across the watershed. This program aims to encourage even greater participation and visitation to our conservation areas, highlighting the natural beauty and significance of these lands.

The 75th Anniversary event which will occur in July, will not only honor our history but also spotlight our ongoing projects and future endeavors in water management, land conservation, and environmental planning. It will be a chance for all of us to come together, connect with key stakeholders, and showcase the exceptional work SVCA continues to deliver. I warmly encourage all of you to attend and celebrate this momentous occasion with us.

As I look to the year ahead, I'm excited for what's coming. We've got strong leadership in place across departments, and I have no doubt we'll keep finding ways to improve, innovate, and deliver for the watershed and the people who depend on it.

It's an honor to be part of this team, and I'm looking forward to what we'll achieve together in 2025. Thank you, and let's keep at it.

## **8. Election of Officers**

### **8.1 Appointment of Chair Pro Tem**

#### **Motion #G25-03**

Moved by Kevin Eccles

Seconded by Jennifer Prenger

THAT Ed McGugan be appointed as Chair Pro Tem for the purposes of conducting the election of officers for 2025.



**Carried**

Chair Pro Tem McGugan declared all offices vacant and called for a motion to appoint two scrutineers, in the event of an election count.

**8.2 Appointment of Scrutineers**

**Motion #G25-04**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT Phil Beard and Carl Seider be appointed as scrutineers for the purposes of conducting the election of officers for 2025.

**Carried**

**8.3 Election of Chair**

Chair Pro tem McGugan called for nominations for the position of Chair for 2025. Paul Allen nominated Tom Hutchinson. No further nominations were received.

**Motion #G25-05**

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Tom Hutchinson accepted his nomination and was acclaimed Chair for 2025.

**8.4 Election of Vice Chair**

Chair McGugan called for nominations for the position of Vice Chair for 2025. Tom Hutchinson nominated Paul Allen. No further nominations were received.

**Motion #G25-06**

Moved by Sue Paterson

Seconded by Moiken Penner

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Paul Allen accepted his nomination and was acclaimed as Vice Chair for 2025.

**8.5 Election of 2<sup>nd</sup> Vice Chair**

Chair McGugan called for nominations for the position of 2<sup>nd</sup> Vice Chair for 2025. Jennifer Prenger nominated Greg McLean. There were no further nominations.

**Motion #G25-07**

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the nominations for the position of 2<sup>nd</sup> Vice Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Greg McLean accepted his nomination and was acclaimed as 2<sup>nd</sup> Vice Chair for 2025.

**8.6 Election of Member-at-Large**

As Chair Barbara Dobreen will continue as an accredited Member of the Authority, she will assume the role of Past Chair, eliminating the requirement for an election for the Member-at-large position.

**9. New Business**

**9.1 Formosa Administration Office (verbal report)**

Erik Downing, GM/S-T, provided an update to the Board regarding the status of the SVCA administration building following the lightning strike on October 7, 2024. The shattered windows and front door have been replaced, and the panel and internal lighting have been repaired. Inspections, including structural and environmental assessments, have been completed, confirming no evidence of asbestos. Soffit repairs are ongoing. Staff have returned to working in the office.

**9.2 Presentation: January 6 – 17 Flood Response update and debrief**

Katie Thomas, Manager of Water Resources, delivered a presentation on the flooding event in Durham, Ontario, from January 5 to 11, 2025. The event led to significant frazil ice accumulation, necessitating continuous monitoring at various sites. Katie informed the Board that the SVCA Flood Event Operation Centre effectively managed the emergency flooding situation and noted the success of the close working relationship with municipal staff for an efficient response. Member Eccles proposed an advocacy partnership between SVCA and the Municipality of West Grey to secure provincial funding for dam repairs, aiming to prevent future emergency events.

**9.3 GM-2025-01: SVCA Workplan**

The GM/S-T presented the SVCA Workplan for 2025 and highlighted that some of the items that have been completed. There was no discussion.

**9.4 GM-2025-02 Programs report**

There was no discussion on the Programs report.

**9.5 Correspondence**

- Correspondence from the Municipality of West Grey regarding the decision to discontinue winter operations at the Durham upper dam was noted. The Members discussed collaborating with West Grey staff on provincial negotiations and on drafting a joint letter to the Minister to elevate the concerns with Emergency Measures Ontario.

**Motion #G25-08**

Moved by Barbara Dobreen

Seconded by Greg McLean

*THAT a letter be sent, in collaboration with the Municipality of West Grey, to the Minister of*

*Environment, Conservation, and Parks, and the Minister of Natural Resources, requesting an urgent meeting, as well as the allocation of necessary provincial resources, to address the frazil ice emergency in Durham.*

**Carried**

- Correspondence from the Ministry of Natural Resources regarding the extension of an EPR fee freeze from January 1, 2025, to December 31, 2025, was noted and filed.
- Correspondence from the Municipality of South Bruce indicating that appointed municipal representative has been directed to vote against the SVCA budget was noted and filed.

**9.6 COR-2025-01: 2025 Budget update**

**Motion #G25-09**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the apportionment amount of \$2,785,664 for Category 1 operating expenses and capital costs be approved in accordance with Ontario Regulation 401/22, Section 27(4) of the Conservation Authorities Act.

THAT the Saugeen Valley Conservation Authority adopt the 2025 Budget in the amount of \$6,592,410 as approved in principle, November 21, 2024; and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to notify the member municipalities of the cost apportioning amounts owing; and further

THAT cost apportioning payments shall be due from member municipalities in two equal instalments on March 31 and June 30, 2025, and that late payments shall be subject to the Authority’s standard late payment charge of 1.50% per month thereafter.

A recorded, weighted vote was taken for the 2025 budget with the following results:

<b>Municipality</b>	<b>Director</b>	<b>Vote</b>
Arran-Elderslie	Moiken Penner	In favour
Brockton	Greg McLean	In favour
Chatsworth	Peter Whitten	In favour
Grey-Highlands	Paul Allen	In favour
Hanover	Sue Paterson	In favour
Howick	Mike Niesen	Not In favour
Huron-Kinloss	Larry Allison	Not In favour
Kincardine	Jennifer Prenger	In favour
Kincardine	Bill Stewart	Absent
Minto	Steve McCabe	Absent
Morris-Turnberry	Mike Niesen	Not In favour
Saugeen Shores	Bud Halpin	In favour
Saugeen Shores	Dave Myette	Absent
South Bruce	Mike Niesen	Not In favour
Southgate	Barbara Dobreen	In favour
Wellington North	Steve McCabe	Absent
West Grey	Kevin Eccles	Not In favour
West Grey	Tom Hutchinson	Not In favour

The result of the vote was 69.4% of the weighted average of those present in favour. Therefore, **Motion #G25-09 was carried.**

**Carried**

### **9.7 COR-2025-02 -Bylaw Amendments**

Amendments to the SVCA Bylaw incorporate updated terminology from Ontario Regulation 402/22 of the *Conservation Authorities Act*. These changes are crucial for aligning the bylaws with the revised legislative framework and ensuring compliance with the new regulatory requirements. (Changes to the Bylaws require a 2/3 majority vote.)

#### **Motion #G25-10**

Moved by Mike Niesen

Seconded by Barbara Dobreen

THAT the Board of Directors of the Saugeen Valley Conservation Authority approve the recommended Administrative Bylaw amendments as presented in the report on January 17, 2025.

**Carried**

### **9.8 COR-2025-03: SVCA Committee Appointments**

#### **Motion #G25-11**

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT Report #COR-2025-03 - SVCA Committee Appointments be deferred to the next scheduled Authority meeting.

**Carried**

### **9.9 COR-2025-04: Statutory Administrative Approvals**

#### **Motion #G25-12**

Moved by Barbara Dobreen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2025 the Health and Safety Policy; and further,

THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2025 the Workplace Violence, Harassment, and Sexual Harassment Policy.

**Carried**

### **9.10 Appointment of Auditor**

#### **Motion #G25-13**

Moved by Sue Paterson

Seconded by Greg McLean

THAT Baker Tilly SGB LLP be confirmed as the auditor to the Authority for the year 2025.

**Carried**

### **9.11 Appointment of Solicitor**

#### **Motion #G25-14**

Moved by Kevin Eccles

Seconded by Mike Niesen

THAT Beard Winter LLP, Loucks and Loucks LLP, and Mathews, Dinsdale & Clark LLP be appointed solicitors to the Authority for the year 2025 for general operations, with the option to engage the services of other local solicitors, as necessary.

### **9.12 EPR-2024-24: Request for endorsement: Permits issued – Matt Armstrong**

(Deferred from Authority meeting, November 21, 2024)

#### **Motion #G25-15**

Moved by Bud Halpin

Seconded by Barbara Dobreen

THAT SVCA permit applications 24-010, 24-075, 24-237 to 24-255, and 24-257 to 24-262 as approved by staff, be endorsed.

**Carried**

### **9.13 EPR-2024-23: Violation Strategy Update**

(Deferred from Authority meeting, November 21, 2024)

There was no discussion.

**11. Closed Session** – to discuss a litigation matter and personal matters about identifiable individuals (Deferred from Authority meeting, November 21, 2024), and to discuss information explicitly supplied in confidence to the Authority by Canada (Federal Government).

#### **Motion #G25-16**

Moved by Paul Allen

Seconded by Larry Allison

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter, and information supplied in confidence by the Canadian Federal Government; and further

THAT Erik Downing, Matt Armstrong, Donna Lacey, and Janice Hagan remain in the meeting as required.

**Carried**

#### **Motion #G25-21**

Moved by Barbara Dobreen

Seconded by Moiken Penner

THAT Staff proceed as directed in the Closed Session.

**Carried**

### **10. Adjournment**

With no further business to discuss, the meeting was adjourned at 4:50 PM, following a motion by Peter Whitten and Mike Niesen.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary

# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

### **GENERAL BOARD MEETING MINUTES**

Friday, January 17, 2025, 10:00 a.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

**Board Members Present:** Kym Hutcheon, Deputy Mayor, Brockton, Chair  
 Ed McGugan, Councillor, Huron-Kinloss, past Chair  
 Warren Dickert, Deputy Mayor, Hanover, past Chair  
 John Divinski, Councillor, Saugeen Shores (via Zoom)  
 Scott Mackey, Mayor, Chatsworth  
 Mike Hinchberger, Councillor, Kincardine  
 Joel Loughead, Councillor, Grey Highlands  
 Geoffrey Shea, Councillor West Grey (via Zoom)  
 Jennifer Shaw, Deputy Mayor, Arran-Elderslie (via Zoom)

**Others Present:** Stephan Labelle, SMART Manager

**Absent members:** Doug Townsend, Councillor, West Grey, Vice Chair  
 Monica Singh-Soares, Councillor, Southgate

#### **1. Elections**

The Manager began the meeting by overseeing the election process for the positions of Chair and Vice-Chair of the Board. Mike Hinchberger, seconded by Joel Loughead, nominated Ed McGugan for the role of Chair. However, Ed, having served as Chair for the past two years, expressed that it would be beneficial for someone else to assume the position. Ed McGugan, seconded by Scott Mackey, then nominated Kym Hutcheon for Chair. Kym accepted the nomination. With no further nominations, Mike Hinchberger, seconded by Ed McGugan, moved to close the nominations for Chair. **Carried.** Kym Hutcheon was unanimously elected as Chair of the Saugeen Mobility Board of Directors. Scott Mackey, seconded by Ed McGugan, moved to delay the election of a Vice-Chair until the next Board meeting. **Carried.**

#### **2. Call to Order**

The Chair called the meeting to order at 10:10 a.m.

#### **3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest**

None declared.

#### **4. Approval of the Agenda**

**Motion** Moved by Mike Hinchberger; Seconded by Joel Loughead  
 That the agenda be accepted as presented.  
**Carried**

#### **5. Minutes of Previous Meeting – December 11, 2024**

**Motion** Moved by Ed McGugan; Seconded by Mike Hinchberger  
 That the minutes from December 11, 2024 be accepted as circulated.  
**Carried**

#### **6. Delegation – none**

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

**A. Recording Secretary**

John Divinski asked about the hiring process. The Manager answered that for the last recording secretary (who had to back out at the last moment), position advertising was done through municipal websites and interviews.

**Motion** Moved by John Divinski; Seconded by Jennifer Shaw

That the Manager coordinate with the municipalities to hire a recording secretary.

**Carried**

**8. Correspondence – email from Chatsworth on funding and partnership dated December 19, 2024  
– letter from Loucks & Loucks dated December 13, 2024**

**9. New Business**

**A. ROMA Conference**

Ed McGugan mentioned that the SMART delegation would occur at 08:35 on January 20, 2025. It was confirmed that Ed McGugan, Warren Dickert, Monica Singh-Soares, Scott Mackey, Mike Hinchberger and Joel Loughhead (to be confirmed) would meet with Parliamentary Assistant Ric Bresee. Ed continued by explaining the aim of the SMART presentation. The Chair asked that the participants exchange phone numbers for coordination purposes.

**B. Comparison of two legal firms**

Discussion on both Loucks & Loucks and Air & Berlis focused on costs and the difference between specialties that both firms have.

**Motion:** Moved by Warren Dickert; Seconded by Mike Hinchberger

That Loucks & Loucks continue work on By-laws and SMART Partnership and that after this, legal work be considered for Air & Berlis depending on the subject.

**C. Municipal fixed contributions scenario**

The Manager presented the results of calculations from a reduction of 25% in municipal contributions. He said that the price per kilometer for clients would vary from \$1.03/km to \$1.76/km depending on the municipality. Directors can now take these numbers to their respective Council for consideration. Ed McGugan also provided a background on the levels of service, ranging from the “cost recovery” of Chatsworth (whereby the price per kilometer is \$1.09) to a higher level of service with Kincardine (with a higher price per kilometer).

**Motion:** Moved by Mike Hinchberger; Seconded by Ed McGugan.

That the report on municipal fixed contributions scenario be received for information and that the Manager review the price per kilometer every three months.

**Carried**

**10. Reports and Recommendations**

**A. Report on November 2024 operations**

The Manager discussed the report. Warren Dickert asked about a discrepant number and the Manager confirmed that there were 1857 rides in December, not the 2405 that was written down in the report.

**Motion** Moved by Cheryl Grace; Seconded by Doug Townsend

That the Report on December 2024 Operations be accepted as amended.

**Carried**

**11. Closed session**

The Board went into a closed session at 11:15.

The Board reconvened into open session at 11:25.

The Board asked the Manager to obtain Cost of Living increases from the municipalities for the next meeting.

**12. Adjournment & Upcoming Meeting Dates**



**Upcoming Meeting Dates**

Friday, March 21, 2025, 10:00 a.m.

**Motion** Moved by Mike Hinchberger; Seconded by Warren Dickert  
That the Board of Directors of SMART adjourn at 11:43 a.m.

**Carried**



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Kym Hutcheon, Chair



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Stephan Labelle, Recording Secretary





**CSGB**  
33rd Annual Golf Classic



**CSGB**  
33rd Annual Golf Classic



*The Annual CSGB Golf Classic Needs Your Support!*



We are excited to announce the details for the 33rd Annual Golf Classic in support of **Crime Stoppers of Grey Bruce**

**OVER \$615,000.00 Raised to Date . . . Considered One of the Best!**

Our Title Sponsors Bayshore Broadcasting, Germania Mutual Insurance Company and Carlsberg Canada continue to provide leadership in support of this key community fundraising event. The proceeds will help fund the essential work that Crime Stoppers performs, to help make our Grey-Bruce communities safe. The need to support Crime Stoppers has never been greater!

**WHERE:** Saugeen Golf Club will return as our host venue

**WHEN:** *Thursday, June 5th, 2025 (Note: NEW Tee-off @ 10:00AM)*

Attached is the 33rd Annual golfer registration form, including hole sponsorship information. As designated group leader, please share details with your team.

**Chances to Win 2025 Autos + \$30,000.00 & More!**

Entry fee includes all golf related activities, all meals and all post-play festivities, including the Grand Prize Draw.

**Mingle with Honourary Guests of the Day**

We anticipate the tournament will fill up again this year and request that you complete and return the registration form by April 18, 2025.

**An Important Cause to Support the Grey-Bruce Community**

We are also implementing some enhancements, influenced by feedback from peers in your Stakeholder group. This will result in an earlier finish and most importantly, deliver more funds for ...

..... **Crime Stoppers of Grey Bruce** .....

Joe Dietrich  
Tourney Co-Chair

Evan Hayter  
Tourney Co-Founder

Dan Hill  
Tourney Co-Chair

Fred Wallace  
Good Will Ambassador



Official Event Title Sponsors





Germania Mutual Ins. \* Bayshore Broadcasting \* Carlsberg Canada

..... INVITE YOU TO ENTER .....

The 33rd Annual CSGB Golf Classic @

Saugeen Golf Club 519-389-4031 \* Thursday, June 5th, 2025



Chance to Win Autos or \$30,000.00



REGISTRATION @ 8:30 AM

\*\*\* NOTE \*\*\*

NEW Shot-Gun Start @ 10 AM

Entry Fee \$200.00 Per Golfer

4 Person Scramble Format



Mingle with Honourary Guests of the Day!



Golf Fee Perks: 18 holes with power carts; free practice range; senior tees; rain-checks; bag tags; mulligans: 50/50 cash hole; closest-to-pin opps; hole-in-one opps; 50/50 \$ raffle; Tim Hortons donuts; box lunch in play; post-play Reception & Banquet Dinner; live & silent auctions plus...

Chance to Win Grand Prize Draw

Please Sign Up Below and Return Your Entry Form & Fee by April 18th - We Fill Up Fast!

Name Address Postal Code Email

Name	Address	Postal Code	Email

Telephone contact name & number:

\*Entry Deadline APRIL 18th

You may also wish to register as a Corporate Hole Sponsor \* 2025 Hole Sponsor Perks include:

Social Media Hits \* Day of Hole Signs \* Listing on 33rd Ann. Scorecard \* Table Tent Cards

Company Name for Hole Sign: \_\_\_\_\_

Contact: \_\_\_\_\_

Select from 3 levels as follows:  1. Platinum @ \$1,000.00  2. Gold @ \$600.00  3. Silver @ \$300.00

TO REGISTER: Please fill & return entry form with payment to GERMANIA MUTUAL INSURANCE 403 Mary Street, PO Box 30, Ayton ON, N0G 1C0 \* CSGBgolf@germaniamutual.com

\* For more details, contact Elena DeBono @ Germania Mutual Insurance 1-888-418-7770 ext. 260 \*

Payment Methods: (a) by Cheque, payable to Crime Stoppers Grey-Bruce Tournament (b) by E-transfer, payable to Crime Stoppers Golf sent to: crimestoppersgolf@wightman.ca (c) by Credit Card

bayshore broadcasting



Official Event Title Sponsors

## Staff Report

Council Meeting Date: March 10, 2025

Subject: PWRDS-2025-03 - Structure E5 - Waterproof and Pave

Report from: Scott McLeod, Public Works Manager

Attachments: None

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### **Recommendation**

Be It Resolved that Council hereby approves report PWRDS-2025-03 - Structure E5 - Waterproof and Pave; and

Approves the waterproof, pave and expansion joint repairs to Structure E5 at the engineers' estimate of \$94,500; and

Further, that the project be funded by the surplus in account #02-4052 – 25-TRAN-0021 VEH&EQUIP (E) – Tandem Plow Truck.

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### **Background**

The 2025 Capital Budget identified the road section of Sideroad 15 between Bruce Road 11 and Concession 2, Elderslie for HCB pavement resurfacing.

The 2024 OSIM Bridge Inspection Report has identified structure E5, which is located within the same road section, for waterproof and pavement as well as expansion joint sealing within the next 1-5 years.

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### **Analysis**

The OSIM report was received prior to the budget process and therefore, the cost associated with the waterproof, pave and expansion joint repairs were not included in the cost to resurface the road section of Sideroad 15 between Bruce Road 11 and Concession 2, Elderslie. Staff are recommending that this work be completed in conjunction with the resurfacing project as opposed to returning in a few years' time to complete the work.

The budget for the resurfacing of the road is \$166,000 and the engineers' estimate for the structure work is an additional \$94,500. 63

Also included in the 2025 Capital Budget is funding of \$615,000 for the cost of a Tandem Plow Truck, which has been financed over 2024 and 2025. It has since been identified that the cost of the plow truck is expected to be approximately \$435,000, which will provide an estimated surplus of \$180,000 in the Transportation Capital Budget.

Staff recommend using the surplus to fund the costs of the pave, waterproof and expansion joint repairs in conjunction with the resurfacing of Sideroad 15 between Bruce Road 11 and Concession 2, Elderslie.

Should Council proceed with Staff's recommendation, the projects would be combined and tendered together, along with other resurfacing projects approved in the 2025 capital budget.

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

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

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

The engineers estimate for the Structure E5 work is \$94,500 and would be offset by the surplus funds from capital account #02-4052 – 25-TRAN-0021 VEH&EQUIP (E) – Tandem Plow Truck.

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Approved by: Emily Dance, Chief Administrative Officer



## Staff Report

Council Meeting Date: March 10, 2025

Subject: ECDEV-2025-07 - Refreshment Vehicle By-Law (3)

Report from: Jennifer Isber-Legge, Economic Development Coordinator  
Emily Dance, Chief Administrative Officer

Attachments: DRAFT Refreshment Vehicle By-Law

### **Recommendation**

Be It Resolved that Council hereby approves Report ECDEV.2025-07 – Refreshment Vehicle By-Law (3); and further directs staff to bring back the Refreshment Vehicle By-Law for approval.

### **Background**

On January 27, 2025 Council directed staff to bring forward a Refreshment Vehicle By-law to provide regulations for operating Refreshment Vehicles in Arran-Elderslie.

Refreshment Vehicles, or Food Trucks, are vehicles on wheels that are capable of being moved from place to place that are used for the sale of prepared foods including but not limited to such items as coffee, hotdogs, sausages, pizza, wraps, sandwiches and frozen treats.

The Draft By-Law was brought forward for Council consideration on February 24, 2025. Council directed staff to provide further information on including provisions to location to an existing restaurant and additional provisions related to exemptions for community events.

### **Analysis**

#### Location to an existing restaurant

In order to provide added protection to restaurants operating in the Commercial areas that support and anchor our communities, the municipality could put restrictions on operating a refreshment vehicle within a certain distance of a restaurant serving similar items. For example, if there is currently a restaurant



serving burgers and hot dogs, the refreshment vehicle applying for the same type of business could be prohibited from locating within a certain distance.

Consideration will have to be provided for the opposite, a refreshment vehicle received approval for the season, and mid-way through a restaurant opens.

Staff is recommending the following: A Refreshment Vehicle is prohibited from operating within 90m of a restaurant serving similar items. Should a refreshment vehicle receive a license prior to a similar establishment opening, the license will remain valid for the remainder of the season.

### Community Events

The first draft of the Refreshment Vehicle By-law included "Community Events that require food provisions are exempt from obtaining a Refreshment Vehicle License"

In order to ensure the safe operation of Refreshment Vehicles during Community Events staff is proposing the following amendment

3.6 Community Events that require food provisions are exempt from obtaining a Refreshment Vehicle License subject to providing the following:

- i. Authorization from the Community Event Organizers indicating the requirement for food provisions
- ii. Sketch or photograph or similar facsimile of the refreshment vehicle, and a site plan showing proposed location
- iii. Proof of Insurance
- iv. Proof of approval from an associated Fire and Emergency Services to the satisfaction of the Fire Chief
- v. Proof of approval from an associated Health Unit to the satisfaction of the Clerk

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

6.2 Supporting Businesses and the Local Economy

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

Proposed License fee of \$300 season and \$100 temporary license (less than one week) to cover staff time for administration of the license and inspection by the Fire Chief.

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Approved by: Emily Dance, Chief Administrative Officer





## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

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### By-law -2025

### Being a By-law to Regulate Refreshment Vehicles in the Municipality of Arran-Elderslie

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

**AND WHEREAS** Section 150 (1) of the *Municipal Act, R.S.O., 2001, c.25*, authorizes Councils to pass By-laws to license, regulate and govern any business wholly or partly carried on within the municipality even if the business is carried on from a location outside the municipality;

**AND WHEREAS** Section 150 (8) of the *Municipal Act, R.S.O., 2001, c. 25*, without limiting subsection (1), the power to license, regulate and govern a business included the power,

- a) To prohibit the carrying on of or engaging in the business without a licence;
- b) To refuse to grant a licence or to revoke or suspend a licence;
- c) To fix the expiry date for a licence;
- d) To define classes of businesses and to separately licence, regulate and govern each class;
- e) To impose conditions as a requirement of obtaining, continuing to hold or renewing a licence, including conditions,

**NOW THEREFORE** the Council for the Corporation of the Municipality of Arran-Elderslie enacts as follows:

#### **1.0 DEFINITIONS**

1.1 Food Vending – shall mean the sale of prepared foods ready for human consumption and shall include but not be limited to such items as hotdogs,

sausages, French fries and assorted condiments

1.2 License – means a license issued pursuant to this by-law.

1.3 Licensee – means a person licensed under this by-law.

1.4 Location – means a position or site occupied or available for occupancy where food vending is permitted.

1.5 Medical Officer of Health – means the Medical Officer of Health for the Bruce Grey-Owen Sound Health Unit.

1.6 Municipality – means the Corporation of the Municipality of Arran-Elderslie.

1.7 Refreshment Vehicle – shall mean a vehicle, which is on wheels and is capable of being moved from place to place by a person and includes a refrigerated bicycle cart or hot dog cart.

1.8 Year – shall mean calendar year being January 1st to December 31st.

1.9 Refrigerated Bicycle Cart shall mean a manually propelled bicycle or tricycle vehicle which pre-packaged ice-cream, ice-cream cones and other iced confectionery products are offered for sale or sold to the public.

1.10 Clerk shall mean the Clerk of the Municipality of Arran-Elderslie or their delegate

## **2.0 REGULATIONS**

2.1 No person shall operate for personal gain food vending in the Municipality without first having obtained a license pursuant to this By-Law.

2.2 No person shall operate a refreshment vehicle in a location other than that specified on Schedule "A" of this By-Law.

2.3 No person shall operate a refreshment vehicle within 90m of a restaurant serving similar items. Should a refreshment vehicle receive a license prior to a similar establishment opening, the license will remain valid for the remainder of the season

2.4 License fees pursuant to this By-Law shall be as established by the Municipality of Arran-Elderslie's Fees and Charges By-Law as amended from time to time.

2.5 No Licensee's refreshment vehicle shall be located in such a manner that unreasonably confines, impedes or presents a hazard to pedestrians or other

users of a sidewalk, untraveled portion of a municipal road allowance or municipal park.

2.6 Every refreshment vehicle used for food vending shall not exceed the dimensions of 27 square meters.

2.7 The Licensee shall ensure that their refreshment vehicle is equipped with a metal refuse container with a self-closing lid, and such container shall be kept in a clean sanitary condition and emptied at least once daily.

2.8 The Licensee shall ensure that their refreshment vehicle is equipped with a clearly marked recyclable container, with a self-closing lid, for cans and glass.

2.9 All refuse generated by the operation of a refreshment vehicle shall be disposed of in accordance with the Waste Management By-law.

2.10 The Licensee shall ensure that the refreshment vehicle and all parts and equipment for use in the dispensing of food are maintained in a clean and sanitary condition and at all times in good repair.

2.11 The Licensee shall comply with all applicable regulations of the Fire code and all requirements of the Arran-Elderslie Emergency Services Department.

2.12 No License shall be transferred except with consent in writing of the Municipality. The Municipality shall not be bound to give such consent.

2.13 The Licensee shall be solely responsible to pay any license or other fees that may be required by other agencies that have an interest in the lands upon which the license operates.

2.14 No Licensee shall operate a refreshment vehicle in a location where the operation of the refreshment vehicle would conflict with an existing agreement of Council or any of its Committees or Boards.

2.15 No Licensee shall operate a refreshment vehicle between the hours of 11:00pm and 8:00am of the next day.

2.16 No refreshment vehicle shall be equipped with any sounding device, loud speakers, amplifiers or other hailing devices for attracting attention.

2.17 Any lighting on a refreshment vehicle shall be only for the purpose of normal illumination.

2.18 A Licensee shall comply with all applicable provisions and regulations under the Health Protection and Promotion Act.

2.19 A licensee shall comply with the Sight Visibility Triangles in the applicable Municipal Zoning By-law.

2.20 A Refrigerated Bicycle Cart or Hot Dog Cart is not to operate on any arterial roads within the municipality, must remain stationary when in service.

### **3.0 ADMINISTRATION**

3.1 Every application for a license shall be accompanied by a completed form.

3.2 Every application for a license shall be accompanied by a sketch or photograph or similar facsimile of the refreshment vehicle, and a site plan showing location of the lot.

3.3 Every applicant, prior to issuance of a license, shall provide a copy of their insurance policy which specifies the following:

3.3.1 The Licensee shall have an insurance policy providing general liability insurance in the minimum amount of \$1,000,000.

3.3.2 The Municipality may as necessary be named as an additional insured.

3.3.3 The policy shall contain cross-liability coverage whereby the Municipality is indemnified against all liabilities, which in any way arise from any activity authorized by the license.

3.3.4 The policy shall provide that 30 days prior written notice shall be provided to the Municipality in the event of any material amendment to or cancellation of the policy.

3.4 Each License application shall be approved by the Clerk or designate of the Municipality of Arran-Elderslie.

3.5 The Municipality reserves the right to limit the number of Refreshment Vehicles permitted every year.

3.6 Community Events that require food provisions are exempt from obtaining a Refreshment Vehicle License subject to providing the following:

- i. Authorization from the Community Event Organizers indicating the requirement for food provisions
- ii. Sketch or photograph or similar facsimile of the refreshment vehicle, and a site plan showing proposed location
- iii. Proof of Insurance
- iv. Proof of approval from an associated Fire and Emergency Services to the satisfaction of the Fire Chief

- v. Proof of approval from an associated Health Unit to the satisfaction of the Clerk

#### **4.0 SUNDRY**

4.1 Every person who contravenes any provision of this By-Law:

- (i) is guilty of an offence; and,  
(ii) upon conviction therefore is liable to a fine or penalty of not more than Five Thousand (\$5,000.00) Dollars as prescribed in The Provincial Offenses Act, R.S.O. 1990, C.P.33, as amended.

4.2 The By-Law shall come into full force and effect upon its final passage.

4.3 The By-Law may be cited as the "Refreshment Vehicle By-Law"

Read the first and second time this xx day of xx 2025.

Read a third time and finally passed this xx day of xx 2025.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald

Schedule 'A'

All Lands defined in the Comprehensive Zoning By-Law (as amended)  
Hamlet Commercial (HC)  
Commercial Zones (C1, C2, C3, C4)

DRAFT

## Staff Report

Council Meeting Date: March 10, 2025

Subject: CLKS-2025-11 - Sidewalk Patio Policy

Report from: Julie Hamilton, Deputy Clerk

Attachments: DRAFT Sidewalk Policy

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### **Recommendation**

Be It Resolved that Council approves report CLKS-2025-11 Sidewalk Patio Policy and directs staff to bring back a bylaw to bring force and effect to the Sidewalk Patio Policy.

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### **Background**

At the February 24, 2025, Council meeting, the following resolution was passed:

Be It Resolved that Council approves report [CLKS-2025-07 Sidewalk Encroachment Policy](#) and directs staff to bring forwards Sidewalk Encroachment Policy for consideration.

The DRAFT policy provides a permitting process for Sidewalk Cafes and Sidewalk Patios and does not require permitting for smaller décor items, curbside merchandise or other smaller items that are easily removed or relocated.

A sidewalk café or patio, when designed and facilitated appropriately, can make a significant contribution to the downtown community.

As noted in the previous report, there is currently one sidewalk patio that has been installed seasonally in Paisley since 2021, and Council has provided support for both the 2025 and 2026 seasons. The provisions of this policy will not apply to that specific instance until 2027, however, any County imposed requirements will still apply.

Each of our downtown areas is situated on a Bruce County highway, however, responsibility for the sidewalks and parking are the responsibility of the lower tier.

## **Analysis**

The proposed policy requires an application to be submitted for the installation of a:

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

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

Applications must be accompanied by a site plan outlining the proposed location and placement of tables, chairs, fences and all other accessories to be included within the defined patio space which includes the patio building envelope and any utility poles, accessible parking spaces, trees, bike racks, benches, hydrants, parking metres, shelters, manholes, traffic signs, catch basins, awnings and any other physical or drainage features of the street within 6 metres (19.7 ft) of any public utility that may be affected by the development.

Conditions of a Sidewalk Café or Patio includes:

- Removal of all structures and restoration of municipal lands back to their original conditions between October 15 and May 1st of each year for snow removal purposes.
- Provisions to ensure patrons do not pose a nuisance to abutting property owners.
- Municipal and Public Utility right of access provisions
- Restrictions regarding smoking and patio heaters
- Ensure compliance with the Municipal Noise Bylaw
- Require appropriate insurance with the Municipality and County as additional insured.
- Ensure safety and accessibility remains paramount in our downtowns
- Impose special conditions where the sale of alcohol is proposed on the patio.

Design aspects and elements have been specified to ensure appropriate site triangles are maintained and an accessible walking path of a minimum of 1.5 metres is always maintained in accordance with AODA Regulations. All applications will be reviewed and require a County Encroachment Permit as well, where they



are proposed to encroach into the parking lanes on County maintained roads.

Staff time will be required to review and approve applications, and it is recommended that a yearly non-refundable application fee of \$130.00 be included in the fees and charges bylaw.

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

6.5 Engaging People and Partnerships

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

The yearly application fee would cover staff time to review and approve applications.

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Approved by: Emily Dance, Chief Administrative Officer



## Policy

Section: 5.0 Roads

Policy: Sidewalk Patio Policy

Policy By-Law:

Date:

Revision:

### Coverage:

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

### Policy Statement:

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

The purpose of the Sidewalk Patio Policy is to outline the process and provide guidelines for the erection of patios and cafés onto municipal property.

### Legislative Authority:

*Municipal Act, 2001, S.O. 2001, c. 25*

### Contents:

#### 1.0 Definitions

**County** means the Corporation of the County of Bruce.

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

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

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

**Municipality** means the Corporation of the Municipality of Arran-Elderslie as a governing body.

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

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

## 2.0 General Provisions

1. Any person who wishes to erect, install, and/or maintain a Sidewalk Café and Sidewalk Patio on municipal lands shall be required to apply to the Municipality seeking permission to do so, together with drawings or plans sufficient to describe the encroachment.
2. The Municipality shall review the application to ensure that any patio or café on Municipality owned land, does not or will not:
  - a. Interfere with the Municipality's intent and purpose in holding the municipal owned land.
  - b. Create an unsafe condition.
  - c. Create liabilities for which the Municipality cannot assign full responsibility to the owner of said Sidewalk Café and Sidewalk Patio
  - d. Create a situation that is contrary to any Municipal By-Law, Municipal Policy or Resolution, or any Provincial or Federal regulation or legislation.
  - e. Interfere with work, plans, efforts, or initiatives of the Municipality to maintain Municipality owned lands.
  - f. Interfere with any utility or other similar installation located on Municipal owned lands.

3. Sidewalk Café and Sidewalk Patios must directly abut the applicant's business and shall only be permitted to supplement an existing business of similar nature.
4. Sidewalk Café and Sidewalk Patio shall only be approved if their location and construction maintain a safe, secure and comfortable sidewalk environment for all pedestrians.
5. Sidewalk Café and Sidewalk Patio shall comply with O. Reg. 191.11, Integrated Accessibility Standards.
6. Permits may impose specific conditions in the agreement to address concerns identified by the Municipality.
7. In the event that locates are required, it is the responsibility of the applicant to make the necessary arrangements and pay the associated fee.
8. Permits shall be annual from May 1<sup>st</sup> to October 15<sup>th</sup>. Items may not be placed before approval is granted and must be removed on or before the end date of the permit. All permits shall be terminable by the Municipality or applicant upon ten (10) days written notice. Permits cannot be assigned or transferred.
9. No Sidewalk Café and Sidewalk Patio shall:
  - Permit the use of patio heaters.
  - Permit smoking.
  - Contravene the provisions of the Municipal Noise By-Law currently in effect.

### **3.0 Special Conditions**

1. Where the Sidewalk Café and Sidewalk Patio will encroach on County owned lands, the applicant will also be required to apply to the County for an encroachment permit. The County of Bruce will work with the Municipality of Arran-Elderslie to ensure the application and drawings meet the requirements and are acceptable to both the County and the Municipality.
2. Applications will be considered on a case-by-case basis by the Municipality. A list of conditions to be met for approval may be sent to the County of Bruce. If the application is not acceptable, a list providing the reasons for non-approval will be provided to the County of Bruce.

3. The County of Bruce will contact the applicant with the approval or the conditions or approval, or the disapproval of the application.
4. If the proposed Sidewalk Café and Sidewalk Patio is placed on both Municipal and County property, an encroachment agreement and/or permit will be required by both parties, along with the applicable fees.

### **Sidewalk Patio and Sidewalk Café Conditions**

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

### **Sidewalk Patio and Sidewalk Café Requirements**

#### **1. Information Requirements**

The applicant shall submit a site plan illustrating the proposed location and placement of tables, chairs, fences, traffic safety barriers and all other accessories to be included within the defined patio space which

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

2. Design

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

3. Location:

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

4. Fencing:

Fencing of a Sidewalk Patio that sells alcoholic beverages, must form a fully enclosed perimeter.

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

- a. The minimum height for fencing is 1.1 metres (42 inches) to a maximum of 1.2 metres (48 inches).
- b. Fencing shall be supported by metal foot plates and shall not be designed to penetrate the surface of the sidewalks (ie. No bolts/brackets) except as authorized by Public Works unless alternative supports are approved by the Municipality such as planters, weights, etc.
- c. Fencing should be of solid construction and be designed for easy removal from the site.
- d. Fencing shall not include point finials or similar features to the top of the fence.
- e. Fencing located within 6 metres (20 ft) of the intersection shall not obstruct the vehicular view angles as determined by the Municipality.
- f. Fencing to be removed by October 15th of each year to allow for sidewalk maintenance and snow clearing.
- g. Traffic safety barriers shall also be provided as an additional level of safety

5. Drainage:

Sidewalk Patio or Sidewalk Café design shall ensure for proper drainage of water and other debris and shall not be placed in a way that will obstruct the curb, gutter and/or catch basins. Where debris and/or other matter has collected surrounding the installation, it shall be removed daily.

6. Umbrellas:

Umbrellas shall be located entirely within the approved Sidewalk Café or Patio fence area.

7. Waste and Storage:

Sidewalk Café and Sidewalk Patio operators shall maintain the Sidewalk Café or Patio area, and the immediately adjacent area, in a clean and safe working condition at all times. Refuse containers are not allowed within the Sidewalk Café or Patio area. The storage of waste is not allowed.

8. Access:

A Sidewalk Café or Sidewalk Patio operator shall maintain a minimum width of 1.5 metres of unobstructed entrance to a Sidewalk Café or Sidewalk Patio. Barrier free access shall be maintained.

8. Lighting:

Lighting of a Sidewalk Café or Sidewalk Patio shall be approved provided all lighting is task oriented and will not spill onto abutting properties or interfere with the vehicular traffic travel lanes. All lighting shall be contained within the patio area.

9. Signs & Advertising:

No signs or advertising within a Sidewalk Café or Sidewalk Patio shall be permitted with the exception of a menu and no smoking/no vaping sign(s).

10. Sidewalk Patio Furnishings:

All tables, chairs and decorative accessories in a Sidewalk Café or Sidewalk Patio should be constructed using weather resistant materials. Any bar unit, service cart or server's workstation shall be portable and shall not be permanently attached to the wall of the facing building or the fencing. All furnishings and equipment with the exception of umbrellas shall not exceed the height of the fence.

11. Site Visibility Triangle:

Where Sidewalk Cafés or Sidewalk Patios are located in proximity to intersections, staff will review the proposal to ensure that vehicular and

pedestrian safety is maintained. Patios may require alterations to ensure safety.

**12. Hours of Operation:**

Sidewalk Cafés and Sidewalk Patios operations must comply with the provisions of the Municipal Noise By-Law currently in effect.

**Application and Fees**

Applications will be submitted to the Clerk and shall be reviewed by the Public Works Manager and Economic Development and Communications Coordinator, or their designate. Applications must be accompanied by the required fee as per the Municipality's Fees and Charges Bylaw.

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

**Indemnification**

The permit holder shall to the fullest extent permitted by law, hold harmless, defend at its own expense, and indemnify the Municipality of Arran-Elderslie, its officers, employees, agents, and volunteers, (the Municipality) against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of the Permit Holder or its officers, agents, or employees by reason of, resulting from, or otherwise related to, either directly or indirectly, the presence or operation of the sidewalk encroachment; excluding, however, such liability, claims, losses, damages, or expenses arising from the Municipal's sole negligence or willful acts

**Insurance**

The permit holder must have Commercial General Liability Insurance including but not limited to bodily injury including death, personal injury, property damage, tenants legal liability and cross-liability/severability of interest provisions in the amount of Two Million Dollars (\$2,000,000.00) per occurrence with a property damage deductible not to exceed \$1,000 or as agreed to by Permit Holder and name The Corporation of The Municipality of Arran-Elderslie and the Corporation of the County of Bruce as an Additional Insured.

The Commercial General Liability Policy shall contain an endorsement to provide the Municipality of Arran-Elderslie with (30) days prior written notice of cancellation

The permit holder shall furnish the Municipality with a certified copy of the insurance policy or an insurance policy or an insurance certificate in a form acceptable to the Municipality prior to permit approval. The certificate shall be



mailed, faxed, emailed or dropped off to the Clerk's Department.

Any permit holder involved in the sale or furnishing of alcoholic beverages shall also maintain Liquor Liability Insurance with a minimum per occurrence limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence. The Corporation of The Municipality of Arran-Elderslie and the Corporation of the County of Bruce shall be named as an Additional Insured on the Liquor Liability Insurance policy.

The Liquor Liability Insurance Policy, if required, shall contain an endorsement to provide the Municipality of Arran-Elderslie with (30) days prior written notice of cancellation. All insurance policies/coverage shall contain a Cross Liability and Severability of Interest clauses.

The permit holder shall maintain the required insurance coverage during the term of the permit. The Municipality may cancel a permit for failure to maintain or provide the required insurance coverage.

### **Compliance**

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

Patios and cafés erected on municipal property without a valid permit will be required to submit an application and applicable fee within three (3) calendar days. The Municipality reserves the right to remove all items at the expense of the owner if no application is received.

### **Inspection**

To ensure compliance, the Public Works Manager or designate will inspect the associated features as approved in the application. If found to be non-compliant, the features will need to be remove

## Staff Report

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Council Meeting Date: March 10, 2025

Subject: HR-2025-01 Staff Professional Development and Expense Policy

Report from: Emily Dance, Chief Administrative Officer

Attachments: DRAFT Professional Development and Expense Policy

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### **Recommendation**

Be It Resolved that Council approves report HR-2025-01 Staff Professional Development and Expense Policy; and directs staff to bring back a by-law to bring force and effect to the Professional Development and Expense Policy.

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### **Background**

The Municipality of Arran-Elderslie has listed Human Resources Enhancements, including employee recognition, engagement and wellness as a priority in the Corporate Strategic Plan with the goal of being a fantastic place to work.

Staff have reviewed the municipalities human resources practices to ensure alignment with current processes and legislative updates. It has been identified that certain processes require updating to meet these changes effectively.

In 2024, staff began to bring forward various policies and/or policy updates for Council consideration.

All draft policies are circulated to staff for comment and input prior to bringing them forward for Council consideration.

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### **Analysis**

#### **Staff Professional Development and Expense Policy**

Workforce is one of its most valuable assets of the Corporation, committing to investing in the necessary training and development of employees enables corporate and strategic plan objectives to be met.

Staff attendance is very important at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends.

The Municipality currently allows for Professional Development and expenses, mileage reimbursement and meal allowances for employees. The proposed policy will create clear expectations and considerations for education, training and development. Key Considerations:

- Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Supervisors may, within their approved budgets, schedule employees for specific training.
- The Municipality shall cover the cost of tuitions, registration, materials, accommodations, mileage, parking and meals.
- Education and training opportunities are considered a privilege and no overtime will be applicable.
- Allowance for employees attending training or authorized meetings shall be as follows: Breakfast \$20.00, Lunch \$30.00 and Supper \$50.00. Must be supported with receipts and not included in registration. Alcoholic beverages are excluded.
- The Municipality will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

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

#### 6.5 Engaging People and Partnerships

Advance a positive culture and high employee engagement within the Municipality of Arran-Elderslie as the foundation for exceptional customer service.

Foster teamwork and efficiency through joint training and standardization across municipal departments.

Human Resources Enhancements, including employee recognition, engagement, and wellness.

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

Professional Development and Conference expenses are included in the operating budget.

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Approved by: Emily Dance, Chief Administrative Officer



## Policy

Section: 3.0 Human Resources

Policy: Professional Development and Expense Policy

Policy By-Law: xx

Date: xx

Revision:

### Coverage:

This policy shall apply to all positions of the Municipality of Arran- Elderslie, respecting union positions are subject to the terms and conditions in their respective collective agreements when applicable.

### Policy Statement:

The Municipality of Arran-Elderslie recognizes that its workforce is one of its most valuable assets and is therefore committed to investing in the necessary training and development of employees to enable corporate and strategic plan objectives to be met.

Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends is therefore supported.

The Municipality also allows for expense, mileage reimbursement and meal allowances for employees

### Legislative Authority:

*Section 270, Municipal Act, 2001*

### Contents:

#### 1.0 Education/Training

The Municipality of Arran-Elderslie supports all employees in continuing development through training and education.

Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Supervisors may, within their approved budgets, schedule employees for specific education and training.

The Supervisor will determine the type of training and the certification/professional designation required in their department.

Where an employee wishes to further their education, that would be beneficial

and in keeping with municipal priorities approval is required from the CAO.

The Municipality shall cover the cost of tuition, registration, materials, accommodations, mileage, parking and meals.

The employee shall provide their Supervisor with a copy of any municipal funded certificate/training course, once received, for their personnel file.

Social events, such as golfing are optional and at the full cost of the employee.

Education and training opportunities are considered a privilege and no overtime will be applicable.

The municipality acknowledges that when training is offered by electronic means it may be beneficial for staff to participate from an alternate location ie home office or quiet room away from their traditional work-station.

## 2.0 Expense Remittance

The Municipality allows for expenses for all staff including all persons employed permanently, part-time or contract.

### *Meal Allowance*

Allowance for employees attending training or authorized meetings shall be as follows:

#### 2.1 The meal allowance rates shall be:

Breakfast \$20.00

Lunch \$30.00

Supper \$50.00

2.2 All meals at the meal allowance rate is limited to three per day, not included in registration, including those meals purchased while traveling to or from their destination.

2.3 Reasonable gratuities will be permitted.

2.4 Alcoholic beverages are not eligible for reimbursement.

2.5 Expense sheets with receipts shall be submitted and approved by a Supervisor.

2.6 Exemptions may be provided by the CAO for employees with dietary restrictions, allergies or sensitivities requiring accommodation.

### *Convention and Conference Allowances*

Each Senior Manager is authorized to attend one conference in the Province in any year. Additional conferences shall be authorized by the CAO.

The CAO shall authorize attendance to a conference by any other employee that is within the approved budget.

Allowance for employees attending conferences shall be as follows:

- 2.6.1 Actual amount of registration fee
- 2.6.2 Actual amount of accommodation
- 2.6.3 Transportation via the most economical fare
- 2.6.4 All meals at the meal allowance rate limited to three per day, not included in registration, including those meals purchased while traveling to or from a conference.
- 2.6.5 Expense sheets shall be submitted and approved by a Supervisor.

Where a convention provides a companion option, all additional costs incurred by the companion are the responsibility of the employee.

### 3.0 Mileage Allowance

Staff are encouraged to use a Municipal Vehicle when possible.

The Municipality will pay a mileage allowance to employees who are required to operate privately owned automobiles in the course of their employment for municipal business including education and training.

The mileage allowance will be paid based on the established mileage rate

Mileage allowance does not apply from place of residence to office and return.

The CAO may provide for exceptions if it is more appropriate for staff to leave from their place of residence.

Expense sheets shall be submitted and approved by Supervisors.

### 4.0 Professional Association Fees

The Municipality supports staff development for all employees through encouraging membership in professional organizations.

The Municipality will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

Attendance to meetings is encouraged; any fees will be paid for by the municipality upon approval by the appropriate Supervisor.

Social events, which are not related to professional organizations, are not paid by the Municipality.

DRAFT

Moved By : Councillor Penner

Seconded By: Deputy mayor Shaw

Whereas: The development of the Paisley Inn apartment building, located between Mill Drive and Rowe Street, is nearing completion and is anticipated to increase traffic flow

in the area; and

Whereas: The increased traffic from the building's parking lot, accessible from both Mill Street and Rowe Street, poses potential challenges to traffic flow and safety, particularly at the intersection of Rowe Street/Queen Street and Mill Drive/Queen Street due to limited visibility; and

Whereas: The anticipated increase in residential and commercial activity, including potential businesses within the Paisley Inn, will necessitate additional on-street parking; and

Whereas: Converting Mill Drive and Rowe Street from two-way to one-way traffic may improve traffic flow, enhance safety, and create opportunities for additional on-street parking; and

Whereas: The upcoming sidewalk construction associated with the Paisley Inn development presents an opportune time to consider and implement potential traffic flow changes;

Therefore, be it resolved that:

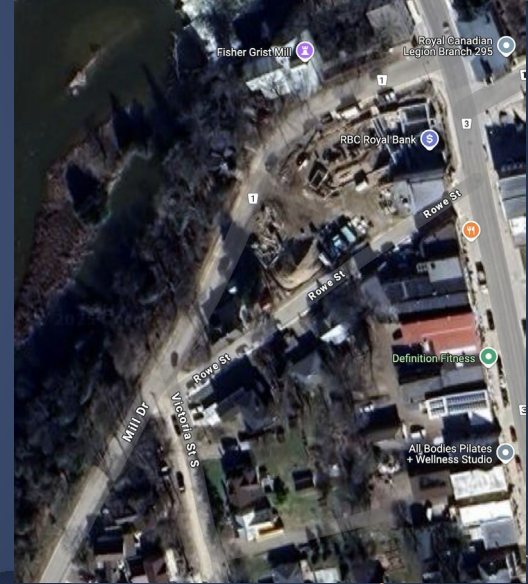
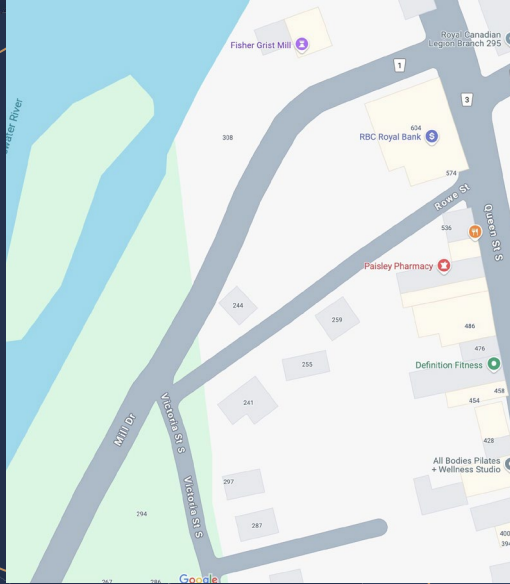
Council directs staff to provide a high-level report to investigate the feasibility and potential benefits and financial considerations of converting Mill Drive and Rowe Street from two-way to one-way traffic, with particular attention to:

- Traffic flow and safety impacts, especially at the intersection of Rowe Street and Queen Street and Mill Drive and Queen Street
- The potential for creating additional on-street parking spaces, including the possibility of designated overnight parking rentals.
- The integration of any traffic flow changes with the planned sidewalk construction.
- The direction of the proposed one-way traffic on each street.

AND FURTHER direct staff engage with the County of Bruce regarding impacts on the County Road.



# Motion for Traffic Study: Rowe Street & Mill Drive, Paisley



Photos are taken from Google Maps

Rowe Street and Mill Drive (County Road 1) converge with Queen Street (County Road 3) in the centre of Paisley. Rowe Street, a narrow residential street, typically features on-street parking along its south curb. Mill Drive, a wider thoroughfare, accommodates parking primarily along its north side. Between these two streets is the construction site of the Paisley Inn, a significant development of a 36-unit apartment building and two street-level storefronts along Queen Street. The Royal Bank of Canada is situated at the north corner of Rowe Street and Queen Street. Currently, both Rowe Street and Mill Drive operate as two-way traffic streets.

#### **Purpose of this Motion:**

This motion seeks to initiate a thorough discussion and feasibility study regarding the potential conversion of both Rowe Street and Mill Drive into one-way traffic streets. The primary objectives are to:

- **Enhance intersection safety:** Address the existing challenges and improve safety at the intersections of Rowe Street/Queen Street and Mill Drive/Queen Street.
- **Expand on-street parking:** Create additional parking capacity along Mill Drive and Rowe Street to accommodate increased demand.
- **Optimize traffic flow:** Facilitate smoother traffic flow, particularly concerning vehicles entering and exiting the Paisley Inn's parking lot and the intersections of Rowe Street and Mill Drive into Queen Street
- **Recognizing Bruce Counties jurisdiction over Queen Street (Hwy 3) and the impact of a change on our side roads on the County Road**



Photo taken from Invizij.ca  
<https://invizij.ca/project/paisley-inn-apartments/>





County Road 3 (Queen Street) and County Road 1  
(Mill Drive)



County Road 3 (Queen Street) and Rowe Street



Rowe Street Facing East toward Queen

Images taken from Google Maps





# Mill Drive facing west away from Queen Street

Mill Drive is a County Road



Moved By : Councillor Penner

Seconded By: Deputy Mayor Shaw

Whereas: The development of the Paisley Inn apartment building, located between Mill Drive and Rowe Street, is nearing completion and is anticipated to increase traffic flow in the area; and

Whereas: The increased traffic from the building's parking lot, accessible from both Mill Drive and Rowe Street, poses potential challenges to traffic flow and safety, particularly at the intersection of Rowe Street/Queen Street and Mill Drive/Queen Street due to limited visibility; and

Whereas: The anticipated increase in residential and commercial activity, including potential businesses within the Paisley Inn, will necessitate additional on-street parking; and

Whereas: Converting Mill Drive and Rowe Street from two-way to one-way traffic may improve traffic flow, enhance safety, and create opportunities for additional on-street parking; and

Whereas: The upcoming sidewalk construction associated with the Paisley Inn development presents an opportune time to consider and implement potential traffic flow changes;

Therefore, be it resolved that:

Council directs staff to provide a high-level report to investigate the feasibility and potential benefits and financial considerations of converting Mill Drive and Rowe Street from two-way to one-way traffic, with particular attention to:

- Traffic flow and safety impacts, especially at the intersection of Rowe Street and Queen Street and Mill Drive and Queen Street
- The potential for creating additional on-street parking spaces, including the possibility of designated overnight parking rentals.
- The integration of any traffic flow changes with the planned sidewalk construction.
- The direction of the proposed one-way traffic on each street.

AND FURTHER direct staff engage with the County of Bruce regarding impacts on the County Road.





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

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**By-law 17-2025**

**Being a By-law to Authorize the Signing of a Lease Agreement  
With the Liquor Control Board of Ontario**

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

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enter into a Lease Agreement with the Liquor Control Board of Ontario (LCBO) for the lease of the premises municipally known as 277 Queen Street North, Paisley;

WHEREAS the Corporation is the Owner of the Paisley LCBO store premises municipally known as 277 Queen Street North, Paisley.

WHEREAS the LCBO is desirous of leasing the building and extending the lease for a term of five years; and

WHEREAS Council passed Resolution 73-04-2025 on February 24, 2025 in support of this lease extension.

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

1. That the Corporation of the Municipality of Arran-Elderslie hereby enter into an agreement with the Liquor Control Board of Ontario for a term of five years commencing on April 1, 2026, and expiring on March 31, 2031 for the lease of the premises located at 277 Queen Street North, Paisley.
2. That Schedule "A", the Agreement ("Agreement"), forms part of this by-law.
3. THAT this By-law shall come into full force and effect upon receiving the final passing thereof.

\*\*\*\*\*

Read the first and second time this 10<sup>th</sup> day of March, 2025.

Read a third time and finally passed this 10<sup>th</sup> day of March, 2025.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald



**STORE NO. 615  
PAISLEY  
JF:jn**

**FOURTH EXTENSION AND AMENDING AGREEMENT**

**THIS AGREEMENT** made as of the 24<sup>th</sup> day of February, 2025

**B E T W E E N:**

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

1925 Bruce Road 10  
P.O Box 70  
Chesley, Ontario  
N0G 1L0

(the **“Landlord”**)

- and -

**LIQUOR CONTROL BOARD OF ONTARIO**

100 Queens Quay East  
9<sup>th</sup> Floor  
Toronto, Ontario  
M5E 0C7

(the **“Tenant”**)

**WHEREAS** by a lease dated the 9<sup>th</sup> day of April, 2021 (the **“Lease”**), the Landlord leased to the Tenant certain store premises comprising of a gross floor area of approximately one thousand two hundred and seventy-five (1,275) square feet on the ground level (the **“Premises”**), municipally known as 277 Queen Street North, Paisley, Ontario, N0G 2N0, located on those lands described in Schedule “A” attached hereto (the **“Lands”**);

**AND WHEREAS** the Lease was for a term of five (5) years and eleven (11) days commencing on the 20<sup>th</sup> day of March, 2001 and expiring on the 31<sup>st</sup> day of March, 2006 (the **“Term”**);

**AND WHEREAS** a Notice of Lease was registered in the Land Registry Office for the Land Titles Division of Bruce (No. 3) on the 28<sup>th</sup> day of June, 2002 as Instrument No. R366411;

**AND WHEREAS** pursuant to the terms of a Lease Extension and Amending Agreement dated the 27<sup>th</sup> day of February, 2006 (the **“First LEAA”**), the Landlord and the Tenant agreed to extend the Term of the Lease for a period of five (5) years, commencing on the 1<sup>st</sup> day of April, 2006 and expiring on the 31<sup>st</sup> day of March, 2011 (the **“First Extension Term”**), and to amend certain Lease provisions;

**AND WHEREAS** pursuant to the terms of a Lease Extension and Amending Agreement dated the 12<sup>th</sup> day of September, 2011 (the **“Second LEAA”**), the Landlord and the Tenant agreed to extend the Term of the Lease for a period of five (5) years, commencing on the 1<sup>st</sup> day of April, 2011 and expiring on the 31<sup>st</sup> day of March, 2016 (the **“Second Extension Term”**), and to amend certain Lease provisions;

**AND WHEREAS** pursuant to the terms of a Lease Extension and Amending Agreement dated the 17<sup>th</sup> day of May, 2016 (the **“Third LEAA”**), the Landlord and the Tenant agreed to extend the Term of the Lease for a period of ten (10) years, commencing on the 1<sup>st</sup> day of April, 2016 and expiring on the 31<sup>st</sup> day of March, 2026 (the **“Third Extension Term”**), and to amend certain Lease provisions;

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**AND WHEREAS** the Lease as amended by the First LEAA, Second LEAA and the Third LEAA is hereinafter referred to as the “**Lease**”;

**AND WHEREAS** the Term as amended by the First Extension Term, Second Extension Term and the Third Extension Term is hereinafter referred to as the “**Term**”;

**AND WHEREAS** the Landlord and the Tenant have agreed to extend the Term of the Lease for a period of five (5) years commencing on the 1<sup>st</sup> day of April, 2026 and expiring on the 31<sup>st</sup> day of March, 2031 (the “**Fourth Extension Term**”), and to amend certain other provisions of the Lease upon the terms and conditions hereinafter set forth.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements herein contained, other good and valuable consideration and the sum of two dollars (\$2.00) now paid by each of the parties to the other (the receipt and sufficiency whereof is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

1. The parties hereby acknowledge, confirm and agree that the foregoing recitals are true in substance and in fact, and form part of this Agreement.

2. The Term of the Lease is hereby extended for the Fourth Extension Term.

3. The Fourth Extension Term shall be upon and subject to the same terms and conditions as are contained in the Lease, save and except for the following:

(i) Commencing with the 1<sup>st</sup> day of April, 2026 to the 31<sup>st</sup> day of March, 2031, both inclusive, the Tenant shall pay Minimum Rent to the Landlord in the annual sum of Fifteen Thousand One Hundred and Seventy-Two Dollars and Fifty Cents (\$15,172.50), plus applicable HST, calculated on the basis of Eleven Dollars and Ninety Cents (\$11.90) per square foot of one thousand two hundred and seventy-five (1,275) square feet of the Premises. The Minimum Rent shall be payable in equal consecutive monthly instalments of One Thousand Two Hundred and Sixty-Four Dollars and Thirty-Eight Cents (\$1,264.38), plus applicable HST, in advance, on the first day of each calendar month during the aforesaid period; and

(ii) Provided that the Tenant is not then in default of any of its obligations under the Lease beyond any applicable cure period, the Tenant shall have the right, exercisable in its sole discretion, to extend the Term beyond the expiration of the Fourth Extension Term for two (2) further periods of five (5) years each (each referred to as an “**Extension Term**”) on prior written notice to the Landlord no less than six (6) months prior to the expiration of the applicable Extension Term. Rent for each such Extension Term beyond the Fourth Extension Term shall be determined by agreement between the parties or by arbitration in accordance with Section 15 of the Lease.

4. Effective as of the date of this Agreement, Section **14.1 Communications** of the Lease is hereby deleted in its entirety and replaced with the following:

**“ 14.1 Communications**

Any notice, request, demand or other communication required or permitted hereunder will be in writing and shall be sufficiently given if delivered by hand or sent by registered mail or courier to the other party at the address set out below or to such other person or address as the parties may from time-to-time designate in writing delivered pursuant to this notice provision. Any such notices, requests, demands or other communications shall be deemed received and effective: (I) upon delivery, if delivered personally; (II) on the date of receipt of registered mail or courier, where a confirmation of receipt is provided for such registered mail or courier; or (III) on the third (3<sup>rd</sup>) business day after demonstrable proof of sending by registered mail or courier, where confirmation of receipt is not provided for such by registered mail or courier. Regardless of the foregoing, if there is a mail stoppage or labour dispute or threatened labour dispute which has affected or could affect normal mail delivery by Canada Post, then no notice or other communication may be delivered by registered mail.

Any notice given shall be delivered to the following addresses:

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**To the Landlord at:**

THE CORPORATION OF THE MUNICIPALITY  
OF ARRAN - ELDERSLIE  
1925 Bruce Road 10  
P.O Box 70  
Chesley, Ontario  
N0G 1L0

Attention: Emily Dance, Chief Administrative Officer

Email: [edance@arran-elderslie.ca](mailto:edance@arran-elderslie.ca)

**To the Tenant at:**

Liquor Control Board of Ontario  
100 Queens Quay East, 9th Floor  
Toronto, Ontario  
M5E 0C7

Attention: Real Estate Leasing Department (#790)

E-mail: [RELeasingNotices@lcbo.com](mailto:RELeasingNotices@lcbo.com)

With a copy by e-mail to the Legal Department at:

E-mail: [legalnotices@lcbo.com](mailto:legalnotices@lcbo.com)”

Any notice delivered sent by email shall not be an acceptable form of delivery of such notice but a courtesy only and must be accompanied by an acceptable mode of delivery of such notice as set out above.”

5. Effective as of the date of this Agreement, the Lease is hereby amended by adding the following new provisions:

**(i) “Landlord’s Additional Work**

Notwithstanding anything to the contrary contained in the Lease, the Landlord shall remove and dispose of the existing A/C Condensing Unit (“**AC Unit**”) currently servicing the Premises, and supply and install a new A/C Condensing AC Unit based on the Tenant’s requirements and specifications, at the Landlord’s sole cost and expense (the “**Landlord’s Additional Work**”). The Landlord’s Additional Work shall be completed by the Landlord by no later than December 1, 2025.

Should any of the existing AC Unit currently servicing the Premises cease to operate and require replacement or repair before December 1, 2025, the Landlord shall immediately replace all existing AC Units in accordance with the Tenant’s requirements and specifications at the Landlord’s sole cost and expense.

In the event that the Landlord’s Additional Work as described above is not completed on or before December 1, 2025, or to the Tenant’s satisfaction, the Tenant shall have the option of completing all or part of the Landlord’s Additional Work and deducting the costs thereof from rent as it comes due.”

**(ii) “17.11 The Accessibility of Ontarians with Disabilities Act, 2005**

The Landlord is responsible for the common areas at the Building, and in particular that such common areas comply with all legal requirements including the

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requirements under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and the Regulations under the AODA.

One of the Regulations under the AODA is the Integrated Accessibility Standards Regulation ("IASR"). Included in the IASR is the Design of Public Spaces Standard. The Design of Public Spaces Standard primarily regulates outdoor spaces which would include the common areas of the Building/Lands. The Design of Public Spaces Standards requires that public spaces be accessible and covers items such as:

sidewalks,  
walkways,  
ramps,  
stairs,  
pedestrian signals, and  
handicap parking spaces.”

6. Effective as of the date of this Agreement, the Lease is hereby amended by deleting all references to “**Her Majesty the Queen**” and replacing with “**His Majesty the King**” where applicable.

7. The parties confirm that in all other respects, the Lease will remain in full force and effect except to the extent set forth in this Agreement, and the Lease is hereby ratified and affirmed by each of the Landlord and the Tenant. Capitalized terms used in this Agreement have the same meaning as they have in the Lease, unless otherwise defined in this Agreement.

8. The Landlord and the Tenant represent and warrant to each other that they have the right, full power and authority to agree to the amendments to the Lease and the other provisions contained in this Agreement and to execute this Agreement.

9. Time, in all respects, shall be of the essence hereof.

10. All dollar amounts expressed herein shall be lawful money of Canada.

11. This Agreement shall be governed by the laws of the Province of Ontario.

12. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, executors, administrators, successors and permitted assigns as the case may be.

13. This Agreement may be executed and transmitted by electronic transmission and reproduction and/or transmission of signatures by way of electronic transmission will be treated as though such reproduction were executed originals of this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same document.

*Signature Page Follows*

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**THE CORPORATION OF THE MUNICIPALITY OF ARRAN – ELDERSLIE**

Per: \_\_\_\_\_  
Authorized Signing Officer  
Name: Steve Hammell  
Title: Mayor

Date of Signature: February 24, 2025

Per: \_\_\_\_\_  
Authorized Signing Officer  
Name: Christine Fraser-McDonald  
Title: Clerk

Date of Signature: February 24, 2025

*I/We have authority to bind the Corporation*

**LIQUOR CONTROL BOARD OF ONTARIO**

Per: \_\_\_\_\_  
Authorized Signing Officer  
Name: Rosslyn Young  
Title: Chief Legal Officer

Date of Signature: \_\_\_\_\_

*I have authority to bind the Corporation*

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**Schedule "A"**  
**Lands**

**P.I.N 33180-0268 (LT)**

LT 1 W/S WATER ST PL 255 (SUBDIVISION OF LT H WATER ST PL 42); LT D, E, F PL 42; PT WATER ST PL PAISLEY PT 1, 3R2296; ARRAN-ELDERSLIE



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

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**By-Law 18-2025**

**Being a By-law to Confirm the Proceedings of the Regular Council Meeting  
of the Municipality of Arran-Elderslie held March 10, 2025**

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WHEREAS by Section 5(1) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants powers of a Municipal Corporation to be exercised by its Council; and

WHEREAS by Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended, provides that powers of every Council are to be exercised by By-law unless specifically authorized to do otherwise; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Arran-Elderslie for the period ending March 10, 2025, inclusively, be confirmed and adopted by By-law.

NOW THEREFORE the Council of the Corporation of the Municipality of Arran-Elderslie enacts as follows:

1. The action of the Council of the Municipality of Arran-Elderslie at its Regular Council meeting held March 10, 2025, in respect to each motion and resolution passed, reports received, and direction given by the Council at the said meetings are hereby adopted and confirmed.
2. The Mayor and the proper Officials of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
3. The Mayor and Clerk, or in the absence of either one of them, the Acting Head of the Municipality, are authorized and directed to execute all documents necessary in that behalf, and the Clerk is authorized and directed to affix the Seal of the Corporation to all such documents.

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Read a first and second time this 10<sup>th</sup> day of March 2025.

Read a third time and finally passed this 10<sup>th</sup> day of March 2025.

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Mayor Steve Hammell

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Clerk – Christine Fraser-McDonald