



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Monday, April 28, 2025, 9:00 a.m.
Council Chambers
1925 Bruce Road 10, Chesley, ON

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2. Mayor's Announcements (If Required)	
3. Adoption of Agenda	
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9. Delegations	
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14.	New Business	
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15.4	By-law 34-2025 - Amend the Fees and Service Charges for 2025	124
16.	Closed Session (if required)	
	<ul style="list-style-type: none"> personal matters about an identifiable individual, including municipal or local board employees - personnel matter and Paisley Working Group litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board- Fire Code Order and Prosecution AND Notice of Decision- Conservation Authorities Act acquisition or disposition of Lands - Expression of Interest - Paisley Library and Concession 6 Elderslie road reconstruction 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 - Fire Agreements educating or training members of the council, a local board or committee - Building By-law 	
17.	Resolution to Reconvene in Open Session	
18.	Adoption of Recommendations Arising from Closed Session (If Any)	
19.	Confirming By-law	159
20.	Adjournment	
21.	List of Upcoming Council meetings	
	<ul style="list-style-type: none"> May 12, 2025 May 26, 2025 June 9, 2025 June 23, 2025 	



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

Monday, April 14, 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 - Coordinator for Infrastructure & Development
Scott McLeod - Public Works Manager
Carly Steinhoff - Recreation Manager
David Munro - Interim Treasurer
Jennifer Isber-Legge - Economic Development & Communications Coordinator
Emily Dance, CAO

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)

- April 28 is the day of mourning. This year there is a ceremony planned at the Chesley Community Centre on April 25th from 10:30 am to 11:30 am. Mayor Hammell read a proclamation in this regard.
- The Tara Easter Egg Hunt & Colouring Draw will be held on April 20th behind the Tara Arena at 1:00 p.m.
- The Chesley Easter Egg hunt will be held on April 19th at the Chelsey Fire Hall starting at 10:00 a.m.
- Arran-Elderslie is establishing a Paisley Community Working Group. Community members that are interested in applying can find the terms of

reference and application on the website or at the Paisley Community Centre until April 14th.

In celebration of Chesley's 145th anniversary, the Municipality of Arran-Elderslie and the Chesley Kinsmen Club, with a community grant from Community Foundation Grey Bruce, are partnering to create a unique mosaic mural made from community submissions. The mural will be unveiled prior to Chesley's Homecoming Celebrations, taking place July 31 to August 3, 2025. The Municipality is inviting people to submit high-resolution images of original photographs or artwork that reflect the essence of Chesley. Images should showcase the town's landmarks, history, nature, events, and traditions. Please contact Jennifer Isber-Legge for more information.

3. Adoption of Agenda

Subsequent to further discussion, Council passed the following resolution:

111-07-2025

Moved by: Councillor Nickason

Seconded by: Councillor Penner

Be It Resolved that the agenda for the Council Meeting of Monday, April 14, 2025 be received and adopted, as distributed by the Clerk.

Carried

4. Disclosures of Pecuniary Interest and General Nature Thereof

4.1 Councillor Nickason - Allenford Ball Diamond – Replacement of Light Bulbs

Councillor Nickason declared a conflict as his son is the contractor for this project.

5. Minutes of Previous Meetings

5.1 March 24, 2025 - Regular Council Minutes

Subsequent to further discussion, Council passed the following resolution:

112-07-2025

Moved by: Councillor Nickason

Seconded by: Deputy Mayor Shaw

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held March 24, 2025.

Carried

6. Delegations

6.1 Kayleigh Baxter - Community Leadership Educational Workshop on behalf of the Hugh O'Brian Youth Leadership Organization

Kayleigh Baxter discussed what HOBY is with Council to create change with youth and leadership. It has spread across the globe. Within HOBY they have CLeW which is a workshop for high school students focusing on leadership skills. It stresses knowledge and uniqueness. Their event is on June 6th from 8:00 am to 3:00 pm. They will be buying pizza and snacks locally in Chesley.

Subsequent to further discussion, Council passed the following resolution:

113-07-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Steinacker

Be it resolved that the Municipality of Arran-Elderslie Council hereby approves the request from the Hugh O'Brian Youth Leadership Canada to waive the fees in the amount of \$401.50 for the use of the Chesley Community Centre Hall and kitchen for June 6, 2025.

Carried

7. Correspondence

7.1 Requiring Action

7.1.1 Kinette Club of Chesley - Dog Park Request

This project would not be eligible for a Spruce the Bruce grant as these grants are for Downtown Improvement.

Council requested that there be community engagement for wherever the dog park could be located as it needs to be a good fit for the community.

Subsequent to further discussion, Council passed the following resolution:

114-07-2025

Moved by: Councillor Penner

Seconded by: Councillor Hampton

That the Council of the Municipality of Arran-Elderslie hereby directs staff to bring back a report outlining the feasibility for a Kinette Club driven community dog park in Chesley including possible municipally owned property.

Carried

7.2 For Information

Deputy Mayor Shaw asked Council if anyone was interested in attending the "Together as One" gala as well as members of the committee. The Mayor will attend on that evening.

Council directed staff to provide comments before April 16, 2025.

Subsequent to further discussion, Council passed the following resolution:

115-07-2025

Moved by: Councillor Nickason

Seconded by: Deputy Mayor Shaw

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

7.2.1 SMART Minutes - February 21, 2025

7.2.2 Grey Sauble Conservation Authority Media Release

7.2.3 Together as One Gala

7.2.4 Tara BESS Project Update

7.2.5 MEDIA RELEASE (April 8, 2025) Know Where You Are: Respect the Rules Regarding Illegal Motorized Vehicle Use on Conservation and County Lands

7.2.6 Paul Vickers MPP - Media Release

7.2.7 Letter from Minister Rob Flack - Strong Mayors Powers

7.2.8 Strong Mayors Powers - John Mascarin

8. Staff Reports

8.1 Emergency Services

8.1.1 Fire Protection Grant - Additional Funds

Clerk Christine Fraser-McDonald responded to questions from Members of Council. He noted that the Municipality had received a Fire Protection Grant for the purchase of extractors and dryers for the Tara and Paisley Fire Stations. Since this time, he has been notified that additional funds were available to the Municipality in

the amount of \$361.73. The Fire Chief would like to use these funds for the purchase of additional detergent products for the extractors. The Office of the Fire Marshal is requesting that Council endorse this additional grant allocation to be able to finalize this supplemental payment.

Subsequent to further discussion, Council passed the following resolution:

116-07-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Penner

Be it resolved that the Council of the Municipality of Arran-Elderslie hereby endorses the additional grant allocation from the Fire Protection Grant, in the amount of \$361.73 to finalize this supplemental payment.

Carried

8.2 Public Works

8.2.1 PWRDS-2025-04 – Victoria Street Sidewalk Project

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

Subsequent to further discussion, Council passed the following resolution:

117-07-2025

Moved by: Councillor Penner

Seconded by: Councillor Steinacker

Be It Resolved that Council hereby approves Report PWRDS-2025-04 – Victoria Street Sidewalk Project; and

Approves an exemption to the Procurement Bylaw No. 59-09 under section 4.7; and

Further, awards the Victoria Street Sidewalk Project to Signature Contractors as quoted for \$196, 898.25 inclusive of HST and funded through account #25-TRANS-4126.

Carried

8.2.2 PWWS-2025-03 – 3rd Street SW, Chesley

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

Subsequent to further discussion, Council passed the following resolution:

118-07-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Hampton

Be It Resolved that Council approves Report PWWS-2025-03 – 3rd Street SW, Chesley; and

Awards the tender for the watermain, sanitary, storm and road reconstruction to Hanna and Hamilton Construction Co. Ltd. for the total amount of \$829,567.30, inclusive of HST.

Carried

8.2.3 CLK-2025-16 Barfoot Municipal Drain Cleanout (2023 & 2024)

Coordinator for Infrastructure & Development, Julie Hamilton, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

119-07-2025

Be It Resolved that Council hereby approves Report CLKS-2025-16 Barfoot Municipal Drain Cleanout 2023 and 2024

AND approves the final assessment schedules as prepared by Cobide Engineering Inc for the Barfoot Municipal Drain 2023 AND Barfoot Municipal Drain 2 2024

AND FURTHER authorizes the By-Law to levy the cost of work undertaken for the Barfoot Municipal Drain and Barfoot Municipal Drain 2 be brought forward for approval on today's agenda.

8.3 Facilities, Parks and Recreation

8.3.1 REC 2025-03 Bruce Grey Bulls Ice Request

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

Subsequent to further discussion, Council passed the following resolution:

120-07-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Nickason

Be It Resolved that Council hereby approves Report REC-2025-04 - Bruce Grey Bulls Ice Request; and

That Council supports the Bruce Grey Bulls to begin the 2025/2026 ice season in Paisley on the same September date as Chesley Community Centre; AND

That Council supports the Bruce Grey Bulls request to be billed at the same rate as the Grey Bruce Highlanders/TCDMHA for the 2025/2026 ice season; AND

Further require an agreement between the Municipality and the Bruce Grey Bulls prior to the commencement of the 2025/2026 ice season.

Carried

8.3.2 Allenford Ball Diamond – Replacement of Light Bulbs

Councillor Nickason declared a conflict on this item. (Councillor Nickason declared a conflict as his son is the contractor for this project.)

Councillor Nickason declared a pecuniary interest and left his seat in the Council Chambers.

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

Subsequent to further discussion, Council passed the following resolution:

121-07-2025

Moved by: Councillor Dudgeon

Seconded by: Councillor Steinacker

Be It Resolved that Council hereby approves Report REC-2025-04 Allenford Ball Diamond Lights, AND,

1. Accepts the quotation from Nickason Electric in the amount of \$23,278.00, inclusive of applicable taxes for the supply and installation of new six light bulbs and removal of ballasts at the Allenford Ball Diamond and be funded through Capital Account 02-4137-4300, 25-RECC-4137 Allenford Ball Diamond Lights;

2. That Council approves an exemption from Section 4.7 of the Procurement Policy, Tender – RFP-RFQ-waived- Council approval, such that staff can award the contract to Nickason Electric, to complete the replacement of the light bulbs at the Allenford Ball Diamond.

Carried

8.3.3 REC-2025-07 Tara Basketball Court Refurbishment

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

Subsequent to further discussion, Council passed the following resolution:

122-07-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Penner

Be It Resolved that Council hereby approves report REC-2025-07 Tara Basketball Court Refurbishment and;

Accepts the quotation from MacDonnell Excavating Ltd. in the amount \$14,305.80, inclusive of applicable taxes for the refurbishment of the Tara Basketball Court to be funded through Capital Account 02-4037-4300.

Carried

8.3.4 REC-2025-06 Paisley Ball Diamond Enhancements

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

Subsequent to further discussion, Council passed the following resolution:

123-07-2025

Moved by: Councillor Penner

Seconded by: Deputy Mayor Shaw

Be It Resolved that Council hereby approves Report REC-2025-06 Paisley Ball Diamond Enhancements; AND

Accepts the quotation from Mar-Co Clay Products Inc. in the amount of \$19,773.70 and the quote from Nicoll Construction in the amount of \$14,012.00, both inclusive of applicable taxes for the

Paisley Ball Diamond infield enhancements, to be funded through Capital Account 02-4153-4300; and

That Council approves the exemption from Section 4.7 of the Procurement Policy, such that staff can award the contract to Mar-Co Clay Infield Products Inc. and Nicoll Construction to complete the Paisley Ball Diamond infield project.

Carried

8.4 Clerks

8.4.1 CLKS.2025.08 – Volunteer Policy

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

Subsequent to further discussion, Council passed the following resolution:

124-07-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Dudgeon

Be It Resolved the Council approves Report CLKS.2025.08 – Volunteer Policy;

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

Carried

8.5 CAO

8.5.1 Battery Energy Storage System Policy

CAO Emily Dance responded to questions from Members of Council.

Council requested that the setback be increased to 300 metres.

Subsequent to further discussion, Council passed the following resolution:

125-07-2025

Moved by: Councillor Hampton

Seconded by: Deputy Mayor Shaw

Be It Resolved that Council hereby approves Report CAO-2025-06 being the Battery Energy Storage System Policy as amended;

And approves the Battery Energy Storage Policy By-Law AND FURTHER authorizes the appropriate By-laws coming forward.

Carried

8.5.2 Expansion of Strong Mayors Powers - Comments to the Provincial Government

CAO Emily Dance responded to questions from Members of Council. Council requested that a media release be created as well as forwarding this on to the Province.

Subsequent to further discussion, Council passed the following resolution:

126-07-2025

Moved by: Councillor Penner

Seconded by: Councillor Steinacker

That the Council of the Municipality of Arran-Elderslie hereby directs staff to provide the following motion as comments to the Strong Mayor Powers:

MOTION TO ADDRESS CONCERNS REGARDING THE EXPANSION OF STRONG MAYOR POWERS

WHEREAS the Ontario government has proposed expanding the “strong mayor” powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Arran-Elderslie hereby opposes the expansion of Strong Mayor Powers;

AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

AND THAT the Council encourages advocacy for democratic principles and for municipal governance systems that prioritize collaboration, inclusivity, and democratic engagement;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded as part of the consultation process to the Province.

Carried

9. Members Updates

Shaw:

Deputy Mayor Shaw attended a GSCA board meeting and attended the Small Communities session in Owen Sound.

Hampton:

Councillor Hampton had nothing to report.

Dudgeon:

Councillor Dudgeon had nothing to report except for receiving a few phone calls.

Steinacker:

Councillor Steinacker noted the general store has reopened and there was a donation made to the Tara Food Bank.

Penner:

Councillor Penner had nothing to report.

Nickason:

Councillor Nickason has received some phone calls regarding potholes.

Hammell:

Mayor Hammell and CAO Dance met with the new MPP Paul Vickers and discussed bridges, Chesley Hospital and the Tara BESS project.

10. New Business

11. By-laws

11.1 By-law 25-2025 - Appoint an Administrative Assistant/Deputy Clerk

Subsequent to further discussion, Council passed the following resolution:

129-07-2025

Moved by: Councillor Dudgeon

Seconded by: Councillor Steinacker

Be It Resolved that By-law No. 25-2025 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 25-2025 being a By-law to appoint Devan Baker as an Administrative Assistant/Deputy Clerk for the Municipality of Arran-Elderslie.

Carried

11.2 By-law 26-2025 - 2025 Tax Rate By-law

Subsequent to further discussion, Council passed the following resolution:

130-07-2025

Moved by: Councillor Nickason

Seconded by: Deputy Mayor Shaw

Be It Resolved that By-law No. 26-2025 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 26-2025 being a By-law to assess and levy the rates required for the lawful purposes of the Municipality of Arran-Elderslie for 2025.

Carried

11.3 By-law 27-2025 - Adopt a Corporate Image and Visual Identity Policy

Subsequent to further discussion, Council passed the following resolution:

131-07-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Hampton

Be It Resolved that By-law No. 27-2025 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 27-2025 being a By-law to adopt a Corporate Image and Visual Identity Policy for the Municipality of Arran-Elderslie.

Carried

11.4 By-law 28-2025 Levy Cost of Work on Barfoot Municipal Drain

Subsequent to further discussion, Council passed the following resolution:

132-07-2025

Moved by: Councillor Dudgeon

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 28-2025 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 28-2025 being a By-law to Being a By-Law to Levy the Cost of Work Undertaken on the Barfoot Municipal Drain in the Municipality of Arran-Elderslie.

Carried

11.5 By-Law 29-2025 - Levy the Cost of Work on Barfoot #2 Municipal Drain

Subsequent to further discussion, Council passed the following resolution:

133-07-2025

Be It Resolved that By-law No. 29-2025 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 29-2025 being a By-law to Levy the Cost of Work Undertaken on the Barfoot #2 Municipal Drain in the Municipality of Arran-Elderslie.

12. Closed Session - 11:00 am

Subsequent to further discussion, Council passed the following resolution:

127-07-2025

Moved by: Councillor Penner

Seconded by: Councillor Nickason

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

() the security of the property of the municipality or local board;

(X) personal matters about an identifiable individual, including municipal or local board employees - Update on staffing matter

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

() labour relations or employee negotiations;

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

(X) advice that is subject to solicitor-client privilege, including communications necessary for that purpose - zoning infractions and issues

() 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.

Staff Authorized to Remain:

CAO Emily Dance and Clerk Christine Fraser-McDonald - Items 1 - 5

Municipal Solicitor Kevin Thompson - Items 1 - 2

Carried

13. Resolution to Reconvene in Open Session

Mayor Hammell confirmed that Council discussed only those matters identified in the above motion.

Council passed the following resolution:

128-07-2025

Moved by: Councillor Dudgeon

Seconded by: Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 12:15 p.m.

Carried

14. 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.

Direction was given to staff and the Municipal Solicitor for Items 1 to 2 (zoning infractions and issues)

Council received Items 3, 4 and 5 for information purposes (staff update and insurance claim).

15. Confirming By-law

Subsequent to further discussion, Council passed the following resolution:

134-07-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Hampton

Be It Resolved that By-law No. 30-2025 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 30-2025 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, April 14, 2025.

Carried

16. Adjournment

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Nickason

Seconded by: Councillor Dudgeon

Be It Resolved that the meeting be adjourned to the call of the Mayor at 12:24 p.m.

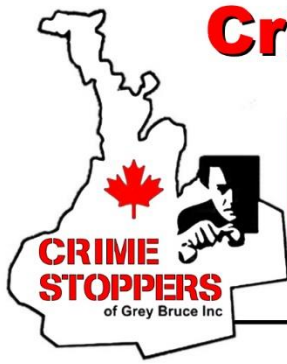
Carried

17. List of Upcoming Council meetings

- April 28, 2025
- May 12, 2025
- May 26, 2025

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk



Crime Stoppers of Grey Bruce Inc.¹⁷

P.O. Box 1119, Owen Sound, Ontario N4K 6K6

1-800-222-TIPS (8477)

Submit a Secure Web-Tip at cstip.ca or get the P3 Tips Mobile App

Phone: 519 371-6078

Fax: 519 371-1275

eMail: crimestopgb@bmts.com

Web: crimestop-gb.org



Program Coordinator's Report JANUARY 1 TO MARCH 2025 – Q1 Drew Kalte

DISTRIBUTION

Board of Directors, Crime Stoppers of Grey Bruce
OPP GHQ Orillia
Grey Bruce OPP
South Bruce OPP
Blue Mountains OPP
Owen Sound Police Service
Hanover Police Service
Saugeen Shores Police Service
West Grey Police Service
Neyaashiinigmiing First Nation Police
Ontario MNRF

South Bruce OPP Detachment Police Services Board
Grey Bruce OPP Detachment Police Services Board
Saugeen Shores Police Services Board
Owen Sound Police Services Board
Hanover Police Services Board
Blue Mountains OPP Detachment Police Services Board
West Grey Police Services Board
Grey Bruce Crime Prevention Action Table
Saugeen First Nation
Neyaashiinigmiing First Nation
Grey Bruce Health Unit
County of Grey
County of Bruce

TIP STATISTICS FOR JANUARY 1 TO MARCH 31, 2025

- Total Tips (Phone, Web, and Mobile, *including 437 tip follow-up dialogs*): 573
- New Tips (Phone, Web, and Mobile): 136

Tips Allocated: 160 (24 tips were allocated to multiple recipients)

- Grey Bruce OPP: 58 (36%)
- South Bruce OPP: 29 (18%)
- The Blue Mountains OPP: 2 (1.5%)
- Owen Sound Police Service: 39 (24.5%)
- Hanover Police Service: 8 (5%)
- Saugeen Shores Police Service: 17 (10.5%)
- West Grey Police Service: 1 (0.5%)
- Neyaashiinigmiing First Nation Police: 3 (2%)
- Ontario MNRF: 2 (1.5%)
- Ontario MOF (contraband tobacco): 0 (0%)
- Ontario MECP (environment, conservation, parks): 1 (0.5%)
- OPP Contraband Tobacco Enforcement: 0 (0%)
- MTO Safety Inspection and Enforcement: 0 (0%)
- OPP AGCO Investigations: 0 (0%)
- OPP Anti Human Trafficking Coordination Unit: 0 (0%)
- RCMP: 0 (0%)
- CBSA: 0 (0%)
- Équité Association (insurance fraud): 0 (0%)
- Animal Welfare Authorities: 0 (0%)
- OMVIC Investigations & Enforcement: 0 (0%)
- Grey Bruce Health Unit: 0 (0%)

Crime Stoppers of Grey Bruce Statistics Since Inception May 1987	
Tip Reports	19,476
Arrests	1,797
Charges	2,588
Cases Cleared	2,763
Property Recovered	\$4,906,216
Narcotics Recovered	\$50,861,777
Rewards Approved	\$290,660

Program Restructuring

- This quarter we implemented a restructuring plan to allow our program to continue to operate while remaining sustainable.
- The Owen Sound office has been closed and staffing reduced.
- Our Police partners are encouraged to use **coordinator@cstip.ca** to reach us regarding any confidential Tip matters.

Tip Totals Year to Date

- 136 new tips were received during the first quarter of 2025, which is behind the first quarter of 2024 by 16 tips.

MEDIA

- LITE 99.3, Bayshore Broadcasting, Zoomer Radio 92.3, Blackburn Radio (Cool 94.5 & 101.7 The One), Shoreline Classics, and Bluewater Radio continue to receive Crime of the Week segments that are sent out from our office on a weekly basis.
- Crime of the Week columns are forwarded to the Bruce County Marketplace magazine.
- Crimes of the Week are being forwarded to the Saugeen Times online news, as well as Eastlink TV.

FUNDRAISING

- One of our Nevada ticket outlets has closed, leaving two remaining locations. Nevada ticket revenues are declining but continue to assist in funding eligible expenses.
- In the first quarter of 2025 we received a Community Grant from Northern Bruce Peninsula, and we are very grateful for their support. We continue to reach out to each of the Police Services Boards and Municipalities of Grey and Bruce to request funding commitments for our program.
- The Mildmay Rotary Club donated \$500 to our program this quarter.
- We received \$750 in donations from community members this quarter.
- We received a \$300 donation from Gateway Casinos in Hanover.
- Our application for the Bruce Power Community Investment Fund was declined.
- Our charity proposal for the Tim Hortons Smile Cookie program was declined.
- We applied for funding from the Firehouse Subs Public Safety Foundation.
- We will continue to seek support from the Police Services Boards and Municipalities of Grey and Bruce as well as from businesses, service clubs, and the public.

EVENTS AND PROMOTIONS

- We presented to the Lucknow Kinsmen on January 8th and the Southampton Rotary Club on March 5th.
- We are participating in the Drug Trafficking Awareness Town Halls on April 3rd in Port Elgin, April 10th in Durham, April 16th in Walkerton, April 23rd in Owen Sound, and April 29th in Hanover, all in conjunction with the Grey Bruce Crime Prevention Action Table.

CRIME STOPPERS BOARD

- We currently have six members on our Board of Directors after a new appointment. We are continuing to recruit new members to the Board and are seeking specific skill sets, such as a Treasurer and people with fundraising experience.

UPCOMING EVENTS

- Crime Stoppers of Grey Bruce 33rd Annual Golf Tournament on Thursday June 5th.
- Lucknow Kinsmen Dungannon Super Pull and Demo Derby 50/50 raffle fundraiser on Friday June 13th in Lucknow.
- Hanover Volunteer Fair on Tuesday June 17th.
- Bruce County Show 'N Go classic car tour and show on Sunday June 22nd in Paisley
- Marine Heritage Festival Fun in the Park event in Southampton on Saturday July 26th.
- Port Elgin Lions Club TV Bingo fundraiser.

Multi Municipal Energy Working Group MINUTES

**MMEWG-2025-01
Thursday, January 9, 2025, 7:00 p.m.
Virtually via Microsoft Teams**

Members Present: Mark Davis - Municipality of Arran-Elderslie - Citizen Appointee
 Ryan Nickason - Municipality of Arran-Elderslie
 Terry Mckay - Township of Chatsworth
 Tom Allwood - Municipality of Grey Highlands
 Dan Wickens - Municipality of Grey Highlands
 Jim Hanna - Township of Huron Kinloss
 Todd Dowd - Municipality of Northern Bruce Peninsula
 Sue Carleton - Township of Georgians Bluffs

Others Present: Julie Hamilton - Recording Secretary
 Bill Palmer - Technical Advisor

1. Meeting Details

2. Call to Order

The Chair called the meeting to order at 7:00 pm. A quorum was present.

3. Election of Chair and Vice-Chair

The Recording Secretary opened the floor for nominations for Chair.

Tom Allwood was nominated to remain as Chair. He accepted the nomination.

The Recording Secretary called a second time for nominations. None were made and nomination were closed.

Tom Allwood was appointed Chair of the Working Group for 2025.

The Recording Secretary opened the floor for nominations for Vice-Chair.

Mark Davis was nominated. He declined.

Jim Hanna was nominated. He declined.

Todd Dowd was nominated. He accepted.

The Recording Secretary called a second time for nominations. None were made and nomination were closed.

Todd Dowd was appointed Vice-Chair of the Working Group for 2025.

The Recording Secretary turned the meeting over to the Chair.

4. Adoption of Agenda

MMEWG-2025-01-09-01

Moved by: Ryan Nickason -
Municipality of Arran-
Elderslie

Seconded by: Jim Hanna - Township of
Huron Kinloss

Be It Resolved that the Multi-Municipal Energy Working Group hereby adopts the agenda of the Thursday, January 9, 2025 as distributed by the Recording Secretary.

Carried

5. Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures made.

6. Minutes of Previous Meetings

6.1 MMEWG Minutes - November 14, 2024

MMEWG-2025-01-09-02

Moved by: Terry Mckay - Township of
Chatsworth

Seconded by: Ryan Nickason -
Municipality of Arran-
Elderslie

Be It Resolved that the Multi-Municipal Energy Working Group hereby approves the minutes of the Thursday, November 14, 2024 meeting as presented by the Recording Secretary.

Carried

7. Business Arising from the Minutes

7.1 IESO Meeting

The meeting that was to be held on December 5, 2024 was cancelled. The IESO felt that given the talking points provided, in order to facilitate a fulsome and informed discussion, they recommend including a few of the Ministries in this meeting.

A new date for the meeting has not yet been provided.

8. Delegations/Presentations

8.1 Bill Palmer - Letter to the Office of the Fire Marshal

Mr. Palmer made a presentation to the Working Group regarding a submission he made to the Office of the Fire Marshal regarding safety of the public and first responders in the event of a lithium ion BESS fire.

In his letter, he notes urgency due to the pending installation of BESS systems such as 400 MW/1600 MWh Neoen Ontario Tara BESS (formerly known as the Shift Solar Grey Owl BESS).

The letter also refers to a handbook entitled "Solar Electricity and Battery Storage Systems Safety Handbook for Firefighters" (prepared by the Canadian Renewable Energy Association (CanREA) in collaboration with the Ontario Association of Fire Chiefs (O AFC). Mr. Palmer raised concerns including the inadequate consideration of public safety related to fires in BESS facilities and that it downplays the risk faced by first responders.

Mr. Palmer also referenced findings of an EV FireSafe study, developed for the Defence Science and Technology Group of the Australian Government, Department of Defence. Findings from that study, identified the risk from lithium-ion batteries such as the 60 to 100 kWh batteries in current Tesla Electric Vehicles.

He urges the Office of the Fire Marshal to review the concerns and to give direction to the IESO and impacted municipalities before the ongoing installation of Ontario BESS facilities continues.

The Working Group thanked Mr. Palmer for his presentation.

MMEWG-2025-01-09-03

Moved by: Jim Hanna - Township of Huron Kinloss

Seconded by: Dan Wickens - Municipality of Grey Highlands

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives Mr. Palmer's presentation for information.

Carried

9. Correspondence

9.1 Requiring Action

9.1.1 2025 MMEWG Meeting Calendar

MMEWG-2025-01-09-04

Moved by: Sue Carleton - Township of Georgians Bluffs

Seconded by: Terry Mckay - Township of Chatsworth

Be It Resolved that the Multi-Municipal Energy Working Group hereby approves the 2025 regular meeting schedule as presented.

Carried

9.2 For Information

MMEWG-2025-01-09-06

Moved by: Ryan Nickason - Municipality of Arran-Elderslie

Seconded by: Todd Dowd - Municipality of Northern Bruce Peninsula

Be It Resolved that the Multi-Municipal Energy Working Group hereby receives, notes and file the correspondence for information purposes.

Carried

9.2.1 December 6 2024 IESO Engagement Feedback

9.2.2 Tara BESS Open House - January 21, 2025

The Working Group discussed concerns related to the Tara BESS proposal.

MMEWG-2025-01-09-05

Moved by: Jim Hanna - Township of Huron Kinloss

Seconded by: Mark Davis - Municipality of Arran-Elderslie - Citizen Appointee

Be It Resolved that the Multi-Municipal Energy Working Group hereby directs that the presentation and materials presented by Mr. Palmer be forwarded to all member municipalities.

Carried

9.2.3 WCO letter to MECP regarding Urgent Action Needed to Wind Turbine Regulations

10. Members Updates

11. New Business

Mr. Howard noted the rules regarding projects on prime agricultural areas has potentially stalled new projects.

Chair Allwood will be attending ROMA and plans to connect with IESO representatives.

12. Closed Session (if required)

Not required.

13. Confirmation of Next Meeting

The next meeting will be March 13, 2025 at 7 p.m.

14. Adjournment

MMEWG-2025-01-09-07

Moved by: Terry McKay - Township of Chatsworth

Seconded by: Sue Carleton - Township of Georgians Bluffs

Be it Resolved that the meeting of the Multi-Municipal Energy Working Group is hereby adjourned at 8:15 p.m.

Carried

Multi Municipal Energy Working Group

Agenda Number: 11.1.
Resolution No. MMWEG-2025-03-13-06
Title: 2025 Membership Fees
Date: Thursday, March 13, 2025

Moved by: Scott Mackey - Township of Chatsworth
Seconded by: Don Murray - Township of Huron Kinloss

THAT the Multi-Municipal Energy Working Group hereby maintains the current fee structure of \$500.00 for a Voting Municipal Member and \$400.00 for a Non-Voting Municipal Member.

Carried

BASWR had an original proposal for Non Eligible sources, where the businesses would have to take their recycling to their landfills and BASWR would service the bins at the landfills. This idea would have been difficult to control for several reasons:

- ♦ BASWR doesn't have the room to pick up NES recycling and dump at the MRF
- ♦ there would need to be someone who would monitor who has access to the bins for the businesses
- ♦ no recycling from residents could be placed in those bins
- ♦ we do not know the volumes that would be generated
- ♦ inconvenient to the businesses

Vince noted the perfect scenario would be that the County take over the non eligible sources

Paul Deacon inquired about the cost to do this service for the businesses. Vince replied that the municipalities would determine if they charge the businesses.

Mike Myatt inquired about the many areas where BASWR currently have cardboard bins for the public. Vince noted that effective Dec 31, 2025 these bins would be removed as the residents will be able to put cardboard out with their regular household blue box. Any business that generated large volumes of cardboard will have to get their own bins.

Mark Ireland noted his concern for businesses becoming frustrated with the prospect of having to pay for recycling service and the material will end up in the landfill.

Chris was asked about the County's involvement with the non eligible recycling; he noted that he would take the concerns to County Council

Mike Myatt made a formal request to Vince and Karrie to attend council meetings once they have solid information to discuss

Moved by Paul Deacon

Seconded by Larry Allison

That we adjourn to meet again on Wednesday March 26, 2025 via Zoom

Carried.

Chairperson

Secretary/Treasurer



Staff Report

Council Meeting Date: April 28, 2025

Subject: Fire-2025-04 Sale of Surplus Asset Retired SCBA Units

Report from: Steve Tiernan, Fire Chief

Attachments: None

Recommendation

Be It Resolved that Council hereby approves Report Fire-2025-04 Sale of Surplus Asset Retired SCBA Units AND;

1. That the retired SCBA units from Tara Station 70 and Chesley Station 90 be placed on Gov Deals to be sold.
2. That in the event that the retired SCBA units are not purchased on Gov Deals by any entities, the Fire Chief is authorized to donate the SCBA units to Firefighters Without Borders to be sent to a country that can utilize the SCBA units.

Background

Self-Contained Breathing Apparatus (SCBA) units are designed to protect firefighters from toxic gases, smoke and oxygen deficiency while in duty.

As part of the Master Fire Plan, a Capital Project in 2022 purchased new MSA G1 SCBA units for Tara and Chesley fire stations. Paisley purchased the same SCBA units in 2021. Through the purchase of the SCBA's for Tara and Chesley, this now standardized the SCBA units for all three stations.

The old SCBA units that are now retired are no longer required by the department. The SCBA bottles from the retired units are still in service today, until they time out and can no longer be used.

Analysis

As part of the Master Fire Plan, a Capital Project in 2022 purchased new MSA G1 SCBA units for Tara and Chesley fire stations. Paisley purchased the same SCBA units in 2021. Through the purchase of the SCBA's for Tara and Chesley, this now standardized the SCBA units for all three stations.

The old SCBA units that are now retired are no longer required by the department. The SCBA bottles from the retired units are still in service today, until they time out and can no longer be used.

Staff is recommending the old SCBA units be placed on Gov Deals to see if they can be sold. In the event the SCBA units are not purchased it is recommended the Fire Chief engage with Firefighters Without Borders to see if the SCBA units could be utilized somewhere in the world.

Firefighters Without Borders is a non-profit organization that seeks used firefighting gear and equipment to donate around the world.

Link to Strategic/Master Plan

6.6 Modernizing Services

Master Fire Plan 2021

Financial Impacts/Source of Funding/Link to Procurement Policy

CityWide assets 2533 (Chesley SCBAs purchased in 2004) and 2532 (Tara SCBAs purchased in 2007) are fully amortized. Proceeds from disposal (if any) are welcome.

Approved by: Emily Dance, Chief Administrative Officer



Staff Report

Council Meeting Date: April 28, 2025

Subject: Paisley Fire Hall and Public Works Project Update

Report from: Nathan Van Myall, Project Manager

Attachments: N/A

Recommendation

Be It Resolved that Council hereby receives for information Report PWRDS-2025-02 – Paisley Fire Hall and Public Works Project Update (2)

Background

The Municipality of Arran-Elderslie has initiated the construction of a new fire hall and public works building in Paisley. This approximate \$4.7 million project aims to provide the Paisley Fire Department and the Paisley Public Works Department with a modern facility. The new building will offer updated and suitable accommodation for the fire fighters and public works employees, ensuring functionality for the next several decades.

Analysis

This report provides an update on the new Paisley Fire Hall project, including recent developments, and scheduling. The project is anticipated to commence by the end of this month, contingent upon the lifting of half load restrictions.

Half Load Restrictions:

Half load restrictions were one of the factors that contributed to the delay in project start. The restrictions for the Municipality are now scheduled to be lifted during the week of April 28, depending on weather, as of the writing of this report April 17th. With the restrictions lifted, this will allow for the transportation of

heavier materials and equipment necessary for the project. Without the added cost of additional trips, half load would have imposed.

Contractor Progress:

- Dozlan: Site specifics, particularly site servicing details, have been underway since the first report. Scheduling is underway to have Dozlan up and running on site works within the first week after half load restrictions are lifted. The site is expected to be prepared within the month for Domm to begin construction on the building.
- Domm: Domm is continuing to work on the permit process and has provided all necessary changes for the original deficiency letter as of April 11th.

Breaking Ground Ceremony

A breaking ground ceremony is being organized to mark the commencement of the project. This event will celebrate the beginning of construction and engage the community in the project's progress.

The Paisley Fire Hall project is set to begin construction by the end of the month, pending the lifting of half load restrictions. Both contractors are actively working on preparatory tasks to ensure a smooth start. The Municipality is committed to ensuring the project's success through effective planning and coordination.

Link to Strategic/Master Plan

6.3 Facilitating Community Growth

Financial Impacts/Source of Funding/Link to Procurement Policy

There are currently no impacts to the approved budget for this project.

Fundraising efforts continue for the project.

Approved by: Emily Dance, Chief Administrative Officer



Staff Report

Council Meeting Date: April 28, 2025

Subject: PWRDS-2025-07 Award Purchase of Roadside Mower

Report from: Julie Hamilton, Coordinator of Infrastructure & Development

Attachments: None

Recommendation

Be It Resolved that Council approve Report PWRDS-2025-07 - Award Purchase of Roadside Mower; and

Award the purchase of the Sovema TDF-HD-EXT220 to J&H Sales and Service in the amount of \$17,292.39, inclusive of HST.

Background

The 2025 Capital Budget has funds allotted for the purchase of a roadside flail mower. Flail mowers are ideal for maintaining vegetation along roadsides, trails and ditches, which is important for safety and maintaining the integrity of our road system.

Analysis

Staff obtained three quotations for the purchase of a new flail mower:

Vendor	Mower Model and Width	Price excl. HST
Robert's Farm Equipment	Kubota SE2230P 2.3 m	\$19,500
Huron Tractor	Sovema TDF-HD-EXT220 2.2 m	\$15,500
J&H Sales and Service	Sovema TDF-HD-EXT220 2.2 m	\$15,303

Staff recommend the purchase of the Sovema TDF-HD-EXT220 from J&H Sales and Service.

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The capital budget has \$20,000 in funds allocated to the purchase of the mower in account #02-4125. The total cost including HST will be \$17,292.39. Following the HST rebate the cost will be \$15,572.34, a budget savings of \$4,427.66.

Approved by: Emily Dance, Chief Administrative Officer



Staff Report

Council Meeting Date: April 28, 2025

Subject: REC-2025-08 Award Flat Rood Projects

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

Attachments: None

Recommendation

Be It Resolved that Council hereby approve Karn's Roofing Limited in the amount of \$124,641.26 inclusive of applicable taxes for the flat roof replacement at the Paisley Community Centre, Paisley Sewage Plant and Chesley Lagoon;

That the Paisley Community Centre Roof be financed through Account 02-4146-4300, the Paisley Sewage Plant be financed through Account 02-3788-4300 and the Chesley Lagoon be financed through Account 02-3751-4300;

That Council approve the overage of these projects and are financed through Paisley Community Centre to be financed through existing Capital Project Accounts where the project is under budget; and

That Council approve the overage of the Paisley Sewage Plant and Chesley Lagoon roof projects to be financed through the Sewer Reserve Account 01-0000-7231.

Background

The 2025 Capital Budget has identified three (3) properties with flat roof sections that require replacement.

The Paisley Community Centre has a flat roof section that is approximately 4,100 square feet and covers the community centre portion of the building.

The Paisley Sewage Plant has two (2) separate buildings that total approximately 921 square feet. The Chesley Lagoon has one (1) building that is approximately 516 square feet.

Analysis

A Request for Quotation was issued for these projects and closed in April 2025. Two (2) quotations were received. The figures below encompass all buildings and reflect the total cost including applicable taxes:

Name	Bid (including taxes)
Karn's Roofing Limited	\$124,641.26
DJ Peat Roofing & Sheet Metal Ltd	\$124,731.66

Staff are recommending that Karn's Roofing Limited complete each of the roof sections. This company has completed other projects similar to these and has experience with the Municipality on previous projects. Karn's Roofing Limited has indicated that each of these projects will take place in July 2025. Each project has a 15-year manufacturer warranty and 15-year workmanship warranty.

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

Financial Impacts/Source of Funding/Link to Procurement Policy

The 2025 Capital Budget identified \$63,230.00 for the Paisley Community Centre roof. The quote is \$75,467.25, and includes the non-refundable portion of HST, which is \$12,237.25 over budget. Council recently approved two (2) recreation projects that were under budget. The difference would be more than sufficient to cover the overage of Paisley Community Centre Flat Roof project. Staff are requesting that the overage for this project be financed by existing Capital project accounts that were under budget. Please refer to spreadsheet below:

	<u>Budget</u>	<u>Quote (1)</u>	<u>Difference</u>
Paisley Community Centre 25-RECC-4146 (02-4146)	\$63,230.00	\$75,467.25	(\$12,237.25)
(1) Quote includes non-refundable portion of HST			
<u>Recreation projects approved under budget April 14, 2025:</u>	<u>Budget</u>	<u>Quote</u>	<u>Difference</u>
25-RECC-4137 (02-4137) Allenford Ball Diamond Lights	\$30,000.00	\$23,278.00	\$6,722.00
24-RECC-0043 (02-4037) Tara Basketball Court Refurbishment	\$25,000.00	\$14,305.80	\$10,694.20
			<u>\$17,416.20</u>

The 2025 Capital Budget identified \$20,000.00 for the two (2) roof sections at the Paisley Sewage Plant. The quote is \$21,715.58, and includes the non-refundable portion of HST, which is \$1,715.58 over budget. Staff are recommending that the overage be financed through the Sewer Reserve Account 01-0000-7231.

The 2025 Capital Budget identified \$7,500.00 for the Chesley Lagoon roof. The quote is \$15,060.48, including the non-refundable portion of HST, which is \$7,560.48 over budget. Staff are recommending that the overage be financed through the Sewer Reserve Account 01-0000-7231.

Approved by: Emily Dance, Chief Administrative Officer



Staff Report

Council Meeting Date: April 28, 2025

Subject: FIN-2025-08 Purchasing and Procurement Policy

Report from: David Munro, Interim Treasurer

Emily Dance, Chief Administrative Officer

Attachments: DRAFT Procurement Policy

Recommendation

Be It Resolved that Council hereby approves Report FIN-2025-08 Purchasing and Procurement Policy;

AND authorizes the appropriate by-law coming forward to adopt the Purchasing and Procurement Policy.

Background

[Section 270](#) of the Municipal Act, 2001, as amended requires a municipality to adopt and maintain a policy with respect to procurement of its goods and services.

The Municipality of Arran-Elderslie's current Procurement Policy being [By-Law No. 59-09](#) was passed in 2009. The intent is to review policies to ensure that it meets the needs of the municipality, current legislation, while conducting procurement in a fair, open and transparent manner.

During review of the current policy it was realized that several other municipalities hired consultants to review and recommend updates to their procurement policies and procedures. During our review we were able to benefit from reviewing several of these while drafting our updated policy.

Analysis

The updated draft policy that is being presented has been amended to provide department heads with more flexibility to conduct procurement, provided that items are within the approved budget.

The other addition to the policy is a contractor performance evaluation that will enable a probation or suspension in the event of unsatisfactory performance. We believe this policy will meet the needs of the Municipality by streamlining and modernizing some of our existing procurement procedures.

Maintaining an effective purchasing and procurement policy will ensure that the Municipality continues to receive competitive pricing and ensure value for goods and services purchased, while conducting procurement in a fair and open manner that protects the Municipality from liability.

With the current landscape of tariffs, staff is suggesting the proposed policy include where applicable that Canadian purchasing be promoted and that the Municipality will leverage opportunities to favour goods made in Canada or services provided by Canadian businesses.

The policy has been circulated through the Senior Management Team and is currently being reviewed by our Municipal Solicitor. Pending any recommended changes by the Municipal Solicitor the by-law will be brought forward for Council approval.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts related to this report.

Approved by: Emily Dance, Chief Administrative Officer

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Policy

Section: 2.0 Finance/Treasury

Policy: Purchasing and Procurement Policy

By-Law: XX

Date: XX

Revision:

Coverage:

This Policy shall apply to all elected officials, officers, employees, committees and boards of the Municipality of Arran-Elderslie.

This Policy applies to the acquisition of all deliverables with the exception of those items described in Schedule B.

All procurement undertaken by the Municipality shall be undertaken in accordance with this Policy, the Municipality's policies and procedures, including Council and Employee Code of Conduct Policies, and in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.

Policy Statement:

The purpose of this Policy is to set out guidelines for the Municipality: to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service;

To ensure an open and honest process shall be maintained, that is fair and impartial;

To promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

Legislative Authority:

The *Municipal Act, 2001*, as amended in Section 270, provides that a Municipality shall adopt policies with respect to its procurement of goods and services.

This Policy outlines:

- a) The types of procurement processes that shall be used;
- b) The goals to be achieved by using each type of procurement process;
- c) The circumstances under which each type of procurement process shall be used;
- d) The circumstances under which a tendering process is not required;
- e) The circumstances under which in-house bids will be encouraged as part of a tendering process;
- f) How the integrity of each procurement process will be maintained;
- g) How the interests of the Municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected; and
- h) How and when the procurement process will be reviewed to evaluate their effectiveness.

Contents:

1.0 Definitions

In this Policy, the following is true:

- a) the word "may" is permissive;
- b) the word "shall" is imperative;
- c) words used in the present tenses include the future;
- d) words in the singular form include the plural form, and words in the plural include the singular

For the Purposes of this Policy,

"Approved Budget" shall mean a budget approved by the Council for the current fiscal year.

"Agreement" shall mean a formal written contract for the supply of goods and services which contains the complete set of requirements, terms and conditions of the deal or incorporates them via reference and which is signed by authorized officers of the parties.

"Authority" shall mean the legal right to conduct the tasks outlined in this Policy as directed by Council.

"Authority to Award" shall mean the authority to award a project and have signing authority to sign a contract if necessary.

"Authority to Spend" shall mean the authority to procure and approve invoices.

"Authorized Delegate" shall mean an employee who has had responsibility transferred to them from the CAO or Department Head.

"Bid" shall mean a submission from a prospective vendor in response to a request for the purchase of goods or services issued by the Municipality.

"Bid Deposit" shall mean a financial guarantee to ensure the successful Bidder will enter into an agreement.

"Call for Bid" means a formal request for Bid, on the terms and conditions set forth in the Municipality's Bid documents, which may be in the form of a Request for Quotation (RFQ), Request for Proposal (RFP), Request for Tender (RFT) or Request for Information (RFI).

"Canadian Free Trade Agreement" (CFTA) is a comprehensive agreement on Canadian internal trade with the objective of eliminating barriers to the free movement of persons, goods, services and investments within Canada.

"Centralized Purchasing" a system of purchasing in which coordination responsibility and control of procurement activities are concentrated in one administrative unit when deemed appropriate.

"Chief Administrative Officer" shall mean the Chief Administrative Officer (CAO) of The Corporation of the Municipality of Arran-Elderslie.

"Comprehensive Economic and Trade Agreement" (CETA) is a free-trade agreement between Canada, the European Union and its member states.

"Contract" shall mean a written binding agreement between the Municipality and the party providing the goods and services at a specified price.

"Council" shall mean the Council of The Corporation of the Municipality of Arran-Elderslie.

"Department" shall mean any department within the Municipality, including any Board for which the Municipality provides purchasing services.

"Department Head" shall mean the senior manager of a department within The Corporation of the Municipality of Arran-Elderslie who reports directly to the CAO.

"Direct Source" shall mean the method of purchase where goods and services are ordered and purchased directly from a supplier with or without negotiation.

"Emergency" shall mean a situation where immediate purchase of goods or services is essential to prevent serious delays, further damage, or to restore minimum services.

"Emergency Purchase" shall mean a purchase made in a crisis where immediate action is required to prevent serious delay, further damage or to restore/maintain essential service.

"Firms" shall mean the company, group, business or individuals conducting business and supplying goods and services.

"Formal Bid" shall mean a sealed bid submission.

"Formal Invitation" shall mean an invitation provided to a pre-qualified vendor completed through a formal process such as a Request for Pre-Qualification (RFPQ).

"Generic" shall mean that no specific brand or name shall be included as part of the specifications unless such a brand or name is required to identify the intent of a purchase, order or proposal.

"Goods and Services" shall mean supplies, work, equipment, property, construction, etc. which the Municipality is intending to obtain, including the services of consultants.

"In-House Bid" is a process that allows internal staff to compete with external entities for procurement opportunities.

"Informal Invitation" shall mean extending invitations to vendors based on the Department Head's experience and knowledge of the vendors.

"Life-cycle Cost" means the sum of all recurring and one-time costs over the full life span of a good, service, structure or system and includes the purchase price, installation cost, operating, maintenance, upgrade, training, and disposal costs.

"Municipality" shall mean The Corporation of the Municipality of Arran-Elderslie.

"Negotiation" means the action or process of conferring with one or more vendors with the goal of coming to an agreement on the acquisition of the required goods, services and/or construction made pursuant to this Policy.

"Procurement Method" shall mean the process by which goods or services are procured.

"Personal Purchase" shall mean a purchase of goods and services, the requirement for which is not for the Municipality or any of its purposes, but is personal to the person requesting the purchase.

"Professional and Consulting Service" shall mean a person or firm, who by virtue of particular expertise is hired by the Municipality to undertake a specific task or assignment that may include designing specifications and preparing plans of programs.

"Project Manager" shall mean the individual responsible for the planning and execution of the project or purchase.

"Purchases" shall mean the acquisition of goods or services for which the Municipality will undertake to pay, regardless of the cost being funded or subsidized by other levels of government.

"Purchase Order" means a standard form document that may be used by the Municipality to formalize a purchasing transaction with a supplier of Goods and Services.

"Quotation" shall mean a written offer received from a supplier to sell or buy goods and services in response to a direct request.

"Request for Information" (RFI) means a formal non-binding method whereby the Municipality states its need for input from interested parties for an upcoming Call for Bid. A procurement practice used to obtain information, comments, feedback or reactions from potential suppliers/contractors/vendors prior to the issuing of a Call for Bid. Generally, price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc.

"Request for Proposal" (RFP) means a competitive procurement process for obtaining unique proposals designed to meet terms of reference. This process allows vendors to propose solutions to arrive at the product and allows for evaluation on criteria other than price. An RFP may include provision for negotiation making it a Negotiable Request for Proposal (N-RFP)

"Request for Quotation" (RFQ) shall mean a competitive bid process for goods or services by formal or informal request where the particular requirements for goods and/or services are outlined in a document that is conveyed to and received from Bidders in a written format by mail or hand-delivery.

"Request for Tender" (RFT) shall mean a formal request for competitive bid process for goods or services where the particular requirements for goods and/or services are outlined in a document that is conveyed to and received from Bidders in a written format by mail or hand-delivery.

"Sealed bids" are submitted in a sealed envelope to a specified location, by a specified date and time.

"Single Source" means the purchase of Goods and Services from a particular vendor without solicitation of bids from other suppliers who can supply the same item.

"Sole Source" means the purchasing of Goods and Services that are unique to a particular vendor and cannot be obtained from another source.

"Tender" shall mean a document which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

"Total Acquisition Cost" means the cost which results in the lowest cost ownership, operation or purchase or lease to the Municipality. This cost is arrived at after considering all factors such as price, quality, services, terms and conditions and warranties, including taxes and discounts.

"Treasurer" shall mean the appointed Treasurer for the Municipality of Arran-Elderslie who is responsible for handling the financial affairs of the organization.

"Vendor" shall mean any person or enterprise supplying goods or services to the Municipality of Arran-Elderslie.

2.0 General Provisions

During the purchasing process, in-house bids will not be considered.

- 2.1** Anyone involved in procuring goods or services for the Municipality must declare any direct or indirect pecuniary or personal interest in a procurement or potential contract to the CAO or Treasurer. Where it is determined that a conflict of interest exists such person shall be excluded from the procurement.
- 2.2** No purchase of goods and services shall be authorized unless it complies with the Purchasing and Procurement Policy. Goods and services that are obtained without following the provisions of this Policy will not be accepted and any invoices received will not be processed for payment.
- 2.3** Prior to the Council adopting the operating budget and capital budget, no employee, Committee Member or Member of Council is authorized to purchase any goods or services other than those goods or services required on a recurring basis for the day-to-day operations of the Municipality, without the prior approval of Council.
 - i. Disputes, received in writing shall be resolved as follows:
 - ii. Meeting between the Bidder, Treasurer, and the Department Head responsible.
 - iii. If (i) does not lead to a resolution, the decision can be appealed to the CAO.
- 2.4** This Policy shall be reviewed every five years or more frequently as required.

3.0 Purchasing Principles

The objective of this Policy is to ensure that the Municipality conducts procurement processes that conform to the following principles:

- 3.1** To purchase, rent or lease goods and services of a quality and quantity required by the Municipality in an efficient and cost-effective manner.
- 3.2** To encourage open competitive bidding on all acquisitions of goods and services where practicable and ensure the principles of fairness, transparency and accountability are upheld in the Municipality 's procurement processes.
- 3.3** To recognize the authority of Council on all matters that generally concern the finances of the Municipality.
- 3.4** The Purchasing and Procurement Policy shall be adhered to by any other agency purchasing goods and services on behalf of the Municipality of Arran-Elderslie.

- 3.5** To recognize the authority of the annual operating and capital budgets approved by Council as providing a framework to Department Heads for the determination of the goods and services to be purchased. The inclusion of any item in a department's operating budget or capital budget shall confer to the Department Head the authority to incur such expenditures in accordance with this Policy.
- 3.6** To ensure compliance with applicable legislation and international and interprovincial trade treaties, legal standards and best practices in Canadian public procurement.
- 3.7** To consider the total acquisition costs, including life-cycle costs, operating, training, maintenance, quality, warranty, energy consumption, payment terms, disposal value and disposal costs rather than only the lowest price received.
- 3.8** To encourage the procurement of deliverables with due regard to the preservation of the natural environment by providing for the consideration of "green solutions" and reduced energy consumption, where appropriate and feasible.
- 3.9** To ensure compliance with all health and safety regulations. To be more specific, when purchasing new equipment or materials the Municipality of Arran-Elderslie shall ensure that consideration is given to all applicable legislation and health and safety standards. The Municipality will ensure that health & safety requirements have been included in the purchasing specifications.
- 3.10** To encourage standardization of goods and services to allow for:
- i. Increased volume on common goods;
 - ii. Providing economies of scale;
 - iii. Reduced handling, training and storage costs;
 - iv. Co-operative purchasing opportunities.
- 3.11** Every effort shall be made wherever and whenever possible, to purchase centrally those goods and services that are of a common nature to Departments concerned, so as to promote lower ultimate costs of goods and services. When deemed appropriate the

central purchase of goods and services shall be coordinated through the efforts of the Treasurer.

- 3.12** To promote and incorporate, wherever possible, the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, as amended*, in procurement activities of the Municipality.
- 3.13** The Municipality shall acquire its goods, services and works through the application of the highest standards of business ethics.
- 3.14** Where applicable, acceptance of any supplier will be based on the following considerations: service, guarantee, reputation, availability, quality, expertise, qualifications, expedience, as well as price.
- 3.15** The Municipality may participate with other units of government or their agencies or public authorities in co-operative purchasing ventures or joint contracts if the requirements in 5.4, Co-operative Purchasing, are met.
- 3.16** Where applicable, Canadian purchasing will be promoted and the Municipality will leverage opportunities to favour goods made in Canada or services provided by Canadian businesses.

4.0 Procurement Process Goals

The goals and objectives of the Municipality in the purchasing of goods and services are as follows:

- a. Establish clear objective specifications for all purchases.
- b. Identify potential sources for purchases.
- c. Recommend sole source justification in accordance with the policies.
- d. Select successful Bidders and suppliers in accordance with this Policy.
- e. Make recommendations to the Council with respect to the award of tenders as required by the policies and procedures.
- f. Designate persons authorized to approve expenditures and their expenditure limits within their departments.
- g. Review purchases upon delivery to ensure compliance with specifications.

- h. Comply with the approved purchasing policies and procedures of the Municipality.

5.0 Methods of Purchasing

All purchases made shall comply with all legislative requirements and trade agreements in effect. Purchases must have proper budget or Council approval prior to placing an order or awarding of bids. If a project is not included in the budget or is over budget, it must be approved by Council and a funding source must be specified.

General Purchases and Professional and Consulting Services			
Estimated Total Cost	Method of Procurement	Authority to Award	Council Approval
Up to \$25,000	Seek best pricing/value through appropriate informal process (i.e., Direct source, online, price lists, etc.)	Department Head, Authorized Delegates	No Included in approved budget
\$25,001 to \$50,000	3 or more Informal Quotes	Department Head, Authorized Delegates	No Information report to be provided to Council
\$50,001 to \$100,000	Formal Call for Bids (Invitation or Open Competition)	Department Head, Authorized Delegates and Treasurer or CAO Jointly	No Information report to be provided to Council

\$100,001 and greater	Formal Call for Bids (Open Competition)	Department Head, Authorized Delegates and Treasurer or CAO Jointly	Yes Council approval required by by-law
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The above limits apply only to new items or replacements, but not to emergency repairs caused by breakdowns.

- Non-Competitive Procurement is only permitted as outlined in Section 6, Non-Competitive Procurement (Exemptions)
- Transfer of expenditures as outlined in Section 10, Authorities, may be used prior to considering the funds available for placing an order or calling for bids

5.1 Informal Quotes

Bid documents and specifications (as applicable) can be issued electronically and are not required to be posted on the Municipality 's Bids & Tenders webpage. All firms requested to submit a quotation shall be allowed at least five (5) working days before the deadline of submitting their quotation. All requests for quotation shall include a day and time by which the quotation must be submitted to the Department Head.

Informal Bids must be submitted in writing and may be received electronically (email is acceptable).

5.2 Formal Call for Bids

A call for bids shall be issued in accordance with the purchase limits outlined in Table in Section 5.0, Methods of Purchasing, current legislation, and trade agreements.

Requests for Pre-Qualification may be used in conjunction with any of the types of requests for bids.

The specifications for the goods and services and terms of purchase will be established with sufficient detail to permit comparable bids to be made by suppliers. All formal calls for bids and the respective bid documents shall be posted on the Municipality 's Bids and Tenders webpage.

Minimum Posting Periods for Formal Call for Bids		
Estimated Total Cost		Minimum Posting Period
Non-construction projects	Construction Projects	
Under \$300,000	Under \$8,000,000	14 days
Over \$300,000	Over \$8,000,000	28 days

All bid submissions shall be received in the manner specified in the bid document. Bid submissions remain sealed until the closing date and time. Late bids shall not be considered.

5.3 Types of Requests for Bids

5.3.1 Requests for Quotation (RFQ)

This is a competitive method of purchase generally used for a known product or service where detailed specifications are often used to determine compliance.

A sufficient number of suppliers shall be requested to submit bids on the specifications and terms of purchase so that at least three responsive bids are received, where practical.

The lowest compliant bid is intended to be selected where there are no exceptions.

5.3.2 Requests for Tender (RFT)

This is a competitive method of purchase which may include supplier or contractor pre-qualification.

The specifications and contract terms are detailed within the tender documents in such a degree that there is no prospect of negotiations between the parties. It is intended to accept the lowest priced compliant bid, as all the terms, conditions and specifications must be met by the Bidders.

5.3.3 Requests for Proposals (RFP)

This method of purchase involves the solicitation of proposals. In this method of purchase, some or all of the specifications and contract terms may not be finally determined with sufficient certainty to form the basis of a final contract before proposals are solicited and submitted, such as when innovative solutions are being sought. It may be expected there will be some variation in the final specification and contract terms among and between responsive proponents. The process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms and price.

The bid documents must disclose the evaluation criteria and weights. Evaluation criteria shall be aligned with the needs of the Municipality to aim to provide the best value. Purchasing shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation method for use in an RFP. This may include but is not limited to factors such as qualifications and experience, strategy, approach, methodology, scheduling and past performance, facilities, equipment, pricing, life cycle costing, standardization of product and aspects that would support environmental procurement.

Evaluation of proposals shall be done based on the disclosed criteria, free of bias or preference, and shall be done by the same people in the same manner. Projects are intended to be awarded to the highest scoring compliant proposal where no exceptions are present.

5.3.4 Negotiated Requests for Proposals (N-RFP)

Negotiated Requests for Proposals are prepared as a regular RFP as above, however, the document must state the negotiation terms.

The process for Negotiated Requests for Proposals involves posting N- RFP documents, receiving and evaluating proposals as in a regular RFP process. The initial submissions are deemed non-binding. After the proposals are evaluated, a

short-list of vendors may be chosen to proceed and negotiations take place. A final submission of best and final offers occurs after negotiations are complete and these submissions are evaluated using the original evaluation process.

5.3.5 Request for Information (RFI)

This method is a pre-purchase activity that may be taken to gather general supplier/consultant or product information. It may be used when the Municipality is researching a contemplated need and has not yet determined what characteristics the ideal solution would have. Responses to RFI questions normally contribute to the final version of a subsequent call for bid document and may include targeted questions about the required output/acquisition, seeking combinations of industry leading practices, suggestions, expertise and even concerns and additional questions from the proponents.

Responses to an RFI will not pre-qualify a potential supplier/consultant and will not influence their chances of being the successful proponent on any subsequent opportunity. An RFI submission does not create any contractual obligation between the Municipality and the interested respondent.

5.4 Co-operative Purchasing

Co-operative purchasing is permissible and exempt from the requirements in Table in 8.0, Methods of Purchasing under the following circumstances:

5.4.1 The Procurement Exception Form in Schedule "D" shall be completed by the Department Head along with documentation identifying the method and results of the price comparison research which shows that the buyer group maintains the lowest price for a particular good or service.

5.4.2 The buying group must comply with the following cost restrictions:

5.4.2.1 - Up to \$25,000 - no restrictions

5.4.2.2 - \$25,001 to \$100,000, the co-operative group must comply with all legislative requirements and issue a formal request at least once every two years.

5.4.2.3 - Over \$100,000, the co-operative group must comply with all legislative requirements including CFTA and CETA and issue a formal request at least every two years. In addition, an information report must go to Council.

5.5 Awarding Projects on Formal Bids

- 5.5.1** The appropriate Authority to Award in accordance with Table 5.0, Methods of Purchasing, may award the project provided the goods and services were budgeted for and the lowest bid is being accepted.

Under normal circumstances, the lowest compliant bid or highest scoring compliant bid would be awarded. If the lowest compliant bid or highest scoring compliant bid is not recommended, the Procurement Exception Form in Schedule "D" shall be completed by the Department Head detailing the reasons why the bid is not being considered. CAO approval is required prior to awarding a bid where the lowest compliant bid or highest scoring compliant bid is not being recommended.

- 5.5.2** The Municipality 's "Notice to all Contractors" respecting the Corporate Statement on Occupational Health and Safety (Schedule "A") shall accompany the letter to the successful Bidder confirming the awarding of the project.

- 5.5.3** The amount of any non-refundable fee, the deposit and performance bond or a letter of credit for all tenders shall be at the discretion of the Department Head.

- 5.5.4** Notwithstanding the provisions of this Policy, any tenders which are late, illegible, incomplete, unsigned, contain restrictions or alterations by the Bidder, contain insufficient deposit, or insufficient or no performance bond or security in the form requested, may be rejected.

- 5.5.5** For contracts where a performance bond is required, the deposit cheque of the successful Bidder and second low Bidder shall be retained by the Municipality until such time as the said performance bond has been supplied in a form satisfactory to the Municipality, and the contract agreement has been executed.

For contracts that do not require a performance bond, the deposit cheque of the successful Bidder shall be retained by the Municipality until such time as the goods or services have been received or completed to the satisfaction of the Municipality.

The cheque of the second low Bidder shall be retained until the agreement has been executed.

The deposit cheques of unsuccessful Bidders shall be returned to the Bidder's address as shown on the tender form as soon as is practical after the acceptance of the tenders.

5.5.6 If the successful Bidder fails to enter into a contract, or fails to perform the contract, or fails to provide the goods and/or services, the Department Head and/or the CAO may recommend that the tender shall be awarded to the second low Bidder or that the competition shall be cancelled. In either case, the deposit of the successful Bidder shall be forfeited.

5.5.7 The Department Head is responsible for issuing award and regret notices to all Bidders. The Department Head is also responsible for reporting the results to Council in accordance with the Table 5.0, Method of Purchasing and updating the Municipality's website as required.

6.0 Non-Competitive Procurement (Exemptions)

6.1 All Non-Competitive Contracts exceeding \$25,000 must be approved by the appropriate authorities prior to award as per the below table, unless resulting from an Emergency.

Non-Competitive Purchases		
Estimated Cost	Procurement Method	Authority to Award
Over \$25,000 to \$100,000	Negotiation	CAO & Treasurer Jointly
Over \$100,000	Negotiation	Council

6.2 A competitive procurement process shall be used for procurements unless the conditions in 6.3, Exemptions, are met for a Non-Competitive Purchase.

6.3 Exemptions: The Municipality may procure Goods or Services by way of Non-Competitive Purchase based on one of the following exemptions (each an "Exemption"). The Procurement Exception Form in Schedule "D" shall be completed by the Department Head referencing the appropriate reason for exemption.

- 6.3.1 No Compliant Bids Received:** If (i) no Bids were submitted or no suppliers requested participation; (ii) no Bids that conform to the essential requirements of the bid documentation were submitted; (iii) no suppliers satisfied the conditions for participation; or (iv) the submitted tenders were collusive, provided that the requirements of the tender documentation are not substantially modified; (OQTCA, CFTA, CETA)
- 6.3.2 Two or more identical low bids or only one bid received:** If (i) two or more identical low bids were received; or (ii) only one bid was received in a call for bid process, negotiation is permitted
- 6.3.3 Only One Supplier:** if the Goods or Services can be supplied only by a particular supplier and no reasonable alternative or substitute Goods or Services exist for any of the following reasons: (i) the requirement is for a work of art; (ii) the protection of patents, copyrights, or other exclusive rights; (iii) due to an absence of competition for technical reasons; (OQTCA, CFTA, CETA) (iv) the supply of Goods or Services is controlled by a supplier that is a statutory monopoly; (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative; (vi) work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; (vii) work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor; (CFTA)
- 6.3.4 Additional Deliveries:** for additional deliveries by the original supplier of Goods or Services that were not included in the initial procurement, if a change of supplier for such additional Goods or Services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the Municipality ; (CFTA, CETA)

- 6.3.5 Where a contract has expired:** or will shortly expire, and unforeseeable circumstances have caused a delay in issuing a new call for bid document; (timeframe for extended contract should not exceed one year);
- 6.3.6 Commodity Market Goods:** for Goods purchased on a commodity market such as electricity, postal services, postage, water, fuel, natural gas, furnace oil; (OQTCA, CFTA, CETA)
- 6.3.7 Prototypes:** if the Municipality procures a prototype or a first Good or Service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development. Original development of a first Good or Service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the Good or Service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs; (OQTCA, CFTA, CETA)
- 6.3.8 Exceptionally Advantageous Conditions:** Unusual Disposals: for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers; (OQTCA, CFTA, CETA)
- 6.3.9 Winner of Design Contest:** if a contract is awarded to a winner of a design contest provided that: (i) the contest has been organized in a manner that is consistent with this Policy, in particular relating to the publication of bid documents; and (ii) the participants are judged with a view to a design contract being awarded to a winner; (OQTCA, CFTA, CETA)
- 6.3.10 Confidential or Privileged Goods or Services:** if Goods or Services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest; (CFTA)
- 6.3.11 Emergency:** if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Municipality, the Goods or Services could not be

obtained in time using an open competitive process. An "Emergency" is an exceptional situation that could include:

- i. An imminent or actual danger to the life, health, or safety of any person;
- ii. An imminent or actual danger of injury to or destruction of real or personal property;
- iii. An imminent or actual unexpected interruption of a public service essential to the community;
- iv. An emergency as defined by the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and the Emergency Plan formulated there under by the Municipality ; and
- v. An imminent or actual spill of a pollutant as contemplated by Part X (Spills) of the *Environmental Protection Act*.

7.0 Emergency Procedures

- 7.1** Notwithstanding, the provisions of this Policy may be disregarded for goods and services that may be required in the event of an emergency situation. Where the expenditure relating to the emergency is anticipated to exceed \$10,000, the Department Head must first obtain the approval of the Chief Administrative Officer or Delegate.
- 7.2** When the provisions of Section 7.1 are applied, the CAO shall advise Council of the nature of the emergency and the budgetary impact of the purchase and if necessary, the appropriate budget amendment process shall be initiated.

8.0 Contractor Performance Evaluation

A Department Head or Project Manager may choose to conduct a performance evaluation (see Schedule "C") anytime during or after the completion of a contract. Performance evaluations are optional unless the awarded contractor is on probation.

- 8.1** If a contractor obtains a score of less than 65% on a performance evaluation, the Municipality may place the contractor on probation for a period of up to two years from

the date the contractor is given notice of the probation. Performance evaluations are mandatory for any contracts awarded to contractors on probation.

- 8.2** If a contractor on probation receives a score of less than 65% on a final performance evaluation for a contract, the Municipality may suspend the contractor for a period of up to two years from the date the suspension notice is given to the contractor. No bids received from the contractor during their suspension shall be opened or considered. The Municipality may also reject any bids received where the contractor intends to use a sub-contractor who has been placed on suspension.
- 8.3** Once the suspension period has ended, the contractor will be on probation for up to two years from the date of the end of the suspension. Bids from the contractor may be considered and the same conditions above apply during this probation period.
- 8.4** Within fifteen days of receipt of a performance evaluation, a contractor may provide a written request for a review of their evaluation. The Department Head and CAO may confirm or revise the performance evaluation and provide the result to the contractor in writing.

9.0 Exclusion of Bidders in Litigation

- 9.1** The Municipality may, in its absolute discretion, reject a bid or proposal submitted by a Bidder prior to or after a bid opening, if the Bidder:
 - Is a party to litigation with the Municipality; or
 - Directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Municipality; or
 - Intends to use a sub-contractor in respect of the specific project who is a party to litigation with the Municipality, or, who directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Municipality.
- 9.2** For the purposes of this section, the phrase “party to litigation with the Municipality” includes cases in which the Bidder or prospective Bidder or any of the parties named above, have advised the Municipality in writing of their intention to commence litigation, or have commenced or have advised the Municipality of their intention to commence an arbitral proceeding against the Municipality.
- 9.3** Bids from any Bidder in any of the above circumstances shall be rejected as informal, irregular and non-compliant.

- 9.4** In determining whether or not to reject a bid under this section, the Municipality will consider whether the litigation is likely to affect the Bidder's ability to work with the Municipality, its consultants and representatives, and whether the Municipality's experience with the Bidder in the matter giving rise to the litigation indicates that the Municipality is likely to incur increased staff or legal costs in the administration of the Contract if it awarded to the Bidder.
- 9.5** All bid documents issued by the Municipality pursuant to this policy shall contain a statement to the effect described in 9.1, 9.2, and 9.3 above.

10.0 Authorities (Transfer of Expenditures)

Where it appears, additional funds will be required to complete a project approved in the budget the transfer of funds may be made under the following circumstances.

- 10.1** Where funds appear to be available within the budget appropriation for the department, the transfer of funds may be made if the transfer does not conflict with Council's policies and objectives.
- 10.1.1** Department Head - The Department Head may authorize the transfer to a limit of \$25,000 and report same to the CAO and the Treasurer.
 - 10.1.2** Chief Administrative Officer - The CAO may authorize the transfer to a limit of \$100,000 and report same to the Treasurer.
 - 10.1.3** Council - Council may authorize any transfers in excess of \$100,001.
- 10.2** Transfers and over expenditures which would affect the total limit of the departmental operating or capital budget must be submitted for Council approval by the respective Department Head and the CAO.

11.0 Payments and Reports

- 11.1** Each Department shall approve payment of all invoices representing charges to that Department indicating the account distribution of the expenditure.
- 11.1.1** The Department Head or Delegate before approving the payment, shall ensure that the following have been checked and found correct:
- The proper authorized staff members have approved the invoice
 - Quantity and quality of goods received are as invoiced
 - Pricing is correct
 - Calculations are correct

11.2 The Treasurer may pay all accounts for routine purchases of goods and services within the limit of authority of the Department Head.

11.3 Upon approval of the Department Head, the Treasurer may pay all accounts for properly authorized and budgeted expenditures in addition to those outlined as routine without the prior approval of Council.

11.4 The Treasurer shall make available regularly a budget report to Council.

12.0 Purchase of Used or Demo Fleet Equipment

Department Heads, in consultation with the CAO are authorized to purchase used or demo fleet equipment that is sold by other municipalities by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid; or by negotiation providing that:

12.1 The equipment meets or exceeds the department equipment requirements.

12.2 The purchase of the equipment has been included in the annual capital budget for the department.

12.3 Department Heads are exempt from the Municipality 's formal quotation/tender/RFP process when purchasing used or demo fleet equipment by any of the methods.

The Procurement Exception Form in Schedule "D" shall be completed by the Department Head along with analysis or justification that is documented in writing that it is fiscally responsible to purchase a used or demo piece of equipment rather than purchase new.

13.0 On-Going Services and Contracts

This section is intended to deal with on-going services and contracts the Municipality has with various suppliers that continue over multiple years. Any initial contract or agreement for services must follow the purchasing method called for in Section 5.0, Methods of Purchasing.

13.1 Some services have annual renewals and at the time of renewal, the Department Head may recommend that the services be tendered, that quotations be obtained, or that a new renewal contract be negotiated.

- 13.2** The Department Head shall, every five years, and sooner if necessary, recommend to Council that the service be continued, or that it be tendered, quotations obtained, or a new contract be negotiated.
- 13.3** The procurement method required in Section 5.0, Methods of Purchasing, shall be based on the estimated total cost if the contract is guaranteed over multiple years. If the contract includes provisions for the Municipality to terminate the contract, only the guaranteed amount is considered for determining the procurement method.

14.0 Insurance

- 14.1** Prior to contract execution, or where deemed appropriate by the Department, Purchasing or the Municipality 's insurer, evidence of satisfactory insurance coverage must be obtained from the contractor in the form of a Certificate of Insurance.
- 14.2** The standard insurance minimums required of vendors are as follows:
- \$5 million – Commercial general liability policy
 - \$5 million – Automobile liability policy
 - \$5 million – Professional liability and errors and omissions
- 14.3** Insurance minimums may be reduced for a project or vendor by CAO approval based on recommendation from Department Head indicating that corporate risk is minimal and a reduction is warranted. The Procurement Exception Form in Schedule "D" shall be completed by the Department Head detailing the reasons why the insurance minimums for a project should be reduced.
- 14.4** Additional insurance relevant to the type of project may be required.
- 14.5** The certificate of insurance must name the Municipality as an additional insured inclusive as a cross liability clause.
- 14.6** Workplace Safety and Insurance Board:
- i. The successful Bidder is responsible to provide a WSIB clearance certificate prior to starting the work.
 - ii. If the Bidder considers themselves to be an independent operator and does not require a WSIB clearance certificate, application shall be made prior to the project starting for consideration by WSIB.

Bid documents must clearly indicate the types and amount of insurance Bidders must hold.

15.0 Prohibitions

15.1 No employee, elected official, Committee Member or Member of Council of the Municipality shall purchase goods or services, request quotes, proposals or tenders, or enter into contracts and agreement on behalf of the Municipality except in accordance with the provisions of this Policy.

15.2 No contract or purchase shall be divided to avoid the provisions of this Policy.

15.3 No individual involved in procurement shall circumvent the requirements of this Policy including, but not limited to, biasing specifications; providing advantages, differing or additional information to one or more plan takers that is not shared with all plan takers (unless information is shared at a mandatory meeting that is not attended by all) or scheduling events to prevent suppliers from meeting requirements.

16.0 Records Retention

Bid submissions must be kept in compliance with the Municipality 's Retention Policy.

17.0 Ultra Vires

Any Provincial Statutes or Regulations thereof will supersede and take precedence over this Policy.

Schedule "A"

NOTICE TO ALL CONTRACTORS

CORPORATE STATEMENT

OCCUPATIONAL HEALTH AND SAFETY

The Corporation of the Municipality of Arran-Elderslie, in the County of Bruce, is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

Accordingly, a corporate health and safety policy and procedure manual has been adopted and implemented and shall be adhered to.

ALL CONTRACTORS SHALL:

- Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation and with The Corporation of the Municipality of Arran-Elderslie health and safety policies and requirements.
- Submit a copy of a Workers Safety and Insurance Board (WSIB) clearance certificate.
- Include health and safety provisions in their management systems to reach and maintain consistently a high level of health and safety.
- Ensure that workers in their employ are aware of hazardous substances that may be in use at their place of work and wear appropriate personal protective equipment as may be required.
- Upon request at any time from award to completion of contract, submit proof of fulfillment of above responsibilities.

Your co-operation and assistance in this matter is appreciated and vital to the Health and Safety of all.

Schedule "B"

Goods and Services "Exempt" from Provisions of the Procurement Policy

1. Petty Cash items up to \$300
2. The purchase of items/services under \$500; for one time or occasional purchases, not ongoing requirements
3. Election Materials: The Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, R.S.O., 1996. The Clerk shall whenever possible be guided by the provisions of this Policy.
4. Training and Education
 - a) Books
 - b) Conferences
 - c) Courses
 - d) Conventions
 - e) Memberships
 - f) Seminars
 - g) Periodicals
 - h) Magazines
 - i) Staff training
 - j) Staff development
 - k) Staff workshops
 - l) Subscriptions
5. Refundable Employee and Council/Committee Expenses
 - a) Meal allowances
 - b) Travel & Hotel accommodation
 - c) Mileage
 - d) Miscellaneous – Non-Travel
6. Employer's General Expenses
 - a) Payroll deduction remittances

- b) Licenses (vehicles, elevators, radios, etc.)
- c) Debenture payments
- d) Grants to agencies/donations
- e) Payments of damages
- f) Tax remittances
- g) Charges to/from other Government or Crown Corporations
- h) Employee wages
- i) Group benefits
- j) Freight charges

7. Professional and Special Services

- a) Committee fees
- b) Honoraria
- c) Arbitrators
- d) Legal settlements
- e) Temporary Help
- f) Courier Charges
- g) Legal fees
- h) Hiring of consultants or contractors to complete project deficiencies where funds to complete the work are being drawn from deposits
- i) Insurance premiums
- j) Ongoing maintenance for existing computer hardware and software
- k) Realty services regarding lease, acquisition, demolition, sale, disposal or appraisal of land
- l) Financial services respecting the management of government financial assets and liabilities including ancillary advisory and information services, whether or not delivered by a financial institution

8. Utilities/Other

- a) Postage
- b) Water and sewer charges
- c) Hydro
- d) Cable television charges
- e) Telephone, internet
- f) Natural gas/propane
- g) Refunds and rebates to ratepayers

9. Advertising

- a) Classified advertising such as help wanted, for sales, etc.
- b) Display advertising such as statutory and event notices
- c) Public tender advertising
- d) Webhosting and maintenance services

10. General Exclusions

- a) Goods or services financed primarily from donations that require the procurement to be conducted in a manner inconsistent with this policy.
- b) Procurements by the Municipality on behalf of an entity not covered by this policy.
- c) Procurements under a commercial agreement between the Municipality and an entity not covered by this policy.
- d) Acquisition of goods or services for the purpose of commercial sale or re-sale by the Municipality.

Schedule "C"

Contractor Performance Evaluation

Contractor:

Contract Number:

Evaluator:

Date:

Evaluation Period:

Performance Levels

1. Did not meet expectations
2. Met expectations
3. Exceeded expectations

Evaluation Criteria	Rating			Comments
Complies with policies and procedures, all applicable laws and regulations, and uses safe work practices	1	2	3	
Provides services in a manner consistent with professional standards	1	2	3	
Provides qualified personnel and adheres to personnel policies and procedures	1	2	3	
Displays respect for residents and Municipality property	1	2	3	
Meets specifications as per the contract	1	2	3	

Provides quality goods/services	1	2	3	
Goods/Services were delivered on time as per the contract	1	2	3	
Cost does not exceed original bid or negotiated amount	1	2	3	
Contractor responded to questions/concerns in a timely manner	1	2	3	
Contractor's resolution of issues was appropriate	1	2	3	
Communicates appropriate information to employees and management	1	2	3	
Customer support from contractor was acceptable	1	2	3	
Provides completed paperwork within defined time frame	1	2	3	
Total Score				

Any criteria evaluated at a level 1 must include evaluator comments.

A total score of less than 25 will result in the contractor failing the performance review and the contractor will be placed on probation or suspended as per the Municipality 's Purchasing Policy.

Evaluator Signature:

Schedule “D”

Procurement Exception Form

This form is to document purchases which are exempt from the requirements in Section 5 of the Municipality ’s Purchasing Policy, Methods of Purchasing, and to record the appropriate reasoning for the exemption. The exemption claimed below must meet the requirements specified in Section 6 of the Purchasing Policy, Non-Competitive Procurement with additional information attached as necessary.

Project Name & Number: _____

Section in Purchasing Policy and Reason(s) for Exemption:

Please provide additional details below or provide attachments if necessary.

Treasurer Comments: _____

Name of Department Head or Authorized Delegate

Signature

Date

Signature (Treasurer)

Date

Signature (Chief Administrative Officer)

Date

Council Resolution # (Over \$100,000): _____



Staff Report

Council Meeting Date: April 28, 2025

Subject: ECDEV-2025-11 Grants and Donations By-Law Changes

Report from: Jennifer Isber-Legge, Economic Development Coordinator

Attachments: Draft Grant and Community Support Policy

Recommendation

Be It Resolved that Council hereby approves Report ECDEV-2025-11 Grants and Community Support Policy;

AND repeals By-Law No. 45-2021;

AND approves the Grant and Community Support Policy to take effect in 2026;

AND FURTHER approves the appropriate By-law coming forward to bring force and effect to this policy.

Background

[By-Law No. 45-2021](#) came into effect on June 28th, 2021 and has guided decisions regarding Facility Commitments, Financial Commitments, and the Community Grant Application process to provide support to non-profit groups and organizations that provide programs, services or events that are of a general benefit to the community since that time.

Support given through the Grants and Donations By-Law is within the Economic Development budget.

In 2025, a total of \$26,346.02 was allocated to support items listed in Schedule D and E, while \$10,484.55 was approved for eligible requests submitted through the application process.

On January 13, 2025, staff were directed to bring a report forward with updates and recommendations to the Grants and Donations By-Law.

Municipal staff met to review the challenges with the current grants and donation policy and have provided some recommendations.

Analysis

Challenges with the current policy include inconsistent support, unutilized donations that have been budgeted for, a lack of reporting and accountability, year-round requests requiring staff and Council time, single year events with high budget demands, overlap with formal agreements and grant support, and uneven financial impact across departments.

A grant is defined as a sum of money or in-kind support provided to assist with a specific project or program. Grants are typically applied for and subject to certain conditions—such as reporting requirements—and do not need to be repaid. A donation is a voluntary act of charity towards an organization without restrictions.

To improve clarity in the Grants and Donations Policy, it is recommended to repeal the Grants and Donations Policy and bring forward an updated Grants and Community Support Policy.

Grant applications may be submitted by non-profit groups and organizations that deliver programs or services of general benefit to the community. Applications will be accepted up to the annual deadline of October 1st. Applications received outside this cycle will still be considered by a committee of staff, subject to the availability of budgeted funds, and will be evaluated on a first-come, first-served basis.

It is recommended that during budget discussions Council would allot a set amount to be used for grant requests, and an amount for in-kind grant requests. Applications received after allotted funds have been exhausted would not be considered.

Schedule D of By-Law 45-2021 items may be more appropriately directed to relevant departments. For example, Parks Enhancements are already included in the Economic Development budget.

Schedule E of By-Law 45-2021 items, which relate to benefits provided to non-profit organizations through existing agreements, may be accounted for within the Facilities and Recreation budget. For instance, in-kind use of the kitchen and community centre by a curling club under an existing agreement would fall under this category.

It is recommended that loans be considered on a case-by-case basis that will require Council approval and a specific application process including specific terms and conditions.

Link to Strategic/Master Plan**6.3 Facilitating Community Growth**

Financial Impacts/Source of Funding/Link to Procurement Policy

In-kind donation of use of Arran-Elderslie facilities will result in less revenue and will no longer be recorded as an expense.

Approved by: Emily Dance, Chief Administrative Officer



Policy

Section: Economic Development

Policy: Grants and Community Support

Policy By-Law: 2025-xx

Date: April 28, 2025

Repealed Authority: By-Law No. 45-2021

Coverage:

The purpose of this policy is to:

- Provide support to non-profit groups and organizations that provide programs, services or undertake projects that are of general benefit to the residents of the Municipality of Arran-Elderslie.
- Provide staff with clear direction in considering and responding to support requests.
- Provide an equitable process for groups and organizations seeking support from the Municipality of Arran-Elderslie.

Policy Statement:

The Municipality of Arran-Elderslie recognizes the valuable contributions made by volunteer groups, non-profit organizations, and charities in promoting and enhancing the social, cultural, and economic well-being of the community.

The Municipality is committed to treating all requests for contributions in a consistent, fair, and equitable manner. Council also acknowledges that residents have the right to expect that tax revenues are used responsibly, in ways that are fair, justifiable, and transparent.

Council remains committed to supporting groups that deliver beneficial programs, services, or projects to our communities, while also recognizing the financial limitations that may affect the Municipality's ability to provide such funding.

Contents:

Definitions

“Applicant” means the group or organization making the request for a grant.

“Facility” means municipal lands (parks, sports fields), buildings and portions of buildings available for rent or lease (owned and operated by the Municipality).

“Fees” means fees levied with respect to the renting/leasing of facilities and related fees as set out in the Municipality’s Fees and Charges By-Law.

“Grant” means a financial contribution provided to the applicant to be used toward a specific event or initiative.

“In-Kind Grant” means the contribution of the use of municipal property/facilities, materials, or resources other than cash. This may be referred to simply as a “Grant” throughout this document.

“Municipality” means the Corporation of the Municipality of Arran-Elderslie.

“Non-profit organization” are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

“Registered Charities” or “Charities” are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more charitable categories as approved by the CRA.

“Volunteer Groups” work towards common community goals, provide services, and contribute their time and finances freely to a cause they believe in.

General Guidelines

The Grants and Community Support Policy has been established to provide guidelines to organizations within Arran-Elderslie who are seeking modest financial assistance with the following:

- One-time start-up funding for a new community event, program, or festival
- Funding for an established community event, program, or festival
- In-Kind grant support for the use of municipal property/facilities or resources for a community event, program, or festival

Eligibility

Applicants must meet the following criteria to be considered for a municipal grant:

1. Must operate as a non-profit, charity, or volunteer organization offering programs or services which address identifiable needs in the Municipality.
2. Must demonstrate a clear need for the grant being requested.
3. Shall have a designated member who will assume responsibility for the grant agreement and administration.
4. Shall submit by October 1st of each year, a completed application form through the Municipalities website.
5. Only one application per organization will be accepted.

Applications will not be considered from the following:

1. Individuals
2. For profit organizations
3. Organizations and initiatives that exist outside of the Municipality and do not provide direct benefit to Arran-Elderslie residents
4. Organizations that do not submit the required Schedule C report from previous grants
5. School Boards, schools, and education institutions
6. Fundraising Events
7. Sponsorship of athletic endeavors (i.e. tournaments, races, regular season activities, travel costs)
8. Third party requests
9. Completed Projects
10. Religious or Sectarian Programs or Purposes unless engaged in a project benefitting the community

Application Process

1. The Municipality will invite applications for Grants and Community Support by posting notice of the program on the Municipal website and promoting through the Municipality's Social Media.
2. Applications will be accepted through the Municipality's website before October 1st to be considered prior to budget deliberations.
3. All requests will be assessed based on the availability of the requested resource, the potential financial impact on the Municipality and the applications contribution to the well-being of the community.
4. Grants and In-kind Grants are not to be regarded as a commitment by the Municipality to continue such support in the future.

5. Grants are non-transferrable between projects or groups and must be used in the current year.
6. Successful applications must acknowledge the Municipality's contribution in event advertisements. A logo will be provided for use.
7. The Municipality may impose conditions and or restrictions on a grant as it see fit and additional information may be requested for consideration. Funds will be allocated as deemed appropriate and may not correspond with the amount requested.
8. Reporting A completed grant report is required within 3 months of the completion of the project/program or before the end of the calendar year. Any grant funding that has not been spent in the year that is it received shall be returned to the Municipality.
9. Council will set an amount annually in the budget to be apportioned to Grants and Community Support. Complete applications received before October 1st will be summarized and presented to Council for consideration. Once the annual budgeted amount has been exhausted, any further grant requests will not be considered. They may be held and reviewed during the next budget process



Staff Report

Council Meeting Date: April 28, 2025

Subject: ECDEV-2025-12 Spruce the Bruce Grant Update

Report from: Jennifer Isber-Legge, Economic Development Coordinator

Attachments:

Recommendation

Be It Resolved that Council hereby approves Report ECDEV-2025-12 Spruce the Bruce Grant Update;

AND approves offering Community Improvement Plan Incentive Grants through the Bruce County Spruce the Bruce platform, to support 50% of eligible project costs for applicants within Arran-Elderslie, up to a maximum total program amount of \$17,540.47.

AND FURTHER that Council approves an exemption to the Municipal Procurement By-law to allow for the purchase holiday lights for Tara from Classic Displays in order to align with the design recommendation of the Tara Community Working Group.

Background

On January 13, 2025, Council approved offering Community Improvement Plan (CIP) Incentive Grants through Bruce County's Spruce the Bruce program, committing to fund 1/3 of applicable project costs for eligible applicants, up to a maximum of \$20,000. A total of \$2,459.53 was awarded through three successful grant applications. Bruce County's program funding was fully allocated, and the Spruce the Bruce application portal was closed at the end of March.

On January 27, 2025, Council endorsed five Municipal project applications to the Spruce the Bruce program. All five municipal projects have since received full approval and are moving forward as planned.

1. Community Marketing Grant – Chesley Parks and Trails
2. Community Marketing Grant – Washrooms with Wow
3. Streetscape Beautification Grant – Banners for Tara
4. Streetscape Beautification Grant – Main St Bridge Parkette, Chesley
5. Streetscape Beautification Grant – Holiday Lights in Tara

Analysis

To continue supporting business and property owners in our downtowns and contribute to revitalization efforts, the Municipality of Arran-Elderslie can utilize the remaining \$17,540.47 through the Spruce the Bruce platform. This funding can be used to offer matching grants, covering 50% of eligible project costs for approved applicants.

At the time applications closed, six Arran-Elderslie businesses had expressed interest in the grant opportunity.

To continue with the momentum of Spruce the Bruce and to support Arran-Elderslie businesses staff is recommending continuation of the program with 50% support from the municipality (instead of 1/3 County of Bruce and 1/3 Municipality of Arran-Elderslie) using the remaining funds from the 2025 budget.

The program would be administered by Bruce County, focusing on four eligible project categories, while the Municipality would promote the initiative as an Arran-Elderslie grant opportunity.

Project Category	Max Project Expenses	Business	Arran-Elderslie
Façade Improvement	\$8,000	\$4,000	\$4,000
Perpendicular Signage	\$1,500	\$750	\$750
Awning Grant	\$2,000	\$1,000	\$1,000
Fascia Signage	\$2,000	\$1,000	\$1,000

Update on Arran-Elderslie Spruce the Bruce Projects

1. Chesley Parks and Trails
 - Currently gathering content for a new printed brochure, downtown signage, and website updates.
 - Design work begins early June, with project completion targeted for mid-July.
2. Washrooms with Wow
 - Summer Tourism Students will collect information on public washroom facilities.
 - Design work starts June 16, with partial installation before end of July and full completion by end of August.

3. Banners for Tara

- Banner design recommendations will follow the May Tara Community Working Group (TCWG) meeting.
- An accessible picnic table is also included for downtown Tara; location and color to be confirmed after the May TCWG meeting.

4. Main St. Bridge Parkette, Chesley

- Conversation is underway with contractors to install a solid surface, fencing, signage, décor, and an accessible picnic table.
- Design recommendations will follow the May Chesley Community Working Group meeting.

5. Holiday Lights in Tara

- The TCWG selected a green tree with a white star design, reflecting Tara's signature green and a more general holiday theme to allow extended seasonal display.
- TCWG reviewed options from multiple vendors and selected Classic Displays (Mississauga, ON).

Staff is requesting an exemption from the procurement by-law to proceed with this vendor in alignment with TCWG's design preference.

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy

Financial Impacts/Source of Funding/Link to Procurement Policy

Funds allocated in the 2025 Economic Development budget as a Strategic Initiatives and Downtown Revitalization.

Approved by: Emily Dance, Chief Administrative Officer



Staff Report

Council Meeting Date: April 28, 2025

Subject: CAO-2025-07 Strong Mayor Powers O. Reg 530/22

Report from: Emily Dance, Chief Administrative Officer

Attachments: Aird & Berlis LLP Eight-Minute Municipal Article Strong Mayors

Recommendation

Be It Resolved that Council hereby receives for information Report CAO-2025-07 Strong Mayor Powers O. Reg 530/22.

Background

On April 9, 2025, the Ontario Ministry of Municipal Affairs and Housing announced a significant expansion of [Strong Mayor powers](#) to 169 additional municipalities, including Municipality of Arran-Elderslie, effective May 1, 2025. The Province aims to help municipalities deliver on provincial priorities as identified in the [Ontario Regulation 580/22](#); Provincial Priorities which includes things such as building homes, transit, and other infrastructure.

The Strong Mayor legislation would enable the Mayor to:

- Appoint the municipality's Chief Administrative Officer.
- Hire certain municipal department heads and establish and re-organize departments.
- Creating committees of Council, assigning their functions and appointing chairs and vice-chairs of committees of Council.
- Propose the municipal budget, which would be subject to Council amendments and a separate head of Council veto and Council override process.
- Propose certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority identified in regulation. Council can pass these by-laws if more than one-third of all Council members vote in favour.

- Veto certain by-laws if the head of Council is of the opinion that all or part of the by-law could potentially interfere with a provincial priority.
- Bring forward matters for Council consideration if the head of Council is of the opinion that considering the matter could potentially advance a provincial priority.

The expansion of powers builds on the initial introduction of Strong Mayor powers for Toronto and Ottawa in 2022, which has since been gradually rolled out across the province. Currently, these enhanced powers have been imposed on 47 municipalities, with the provinces intention to assist in 'cutting red tape and accelerating the delivery of key priorities. The new expansion aims to empower mayors to take actions for their communities, supporting building homes and infrastructure faster.

Analysis

Strong Mayor Powers will grant heads of Council enhanced executive authority to support shared provincial-municipal priorities. The Mayor will have special powers and duties under [Part VI.1](#) of the Municipal Act, 2001. Outlined below as well as in the attached Aird & Berlis LLP Eight-Minute Municipal Article Strong Mayors, is an overview of the proposed changes that are anticipated to come into effect May 1, 2025.

1. Powers and Duties for the Mayor and Council:

Several Strong Mayor powers are related to provincial priorities that are identified in the Ontario Regulation 580/22; Provincial Priorities. Provincial priorities include the following:

- building 1.5 million new homes by December 31, 2031
- constructing and maintaining infrastructure to support housing, including:
 - transit
 - roads
 - utilities
 - servicing

2. Chief Administrative Officer:

One of the powers granted to the Mayor is the ability to choose to hire and appoint the Chief Administrative Officer (CAO). This power may be delegated back to Council.

3. Organizational Structure:

The Mayor has the authority to hire or terminate certain municipal division heads, excluding statutory positions such as the Clerk, Treasurer, Integrity Commissioner, Ombudsman, Auditor General, registrar, Chief Building Official, Chief of Police, Fire Chief, Medical Officer of Health, and other officers required by statute. Additionally, the Mayor can create and reorganize the structure of the municipality to improve efficiency and streamline operations. However, any

changes to the organizational structure must comply with legal requirements, including existing collective agreements or contracts.

4. Local Boards and Committees:

The Mayor has the authority to appoint the chairs and vice-chairs of prescribed local boards and committees, and may establish, dissolve and assign functions to committees. The power with respect to committees may be delegated back to the Council.

5. Prescribing Provincial Priorities:

The Mayor can bring forward matters for Council consideration if they believe that considering the matter could potentially advance a provincial priority as identified in the Ontario Regulation 580/22; Provincial Priorities. When doing so, the Mayor will consider any rules regarding notice and public consultation that apply to the exercise of municipal authority.

6. By-law Power Related to Provincial Priorities:

The Mayor can propose certain municipal by-laws if they believe the proposed by-law could potentially advance a prescribed provincial priority as identified in the Ontario Regulation 580/22; Provincial Priorities. This power applies to by-laws made under the Municipal Act, 2001, the City of Toronto Act, 2006, the Planning Act, and section 2 of the Development Charges Act. When proposing a by-law, the Mayor must provide a copy of the proposed by-law and their reasons for the proposal to the Clerk and each member of Council. The Mayor can require Council to consider and vote on the proposed by-law at a meeting, despite any rules in a local procedure by-law. By-laws proposed using this power are passed if more than one-third of all Council members vote in favor. The Mayor is also able to vote on passing the by-law.

7. Veto Power and Council Override:

The Mayor may veto certain by-laws if they believe the by-law could potentially interfere with a provincial priority as identified in the Ontario Regulation 580/22; Provincial Priorities. This veto power applies to by-laws approved by Council made under the under the Municipal Act, 2001, the City of Toronto Act, 2006, the Planning Act, and section 2 of the Development Charges Act.

The Mayor must provide written notice to Council of their intent to consider vetoing the by-law within two days after Council voted in favor of the by-law. If the Mayor decides to use their veto within 14 days after the Council vote, they must provide a written veto document to the clerk, who then shares it with each member of Council and makes it available to the public.

Council has the ability to override the veto within 21 days after receiving the written veto document. The veto can be overridden if two-thirds of all Council members vote to do so. During this process, the Mayor remains a member of Council with one vote.

8. Directing Staff:

The Mayor may direct staff to undertake certain tasks related to their additional powers and duties. This direction must be provided in writing and can include tasks such as researching policies and programs or implementing decisions related to the Mayor's powers.

9. Delegating Certain Powers:

The Mayor may delegate certain Strong Mayor powers to Council or the municipality's CAO. These powers include appointing a CAO, creating and assigning functions to committees, hiring municipal division heads, and changing the organizational structure of the municipality.

10. Municipal Budget Process:

The Mayor is required to propose the municipal budget each year by February 1. The proposed budget must be shared with each member of Council, the municipal clerk, and made available to the public. If the Mayor does not propose the budget by February 1, Council must prepare and adopt the budget. Council can amend the proposed budget within a 30-day review period, and the Mayor has 10 days to veto any Council amendment. Council can override the veto if two-thirds of all Council members vote to do so.

The Mayor can also initiate and prepare in-year budget amendments to raise additional amounts from property tax. The process for proposing, amending, and vetoing in-year budget amendments is similar to the annual budget process. The Mayor is required to exercise these powers in writing and make them available to the public, subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

In the view of Province, by centralizing administrative control, the Mayor can act swiftly on critical issues, reducing delays and ensuring efficient implementation of projects. The expansion of Strong Mayor powers to additional municipalities in Ontario is aimed to accelerate the delivery of provincial priorities. By empowering mayors with greater executive authority, the province intends to streamline processes, reduce obstacles, and ensure timely development of housing and infrastructure. These enhanced powers come with increased accountability for the Mayor and maintains essential checks and balances through the oversight of Councillors.

At the April 14, 2025 meeting Council directed staff to submit a motion in opposition to the Strong Mayor powers as part of the comments to the provincial government.

Staff are monitoring developments and will report back promptly with further information and recommendations. This will include options for preparing for any changes and potential impacts on municipal procedures, policies, by-laws, etc.

Link to Strategic/Master Plan6.6 Modernizing Services

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts related to this report.

Approved by: Emily Dance, Chief Administrative Officer

STRONG MAYOR POWERS – THE EROSION OF MUNICIPAL DEMOCRACY

John Mascarin and Jennifer Bilas

Aird & Berlis LLP

A. INTRODUCTION

On February 8, 2022, the Ontario Housing Affordability Task Force (the “**Task Force**”) released a report “to identify and implement measures to address the housing supply crisis and get homes built faster”.¹ The recommendations arising from the Housing Report include, *inter alia*, minimizing and unifying municipal design rules and requirements, and depoliticizing the development approvals process. In other words, the impediments to development as noted in the Housing Report fell within the purview of municipal authority. Although none of the recommendations included revising the municipal governance model, this became the impetus to Premier Ford’s implementation of the so-called “strong mayor” powers in, first, the Cities of Toronto and Ottawa, followed shortly thereafter with an expansion of these powers to municipalities that signed a commitment to meet specified provincial yearly housing targets.² This was followed by an announcement at the annual conference of the Association of Municipalities of Ontario (“**AMO**”) in August 2023 that the powers would be extended to an additional 21 smaller municipalities whose head of council would commit to new provincial housing targets.³

During his spring of 2022 provincial campaign, Premier Ford had not mentioned an intention to implement strong mayor powers [in large cities] across the Province. However, he had publicly been a proponent of the US-type strong mayor system of local governance⁴ as a means of making

¹ Housing Affordability Task Force, Report of the Ontario Housing Affordability Task Force (February 2022) (Chair: Jake Lawrence) (the “**Housing Report**”): <<https://www.ontario.ca/page/housing-affordability-task-force-report>>.

² “To Build More Homes, Ontario Launching Building Faster Fund and Expanding Strong Mayor Powers” Ontario Newsroom (21 August 2023), online: <<https://news.ontario.ca/en/release/1003397/to-build-more-homes-ontario-launching-building-faster-fund-and-expanding-strong-mayor-powers>>.

³ O. Reg. 331/23, filed on October 31, 2023, added 18 additional municipalities to the designated list.

⁴ In 2016, Doug Ford wrote that if he was elected at the provincial level, “municipal affairs [would be] the first thing [he] would want to change... [M]ayors across the province deserve stronger powers.” David Rider, “Would Doug Ford Give City Mayors More Power?”, *Toronto Star* (3 June 2018), online: <<https://www.thestar.com/news/queenspark/2018/06/03/would-doug-ford-give-city-mayors-more-power.html>>, citing Doug Ford and Ford, Rob, *Ford Nation: Two Brothers, One Vision* (Toronto: HarperCollins Publishers, 2016).

the “[mayor] responsible for everything.”⁵ With the rise of the housing crisis, the Premier may have seen a window to fundamentally alter the model of local governance that aligned with his vision of mayoral powers.

The *Strong Mayors, Building Homes Act, 2022*, moved quickly from initial announcement to enactment in under two months time. Enacting a bill on such an aggressive schedule meant that the provincial government forwent any meaningful consultation with local governments and industry stakeholders to determine if the strong mayor powers could be the solution that the housing crisis needed, and that the provincial government claims that it is. In fact, AMO urged the Province to consult “Ontario’s professional and political municipal organizations, including AMO, if [the Province] is considering extending these powers to other municipalities, to avoid unintended consequences.”⁶

Rather than using the powers constitutionally vested in the Province to actually address the housing crisis by, for example, increasing funding for community housing or expanding the inclusionary zoning power, the Province decided to download the responsibility to the heads of council of designated municipalities.⁷

B. DISTINGUISHING THE STRONG FROM THE WEAK

1. Weak Mayor System

Prior to the fundamental shift in the model of local government when the *Strong Mayors, Building Homes Act, 2022* was enacted, the “strong mayor” system did not exist in any jurisdiction across Canada.

Under the “weak mayor” system established by Ontario’s *Municipal Act, 2001* and *City of Toronto Act, 2006*, which remains the model of governance across Ontario, other than in the City of Toronto or unless otherwise designated through regulation, the head of council

⁵ See Anna Mehler Paperny, “Toronto Needs Strong Mayor With Veto Power, Doug Ford Says”, *The Globe and Mail* (17 February 2011), online: <<https://www.theglobeandmail.com/news/toronto/toronto-needs-strong-mayor-with-veto-power-doug-ford-says/article566760/>>.

⁶ Paola Loriggio, “Ontario Must Consult Public, Groups Before Expanding ‘Strong Mayor’ Powers: AMO” *City News* (29 August 2022), online: <<https://ottawa.citynews.ca/local-news/ontario-must-consult-public-groups-before-expanding-strong-mayor-powers-amo-5754449>>. See AMO Policy Update (10 August 2022), online: <<https://www.amo.on.ca/advocacy/municipal-gov-finance/strong-mayors-building-homes-act>>.

⁷ *Strong Mayors, Building Homes Act, 2022*, S.O. 2022, c. 18.

(i.e., mayors, reeves, wardens and chairs) has limited authority to take action and make decisions.⁸ The mayor is the ostensible leader of council with the express statutory responsibility to preside over council meetings, provide leadership, information and recommendations to council, and to represent their municipality at official functions.⁹ Although described as chief executive officer of the municipality,¹⁰ the mayor cannot bind a municipality without a quorum of council, unlike the chief executive officer of a corporation.¹¹ This model of government, with the mayor as a leader among equals and having only a single vote at council, remains in place across Canada, with the only exception now being in Ontario.

2. Strong Mayor System

A strong mayor system, by contrast, provides the head of council with a centralized executive authority to take actions and make decisions on a unilateral basis, without the concurrence or support of a majority of the members of council.¹² Such a system creates a power imbalance on council, granting the head of council additional powers that general members of council do not have (unless delegated).

⁸ John Mascarini and Williams, Christopher J., *Ontario Municipal Act and Commentary*, 2023 ed. (Toronto, Canada: LexisNexis Canada Inc.) at 76. References in this paper will be interchangeably to the “mayor” or the “head of council”.

⁹ *City of Toronto Act, 2006*, s. 133; *Municipal Act, 2001*, s. 225.

¹⁰ *City of Toronto Act, 2006*, s. 133; *Municipal Act, 2001*, s. 225(a).

¹¹ See the description of the head of council as chief executive officer in s. 226.1 of the *Municipal Act, 2001*:

Head of council as chief executive officer

226.1 As chief executive officer of a municipality, the head of council shall,

- (a) uphold and promote the municipal purposes of the municipality;
- (b) promote public involvement in the municipality’s activities;
- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally, and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

A similar description is set out in s. 134 of the *City of Toronto Act, 2006*.

¹² John Martinez, *Local Government Law*, (Thomson/West, 2022) Part II. Local Government Organization and Process, c. 11, Processes of Governance § 11:1.

A head of council acting under the auspices of a strong mayor system is granted limited statutory executive functions, such as the power to make decisions on their own on certain matters and to veto certain decisions made by council. This means that the mayor is more than just one vote on council, and has the ability to realize their personal agenda without the need to build consensus or to seek compromise amongst council as a whole, which essentially had been the local governance model in Ontario (and throughout Canada) for some 200 years.

C. STRONG MAYORS POWERS

1. Amendments to *City of Toronto Act, 2006* and *Municipal Act, 2001*

(a) General

The *City of Toronto Act, 2006*, the *Municipal Act, 2001*, and the *Municipal Conflict of Interest Act*, were amended in September 2022 by the *Strong Mayors, Building Homes Act, 2022* via Schedules 1, 2, and 3, respectively.

The statute added stand-alone Parts VI.1 to both the *Municipal Act, 2001* and the *City of Toronto Act, 2006* – both entitled “Special Powers and Duties of the Head of Council”.¹³

Following this initial restructuring of local municipal governance, strong mayor powers were enhanced in December 2022 by the enactment of the *Better Municipal Governance Act, 2022*¹⁴ which added a very significant new power to a strong mayor municipality whereby the head of council could propose certain by-laws that would **advance** provincial priorities and have such by-laws enacted by a vote of a mere one-third plus one member of a municipal council.¹⁵ This power supplements the authority of a head of council from the *Strong Mayors, Building Homes Act, 2022* to veto a by-law that could potentially **interfere** with a prescribed provincial priority.

¹³ The authorities in both statutes are largely complimentary to one another. There are only a few minor substantive differences between the two parts.

¹⁴ *Better Municipal Governance Act, 2022*, S.O. 2022, c. 24.

¹⁵ *City of Toronto Act, 2006*, s. 226.9.1; *Municipal Act, 2001*, s. 284.11.1.

(b) Municipalities Granted Strong Mayor Powers

Section 284.2 of the *Municipal Act, 2001* provides that the Minister of Municipal Affairs and Housing may designate municipalities to which the strong mayor system applies by way of regulation. This is not necessary in the *City of Toronto Act, 2006* which only applies to the City of Toronto.

Former Minister of Municipal Affairs and Housing, Steve Clark, first designated the City of Ottawa as a municipality to have the strong mayor system, and then on June 29, 2023, designated an additional 27 municipalities.¹⁶

More recently, municipalities with a forecasted population of 50,000 or more by 2031 had the opportunity to sign a pledge to meet specific housing targets. Such housing targets were determined by the Province. Communications were sent to 21 heads of council, they were advised that if they signed a commitment by October 15, 2023 to meet the new provincial housing targets, their municipalities would be designated as a strong mayor municipality via regulation.¹⁷ Eighteen additional municipalities have been designated.

The strong mayor powers can be divided into four broad categories: Administrative, Provincial Priorities, Municipal Budget and General/Miscellaneous.

(c) Administrative Powers

(i) Directions to Employees

Designated heads of council have a limited authority to direct employees to undertake research, provide advice and to carry out any powers or performance to implement the decisions of the head of council.¹⁸ Any such directions to employees must be provided in writing and prescribed documents or information must be made available to the public.¹⁹

¹⁶ O. Reg. 530/22, s. 1, as amended by O. Reg. 180/23.

¹⁷ "To Build More Homes, Ontario Launching Building Faster Fund and Expanding Strong Mayor Powers" Ontario Newsroom (21 August 2023), online: <<https://news.ontario.ca/en/release/1003397/to-build-more-homes-ontario-launching-building-faster-fund-and-expanding-strong-mayor-powers>>.

¹⁸ *City of Toronto Act, 2006*, s. 226.1; *Municipal Act, 2001*, s. 284.3.

¹⁹ *City of Toronto Act, 2006*, s. 226.2; *Municipal Act, 2001*, s. 284.4.

(ii) Chief Administrative Officer

In a fundamental shift of responsibility, the mayors of designated municipalities under the *Municipal Act, 2001* have been given the power to hire and appoint their chief administrative officer.²⁰ The power can be delegated back to the council.²¹

(iii) Organizational Structure

The organizational structure of a municipality may be determined by a head of council. The head of council has been granted the authority to hire or terminate or exercise such other prescribed employment powers pertaining to the head of any division,²² with certain enumerated exceptions (primarily statutory officers and persons whose appointment is required by statute).²³ The power can be delegated back to the council or to the chief administrative officer.²⁴

(iv) Local Boards and Committees

Designated heads of council have authority to appoint the chairs and vice-chairs of prescribed local boards²⁵ and committees,²⁶ and may establish, dissolve and assign functions to committees.²⁷ The power with respect to committees may be delegated back to the council.²⁸

²⁰ *City of Toronto Act, 2006*, s. 226.3; *Municipal Act, 2001*, s. 284.5. A chief administrative officer holding their position on the date their municipality is designated under Part VI.1, continues to hold their position unless they are dismissed or their appointment is revoked by the head of council – s. 226.13(1) 1 of the *City of Toronto Act, 2006* and s. 284.15(1) 1 of the *Municipal Act, 2001*.

²¹ O. Reg. 529/22, s. 5(1) and O. Reg. 530/22, s. 6(1). A number of mayors have delegated the power back to their councils (see, for example, the cities of Ottawa, Kingston and Guelph).

²² *City of Toronto Act, 2006*, s. 226.4(1)-(2); *Municipal Act, 2001*, ss. 284.6(1)-(2).

²³ *City of Toronto Act, 2006*, s. 226.4(3); *Municipal Act, 2001*, s. 284.6(3).

²⁴ O. Reg. 529/22, s. 5(2) and O. Reg. 530/22, s. 6(2).

²⁵ *City of Toronto Act, 2006*, s. 226.5; *Municipal Act, 2001*, s. 284.7. Chairs and vice-chairs can continue to hold their positions until they are dismissed or their appointment is revoked by the head of council under s. 226.13(1) 2 of *City of Toronto Act, 2006* or s. 284.15 2 of the *Municipal Act, 2001*. No regulation prescribing local boards have been

²⁶ *City of Toronto Act, 2006*, s. 226.6 2; *Municipal Act, 2001*, s. 284.8 2. Prescribed committees must consist solely of members of council: O. Reg. 529/22, s. 3 and O. Reg. 530/22, s. 4.

²⁷ *City of Toronto Act, 2006*, ss. 226.6 1 & 3; *Municipal Act, 2001*, ss. 284.8 1 & 3.

²⁸ O. Reg. 529/22, s. 5(1) and O. Reg. 530/22, s. 6(1).

(d) Provincial Priorities Powers

(i) Prescribing Provincial Priorities

The cornerstone to the implementation of the strong mayor system is that such powers may only be exercised for the advantage of prescribed provincial priorities. The following provincial priorities are prescribed pursuant to O. Reg. 580/22:

1. Building 1.5 million residential units by the end of 2023; and
2. Constructing and maintaining infrastructure to support housing, including,
 - i. transit,
 - ii. roads,
 - iii. utilities, and
 - iv. servicing.

The strong mayor powers set out below with respect to items (ii), (iii) and (iv):

- (a) to require a council to consider matters at meetings,
- (b) to veto a by-law that interferes with a provincial priority, and
- (c) to pass a by-law with a minority vote of council to advance a provincial priority,

can only be exercised for the advantage of the prescribed provincial priorities.²⁹

(ii) Powers re Meetings

The head of council is given the power to require council to consider a matter that could advance a provincial priority. This power may be exercised notwithstanding contrasting requirements set out by the municipalities procedure by-law.³⁰

²⁹ *City of Toronto Act, 2006*, s. 226.7; *Municipal Act, 2001*, s. 284.9.

³⁰ *City of Toronto Act, 2006*, s. 226.8; *Municipal Act, 2001*, s. 284.10.

(iii) Mayor's Veto Power

(1) To Veto By-law Interfering with Provincial Priority

The head of council is provided with a limited veto power which the head can exercise if they are of the opinion that council has passed a by-law that could potentially interfere with a prescribed provincial priority. The veto powers are set out in sections 226.9 of the *City of Toronto Act, 2006* and section 284.11 of the *Municipal Act, 2001*. The veto power is limited to by-laws that are enacted under:

- the *City of Toronto Act, 2006* or the *Municipal Act, 2001* or their regulations;
- the *Planning Act, 2001* or regulations made thereunder; or
- any other prescribed statutes or regulations or provisions thereof.³¹

The head of council must be “of the opinion” that a by-law enacted by council could potentially interfere with a provincial priority in order to use the veto power.

The veto power must be exercised, in writing, within two days of council approval of the by-law.³² The by-law is deemed not to have been passed by council if the veto power is exercised.³³

³¹ *City of Toronto Act, 2006*, s. 226.9(1); *Municipal Act, 2001*, s. 284.11(1). O. Reg. 530/22, s. 5 extends the veto power to by-laws enacted under s. 2 of the *Development Charges Act, 1997*, S.O. 1997, c. 27, and limits the veto power by removing its applicability with respect to by-laws under sections 289 and 290 of the *Municipal Act, 2001*.

³² *City of Toronto Act, 2006*, ss. 226.9(2)-(7); *Municipal Act, 2001*, ss. 284.11(2)-(7).

We are aware of two mayoral decisions to veto council decisions that could potentially interfere with prescribed provincial priorities:

- Ajax Mayoral Decision No. 2-2024 dated February 21, 2024 to veto town council's community benefits charges by-law as creating additional barriers and costs on purpose-built rental housing because of the introduction of a 4% levy that would be passed on to the ultimate user; and
- Hamilton Mayoral Decision MDE-2024-03 dated March 28, 2024 to strike down a city council decision to not make certain city-owned land (parking lots) available for the development of affordable housing.

³³ *City of Toronto Act, 2006*, s. 226.9(8); *Municipal Act, 2001*, s. 284.11(8).

(2) Council Override of Mayor's Veto

The council will have 21 days to possibly override the head of council's veto with a two-thirds council vote.³⁴ The head of council is expressly entitled to vote on the proposed council override.³⁵ The head of council is still a member of council and retains their vote when council considers overriding the mayoral veto.

If the supermajority vote reverses the mayor's veto, the by-law will be deemed to have passed on the day the council voted to override the veto.³⁶

(iv) Minority Vote to Advance Provincial Priority

As noted above, the *Better Municipal Governance Act, 2022* added a significant power for a strong mayor municipality whereby the head of council may propose certain by-laws that would *advance* provincial priorities. It is a corollary power to the mayor power to veto by-laws that potentially interfere with a provincial priority. A strong mayor may propose a by-law which can be enacted by a vote of a mere one-third plus one member of a municipal council.³⁷

The minority-enactment power is limited to by-laws that are passed under:

- the *City of Toronto Act, 2006* or the *Municipal Act, 2001* or their regulations;
- the *Planning Act, 2001* or regulations made thereunder; or
- any other prescribed statutes or regulations or provisions thereof.³⁸

³⁴ *City of Toronto Act, 2006*, s. 226.9(9); *Municipal Act, 2001*, s. 284.11(9).

³⁵ *City of Toronto Act, 2006*, s. 226.9(10); *Municipal Act, 2001*, s. 284.11(10).

³⁶ *City of Toronto Act, 2006*, s. 226.9(11); *Municipal Act, 2001*, s. 284.11(11).

³⁷ *City of Toronto Act, 2006*, s. 226.9.1; *Municipal Act, 2001*, s. 284.11.1. The wording of the statutes stipulates "more than one-third vote required." Both statutes provide that the head of council is entitled to vote on the matter, *ergo* the one-third of council plus the head of council.

³⁸ *City of Toronto Act, 2006*, s. 226.9(1); *Municipal Act, 2001*, s. 284.11(1). O. Reg. 529/22, s. 4(2) and O. Reg. 530/22, s. 5(2) provide that this power extends to "by-laws enacted under section 2 of the *Development Charges Act, 1997*."

(e) Municipal Budget

The statutory amendments created another significant shift by providing that the powers and responsibilities for the municipal budget is now under the authority of the head of council to prepare and present to council for consideration. The mayor must bring forward the budget for adoption by council on or before February 1 of each year in accordance with the regulations. Council may adopt or propose amendments to the budget.³⁹

The mayor may veto the budget amendments and council may, by a two-thirds vote (which includes the mayor – who is entitled to vote), override the mayor’s veto.⁴⁰

(f) General or Miscellaneous Provisions

There are also a number of provisions that can be described as general or miscellaneous.

(i) Immunity

If made legally and in good faith by the head of council, any exercise of power under Part VI.1 cannot be quashed or judicially reviewed, in whole or in part, for unreasonableness.⁴¹

(ii) Vacancy in Office of Head of Council

In municipalities where the strong mayor system is not in place, if there is a vacancy of any council member’s office (including that of the head of council), the council may fill such vacancy through appointment or by-election.⁴² Under the strong mayor regime, the filling of a mayoral vacancy on the council can no longer be done by appointment – a by-election must be held to fill the office of mayor.⁴³ This is a reflection of the increase in

³⁹ *City of Toronto Act, 2006*, ss. 226.14(1)-(3); *Municipal Act, 2001*, ss. 284.16(1)-(3).

⁴⁰ *City of Toronto Act, 2006*, ss. 226.14(4)-(5) and O. Reg. 529/22; *Municipal Act, 2001*, ss. 284.16(4)-(5) and O. Reg. 530/22.

⁴¹ *City of Toronto Act, 2006*, s. 226.12; *Municipal Act, 2001*, s. 284.14. This immunity has antecedents in ss. 272 and 448 of the *Municipal Act, 2001* and ss. 214 and 391 of the *City of Toronto Act, 2006*.

⁴² *City of Toronto Act, 2006*, s. 208; *Municipal Act, 2001*, s. 263.

⁴³ “Bill 3, Strong Mayors, Building Homes”, 2nd Reading, *House of Commons Debate*, 1-43, No. 4 (11 August 2022), Volume A at 98 (Hon Steve Clark). *City of Toronto Act, 2006*, s. 226.10; *Municipal Act, 2001*, s. 284.12. There is an exception for a vacancy in the office of mayor that occurs after March 31 in a regular election year – the council can still appoint a replacement.

power allocated to the head of council. A deputy mayor does not step into the shoes of a strong mayor to be able to exercise the same powers.

(iii) Delegation

The head of council may delegate their powers and duties under Part VI.1 of the *City of Toronto Act, 2006* and the *Municipal Act, 2001* with respect to: (i) the chief administrative officer; (ii) municipal organizational structure; (iii) local boards; and (iv) committees.⁴⁴

(g) Regulation-Making Authority

The Minister of Municipal Affairs and Housing is given broad regulation-making powers to prescribe for all manner of things under Parts VI.1 of both the *City of Toronto Act, 2006*⁴⁵ and the *Municipal Act, 2001*,⁴⁶ including the authority to make a regulation retroactive to a date not earlier than six months before it was made.⁴⁷

2. Amendments to *Municipal Conflict of Interest Act*

The *Municipal Conflict of Interest Act*⁴⁸ was amended to address the implementation of the strong mayor system.

Section 5.3 was added to the *Municipal Conflict of Interest Act*, requiring a mayor with a pecuniary interest in a matter to disclose such interest and to refrain from using the powers granted under Parts VI.1 of the *Municipal Act, 2001* or the *City of Toronto Act, 2006*. Section 5.3 does not apply to a pecuniary interest listed under the exceptions in section 4 of the *Municipal Conflict of Interest Act*.

Despite a declared pecuniary interest, the mayor may delegate their powers and duties of appointment, within the limits as noted above.

⁴⁴ *City of Toronto Act, 2006*, s. 226.11; *Municipal Act, 2001*, s. 284.13.

⁴⁵ *City of Toronto Act, 2006*, s. 226.15.

⁴⁶ *Municipal Act, 2001*, s. 284.17.

⁴⁷ *City of Toronto Act, 2006*, s. 226.15(4); *Municipal Act, 2001*, s. 284.17(4).

⁴⁸ *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

D. COMMENTARY

1. Solving the Housing Crisis

The provincial government set an aggressive target to build 1.5 million homes over the next decade. As noted, the provincial government pointed the finger at municipal bureaucracy and red tape as a leading contributor to the housing crisis. In order to have shovels break ground sooner, Premier Ford took the position that strong mayor powers are needed in 50 municipalities across Ontario.

But will strong mayor powers, including the authority to require council to consider matters at meetings without adherence to the procedure by-law, to veto a by-law that potentially interferes with provincial priorities, or to pass a by-law that potentially advances provincial priorities with a minority vote of council, make any real impact on reaching new housing construction targets throughout Ontario? While the development approval process has been streamlined and there is less backlog of building permit delays, significant obstacles to actually constructing new housing units have not been addressed.

A concern raised by many municipalities is the lack of infrastructure and services to support the housing targets set by the Province.⁴⁹ Even if a municipality receives funding from the Province's \$1.2 billion Building Faster Fund for such servicing, complex infrastructure is not built in a day. With new housing comes the need for more hospitals, schools, roads, transit, increased water and sewer servicing capacity, and businesses generally. The technical design, receipt of approvals from impacted bodies like the Ministry of the Environment, Conservation and Parks and conservation authorities, and the bid and tender process, all take significant time. The impacts of certain aspects of infrastructure construction need to be assessed, and such studies cannot simply be eradicated to achieve the housing targets. When new or upgraded infrastructure and services must precede new residential development, it is difficult to discern how the strong mayor powers will solve the housing crisis.

⁴⁹ Lisa Queen, "Newmarket denied strong mayor powers after mayor rejected signing housing pledge he calls unachievable", *YorkRegion.com* (16 June 2023), online: <Newmarket denied strong mayor powers after mayor rejected signing housing pledge he calls unachievable (yorkregion.com)>.

Despite a potential influx of development approvals, a lack of skilled tradespeople, supply chain issues and the difficulty for developers to obtain construction financing with increasing interest rates remain obstacles that have not been addressed.⁵⁰

In other words, a solution to a multi-faceted problem resulting in the housing shortage in Ontario cannot simply be resolved by a number of mayors deciding to propose or veto various by-laws.

2. Effects of the Strong Mayor System

In a weak mayor system, where the head of council is but one vote on council, a council must achieve results through collaboration and concession.⁵¹ In a strong mayor system, the head of council can veto various by-laws if they are considered to potentially interfere with provincial priorities or proffer certain by-laws requiring the support of only a minority of council members to potentially advance provincial priorities. In this sense, there is a real loss of consensus-building amongst council.

An oft-cited reason for the opposition of strong mayor powers is the erosion of local democracy.⁵² Municipal democracy as we have previously known it in Ontario is very fundamentally threatened and will be largely dependent on how empowered heads of council wield their executive powers (or decide to cede some of them back to their council and administration). It may very well be that in designated municipalities it will be a minority of council that is deciding how the housing crisis is tackled in that local area, perhaps in contrast to what a majority of their residents actually want.

⁵⁰ Rosa Saba, "Labour Shortage in Construction Adding Extra Pressure to Housing Supply Gap: Experts", *Toronto Star*, (2 July 2023), online: <https://www.thestar.com/business/labour-shortage-in-construction-adding-extra-pressure-to-housing-supply-gap-experts/article_84c6a64f-8a51-5629-8074-6e5a828fe50f.html>.

⁵¹ "Bill 3, Strong Mayors, Building Homes Act, 2022", Standing Committee on Heritage, Infrastructure and Cultural Policy, 1-43, HE-4 (29 August 2022) at HE-17 (Dr. Myer Siemiatycki): "For almost 200 years, Ontario municipalities have been well served by a governance model based on mayoral-led, collegial, collaborative governance rooted in strong ties to their residents. That needs to continue."

⁵² "Strong Mayor Powers are Bad for Local Democracy", *Toronto Star* (20 June 2023), see online: <https://www.thestar.com/opinion/editorials/strong-mayor-powers-are-bad-for-local-democracy/article_c60a95b4-aa44-59ec-bf6e-705a979da45f.html>.

The implementation of the strong mayor system, to be exercised only in concert with provincial priorities, is a way for the provincial government to exercise control over municipal governments. The provincial government has revised the system whereby municipalities collect development charges, significantly reducing the amount of charges that municipalities may collect from developing landowners to cover the expense of growth-related capital costs to municipalities. While growth-related costs for new and expanded infrastructure were previously collected from developers, some municipalities must now pledge to meet provincially-determined housing objectives and only when a municipality meets 80% of its yearly target, are they eligible for provincial funding.

By implementing strong mayor powers, the provincial government has effectively undermined municipal independence and, by supplanting development charge funds with a provincial incentivized home-building fund, complete with bonuses for surpassing targets, is forcing municipalities to prioritize provincial goals.

E. CONCLUSION

The provincial government had the inherent power to immediately address housing issues that are rampant across Ontario. Expanding inclusionary zoning, ending exclusionary zoning, strengthening rent control and closing loopholes around renovations, and funding community and affordable housing would directly and immediately impact housing concerns province-wide. Instead, the provincial government has focused on reforming municipal government. It is evident that the implementation of a strong mayor system, to be exercised only to advance the prescribed provincial priorities of the day, is another example of the Province intermeddling into municipal affairs.

Downloading the provincial government's commitment to solve the province-wide housing crisis to the heads of council of Ontario's largest municipalities will not be the cure that the government promulgates it to be. The strong mayor system is nothing more than another attempt by the provincial government to exercise greater control over local government and advance provincial objectives at the municipal level, despite opposition from local governments, citizens, and even a number of mayors receiving the strong powers.

Finally, the effectiveness of the strong mayor powers to “solve the housing crisis” will be largely dependant on an individual head of council’s exercise of such powers. If the mayors are not proponents of increased development or of affordable housing, the legislation will have no effect whatsoever on solving the crisis it was purportedly intended to address.

Note: A previous version of this paper was delivered at the *Six-Minute Real Estate Lawyer 2023* (Law Society of Ontario) on November 15, 2023 which was also based on an earlier published article co-written by the authors for the *Digest of Municipal and Planning Law*: “Strong Mayors, Weak Plan”, (2022) 10 D.M.P.L. (2d), October 2022, Issue 22.

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Staff Report

Council Meeting Date: April 28, 2025

Subject: CAO-2025-08 Zoning By-Law Amendment - Additional Dwelling Units

Report from: Emily Dance, Chief Administrative Officer

Attachments:

Recommendation

Be It Resolved that Council hereby approves Report CAO-2025-08 - Zoning By-Law Amendment – Zoning By-Law Update, Additional Dwelling Units;

AND directs staff to make an application to the County of Bruce to bring forward an amendment to the Comprehensive Zoning By-Law for Additional Dwelling Units;

AND FURTHER an amendment to residential lot provisions to add a stipulation that duplex dwellings can have a reduced lot area and frontage.

Background

[Bill 23, or the More Homes Built Faster Act](#), included updates to the Planning Act that prohibit Official Plans and Zoning By-laws from containing any policies or provisions that prohibit the use of up to three (3) residential units on a parcel of land that is within a settlement area and is serviced by municipal sanitary sewer and water.

Analysis

As the Municipality is required to comply with the legislative changes of Bill 23, updates to the Zoning By-law are necessary to incorporate these changes into the existing By-law and to be in compliance with Provincial requirements.

These changes will result in improved clarity to facilitate additional residential units.

In consultation with the County of Bruce Planning Department it is recommended that the Municipality of Arran-Elderslie make an application for an amendment to the Zoning By-Law for Additional Dwelling Units.

It is also recommended that an amendment to residential lot provisions also be included to add a stipulation that duplex dwellings can have a reduced lot of area and frontage reducing the need for minor variance applications.

The Municipality will follow the planning application process which will include public notice, a public meeting and a report being presented to Council for approval.

County Planner, Megan Stansfield will be in attendance at the meeting should Council have further questions on the proposed application.

Link to Strategic/Master Plan

6.3 Facilitating Community Growth

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts related to this report.

Approved by: Emily Dance, Chief Administrative Officer

Policy

1

Section: 1.0 Administration

Policy: Public Notice Policy

Policy By-Law: 31-2025

Date: April 28, 2025

Revision:

Policy Statement:

The Municipality of Arran-Elderslie values the involvement of volunteers in community programs, activities, and services, where appropriate.

Legislative Authority:

N/A

Contents:

1. Purpose

The Municipality of Arran-Elderslie ("Municipality") recognizes the positive impact that volunteers have on making our community a caring and inclusive place to live and work. Volunteers assist in providing strong, sustainable programming and supplement the services provided by the Municipality. The Municipality supports individuals who wish to achieve their goals and objectives through volunteer opportunities.

The purpose of this policy is to establish volunteer management policies and procedures that enhance program delivery while protecting community members, volunteers and the Municipality from harm.

2. Definitions

Chief Administrative Officer shall mean the Chief Administrative Officer of The Corporation of the Municipality of Arran-Elderslie;

Clerk shall mean the Municipal Clerk of The Corporation of the Municipality of Arran-Elderslie;

Council shall mean the Council of the Municipality of Arran-Elderslie;

Criminal Record Check shall mean a background search of criminal history conducted by the Ontario Provincial Police (OPP);

Emergency Volunteer shall mean a volunteer engaged by the Municipal Emergency Control Group;

Municipality shall mean The Corporation of the Municipality of Arran-Elderslie;

Screening shall mean the process of volunteers applying to and being selected by the Municipality;

Senior Manager shall mean a manager appointed by the Municipality to oversee the operations of a specific department, including Facilities, Parks and Recreation, Public Works, Finance, Legislative Services, Building and Planning and Emergency Services.

Volunteer Supervisor shall mean a person, either a Municipal staff member or a volunteer, who oversees the management of volunteers and volunteer activities and is responsible for the training of volunteers. They will act as a primary contact between the Municipality and the volunteer group;

Volunteer shall mean an individual or member of a group who freely and willingly contributes time, energy and support by performing a defined task directly on behalf of the Municipality of Arran-Elderslie without compensation, or expectation of compensation;

Vulnerable Person shall mean a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust;

Vulnerable Sector Screening “VSS” shall mean the police-screening and background check of individuals who intend to work or volunteer with, or in proximity to, vulnerable people.

Responsibility

The Chief Administrative Officer or Designate and the Senior Manager will be responsible for the oversight of the volunteer program pertaining to their specific department.

3. Scope

This policy shall apply to all persons who volunteer in any capacity with the Municipality and all employees who recruit, oversee, supervise and/or work with volunteers. This policy will include volunteers who sit on any committees or boards.

This policy shall not apply to activities on public property. This policy does not apply to emergency volunteers, volunteer fire fighters or educational placements. Volunteering for Arran-Elderslie provides an opportunity for members of the public to contribute to the community. Volunteers can be used for many purposes including recreational, cultural, environmental, social, community services and various civic activities.

Volunteers will not be used to:

- Replace or take away paid work from employees;
- Backfill existing employee positions (vacancies, leaves) except in a declared emergency under the Emergency Response Plan;
- Offset or supplement workload pressures or activities that would typically be conducted by a paid employee except in a declared emergency under the Emergency Response Plan.

All volunteers performing duties on behalf of the Municipality will be insured in accordance with the Municipality's general liability insurance policy.

A volunteer is only volunteering and therefore covered by Municipal insurance, after they have reported to their contact on the day they are scheduled to volunteer. **Once their scheduled volunteer time is concluded, they cease to be a volunteer.**

Volunteers **shall not** be permitted to operate municipal vehicles unless authorized by the CAO as well as having a valid G driver's license and clean driver's abstract.

4. Responsibility

a. The Chief Administrative Officer (CAO):

- Develop and maintain the volunteer policy and procedures and guidelines
- Communicate the policy and procedures to Municipal employees.
- Provide advice and guidance to volunteer program administrators and supervisors of volunteers, as required.
- Ensure corporate policies, health and safety guidelines, and human resources related information and guidance is readily available to program administrators and Volunteer Supervisors.
- Develop applicable forms, templates and tools for the effective administration of the volunteer program.

b. Municipal Employees:

It is expected that the department responsible for the recruitment of the volunteers shall:

- Provide thorough orientation and training, including health and safety training and any other necessary tools to prepare volunteers for a successful placement experience.
- Provide necessary equipment, tools, technology as required for the volunteer placement.
- Ensure that all necessary forms and documentation is completed prior to commencement of the placement (i.e. sign-off on training acknowledgement forms, waiver, volunteer contract, and determine if Police Record Check including Vulnerable Sector Screening is required).
- Verify the understanding of the scope of the position with the volunteer.
- Manage, support and coordinate volunteers and their activities related to the service or program being provided.
- Treat volunteers as respected members of the work team in accordance with the Employee Code of Conduct, Respect in the Workplace, Violence & Harassment in the workplace policies.
- Provide guidance, direction and support through a volunteer Supervisor who acts as a supervisor of the volunteer.
- Provide recognition and show appreciation for the contributions of volunteers on an on-going basis where possible.
- Accommodate accessibility needs as required.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.

c. Volunteers:

- Adhere to applicable Municipal rules, policies, procedures, regulations and standards and comply with all directions issued by the Volunteer Supervisor.
- Be prompt and reliable in reporting for duty; notifying the immediate supervisor as early as possible if unable to report as scheduled.
- Attend orientation and training sessions as provided.
- Consult with assigned supervisor before undertaking any new responsibilities.
- Maintain the confidentiality of any information that is accessed, exchanged or conveyed during the duration of the placement
- Wear attire or assigned PPE appropriate for safety and public perception while volunteering.

- Provide a Police Record Check (including Vulnerable Sector Screening) as required.
- Sign a completed Volunteer Contract.
- Sign a Volunteer Waiver.
- Complete all applicable forms and documentation prior to commencement of the placement.
- Comply with all injury reporting requirements of the Municipality
- Will ensure that their position as a volunteer will not be used to grant special privileges to any person or group and avoid all other conflicts or interest which may arise from their position as a volunteer.
- Will ensure that their position as volunteer will not be used for personal or business benefit or gain.

d. Volunteer Supervisor:

In addition to the volunteer responsibilities outline in section "c. Volunteers", the Volunteer Supervisor shall:

- Be the primary point of contact between the Municipality and the Volunteer Group.
- Obtain a Police Criminal Record Check and Vulnerable Sector Check.
- Supervise the volunteers in his/her volunteer group.
- Organize and communicate when the volunteer group will be providing their service to the Municipality.
- Ensure a first aid kit is available to all volunteers.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.
- Be provided with his/her groups volunteered medical information and be aware of any potential risk within their volunteer group. The Volunteer Supervisor shall maintain the medical forms in a binder on site when volunteering.
- Perform any additional tasks identified in the Terms & Conditions of the contract.

5. **Volunteer Application Process**

Individuals who wish to volunteer within the Municipality are required to submit, at minimum the Volunteer Information Form. Resumes and cover letters may accompany the Application as applicable.

6. **Adherence to Corporate Policies**

Volunteers must abide by all applicable Municipal policies and procedures including, but not limited to: Code of Conduct, Respectful Workplace Policy, Violence/Harassment in the Workplace Policies, Municipal Accessibility Policy,

Health and Safety Policy, Social Media Policy. Volunteers must also complete Site-Specific safety training provided by the Municipality.

7. Personal Information

Personal information collected by the Municipality with respect to volunteer involvement will only be used for administration and management of the volunteer program.

6. Records Management and Retention

Documents and records generated as a result of this policy will be maintained in accordance with the Municipality's Records Retention By-law.

7. Compliance

Failure to comply with this policy, misconduct or failure to perform duties may result in termination of volunteer privileges.

8. Review

This policy will be reviewed every two years from the date of adoption by Council to ensure it maintains the requirements of the Municipal Insurance Provider.

Reference Documents:

- Volunteer Application Form
- Volunteer Waiver
- Volunteer Contract

Corporate Policies:

- Employee Code of Conduct
- Health & Safety
- Respect in the Workplace (Harassment & Violence)
- Violence in the Workplace
- Workplace Harassment and Discrimination
- Municipal Accessibility
- Social Media



VOLUNTEER APPLICATION

Thank you for your interest in volunteering for the Municipality of Arran-Elderslie. Please provide us with the information below. If you are selected for the volunteer position, a municipal employee will contact you to provide additional information.

VOLUNTEER INFORMATION				
Name (Print):				
Address:				
Phone Number		Phone Number (Other)		
E-mail Address:				
Date of Birth dd/mm/yyyy:				
Volunteer Position:				
Emergency Contact:		Emergency Contact Phone:		
VOLUNTEER EXPERIENCE & CERTIFICATIONS			YES	NO
Do you have a current Standard First Aid and CPR-C Certificate?			<input type="checkbox"/>	<input type="checkbox"/>
Are you AED (Automated External Defibrillator) Trained?			<input type="checkbox"/>	<input type="checkbox"/>
Have you volunteered or applied to volunteer for the Municipality of Arran-Elderslie in the past? <i>If yes, please describe:</i>			<input type="checkbox"/>	<input type="checkbox"/>
Do you have any additional certifications, qualifications or related experience that could be applied to a volunteer position with the Municipality?			<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement of Volunteer Responsibilities:				
This section must be completed by the volunteer or by a Parent of Legal Guardian if the Volunteer is under the age of 18.				
<input type="checkbox"/>	I understand that potential volunteers may be required to undergo a screening process which could include an interview and reference check			
<input type="checkbox"/>	I understand that mandatory training sessions may take place prior to volunteer position commencement.			
<input type="checkbox"/>	I understand that upon acceptance of a volunteer position, I may be required to obtain a Police Vulnerable Sector Check (over 18) or a Police Information Check (under 18) at my own expense prior to volunteering.			
<input type="checkbox"/>	I hereby certify that the information provided is correct, and any false statements made on this application will result in immediate termination of my volunteer position.			
<input type="checkbox"/>	I understand that the Municipality can refuse assistance of an individual to volunteer or to end a current volunteer opportunity. The Municipality is not required to provide reasons or rationale for these actions.			

Personal information contained on this form is collected in pursuant to the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the Municipal Clerk.



VOLUNTEER CONTRACT

VOLUNTEER INFORMATION

Name (Print):	
Address:	
Telephone number(s):	
E-mail Address:	
Age:	
Volunteer Position:	

The following is an acknowledgement by you, the volunteer, and the Municipality of Arran-Elderslie:

As a volunteer in Arran-Elderslie	Initials
I will follow the roles and responsibilities as outlined in my position description	
I will volunteer for the minimum volunteer commitment as outlined in my position description	
I will provide a criminal record check, if required by the Program/Event coordinator	
I will complete the mandatory training prior to engaging in volunteer activity	
I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and patrons. I will immediately report any incidents, concerns and/or accidents to my supervisor	
I will behave in accordance with the Municipality of Arran-Elderslie Code of Conduct	
I will be respectful to staff, patrons, and fellow volunteers at all time	
I will be reliable, prompt and notify the Volunteer Coordinator if I am unable to complete my scheduled shift	
I will be receptive to constructive feedback from the Volunteer Coordinator	
I will not receive monetary compensation for my volunteer services or time	
I will not be considered an employee of the Municipality of Arran-Elderslie	

Additional information from the Municipality:

1. We will provide written information, training and support to you as a Volunteer.
2. We will ensure adequate supervision is in place and provide constructive feedback on volunteer performance.
3. We will respect the skills, dignity, and individual needs of the Volunteer and adjust to accommodate individual requirements whenever possible.
4. We will be receptive to feedback from you as a Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
5. We will maintain our commitment to the health and safety of all volunteers, staff and patrons and conduct ourselves accordingly.
6. Personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Volunteer:	Signature:	Date:
Municipal Rep.:	Signature:	Date:



VOLUNTEER CONTRACT

****PAGE 2 SHALL BE COMPLETED BY PROGRAM/EVENT ADMINISTRATOR****

Required Training for Volunteers	Required (Yes/No)	Document Sent to Volunteer
Employee Code of Conduct		<input type="checkbox"/>
Respect in the Workplace Policy (Harassment and Violence)		<input type="checkbox"/>
Municipal Accessibility Policy		<input type="checkbox"/>
Health & Safety Policy		<input type="checkbox"/>
Social Media Policy		<input type="checkbox"/>
WHMIS Training		<input type="checkbox"/>
Volunteer Application		<input type="checkbox"/>
Volunteer Contract		<input type="checkbox"/>
Emergency Medical Information		<input type="checkbox"/>
Volunteer Waiver		<input type="checkbox"/>
SITE SPECIFIC:		
- First Aid: Location of Stations, names of First Aiders		<input type="checkbox"/>
- Fire Safety & Evacuation Plans		<input type="checkbox"/>
- Site Specific Hazards (i.e. contaminated sandbags, heat/cold exposure, exposure to compressed gases, Location of Trip/Slip/Fall hazards, proper techniques to prevent MSDs, etc.)		<input type="checkbox"/>
POLICE VULNERABLE SECTOR CHECK/POLICE INFORMATION CHECK		<input type="checkbox"/>

TRAINER INFORMATION	
Name (Print):	
Date of Completed Volunteer Training	
Signature:	
Date:	

VOLUNTEER EMERGENCY MEDICAL INFORMATION



This form is voluntary and assists healthcare providers take care of you as efficiently as possible in the event of an emergency. We urge you to include information of at least one person whom emergency personnel can reach on your behalf, as well as any medical conditions and/or allergies that would be beneficial for emergency personnel to know.

VOLUNTEER INFORMATION			
Name (Print):			
Address:			
Phone Number		Cell Number (Other)	
E-mail Address:			
EMERGENCY CONTACT(S)			
CONTACT #1			
Name (Print):		Relationship to Volunteer:	
Phone Number:		Cell/Alternate Number	
CONTACT #2			
Name (Print):		Relationship to Volunteer:	
Phone Number:		Cell/Alternate Number	
MEDICAL INFORMATION			
Do you have known medical conditions that could be impacted by this volunteer activity/work? Please Specify			
Do you have known Allergies? Please Specify:			

Personal information contained on this form is collected in pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will be used for the purpose of responding to your Volunteer Application. Questions about the collection of this information should be directed to the Municipal Clerk.



VOLUNTEER WAIVER

All volunteers must complete and sign the Volunteer Service Waiver prior to volunteering for the Municipality of Arran-Elderslie.

VOLUNTEER INFORMATION

Name (Print):	
Volunteer Position:	

I acknowledge having read the terms and conditions of the volunteer position and I understand and agree to abide by these terms and conditions and to work safely in accordance with the safety training and/or safety materials provided to me.

I understand that my participation as a volunteer does not make me an employee, agent, or contractor of or for the Corporation of the Municipality of Arran-Elderslie ("Municipality"). Although I am covered by the Municipality's General Liability Insurance, I understand that the Municipality will not assume any responsibility for any personal injury or material losses, damages, claims, liabilities, or suits whatsoever arising from my participation as a volunteer for the Municipality.

I understand that participation as a volunteer requires the exercise of due care to avoid risks that could result in injury, death or loss or damage to person or property. I acknowledge the inherent risks involved with the volunteer position, which activities I am being allowed to undertake freely on my own volition, without pay or compensation of any kind and without any liability of any nature on behalf of the Municipality. I understand that all services I perform during my volunteer service are undertaken at my own risk.

I, for myself, my heirs, executors, administrators, successors, assigns, agents, or anyone else who may claim on my behalf, hereby release the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, from and against any and all losses, liabilities, damages, injuries, actions, causes of action, claims, demands, costs and expenses of every kind and nature whatsoever which I may incur or suffer arising directly from my participation in the volunteer program including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether foreseen or unforeseen and whether arising out of or attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, of the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, or any of them, in connection with or in any way related to the volunteer program, but excluding liability arising out of or attributable to fraud or willful misconduct on their or its part.

I confirm that I have been advised to obtain independent legal advice prior to signing this Volunteer Service Waiver.

***If Volunteer is under the age of 18, this Waiver must be signed by a parent or guardian.**

Volunteer Signature:		Date:
Parent/Guardian Signature: *		Date:
Witness:		Date:



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

**By-law 31-2025
Being a By-law to adopt a Volunteer Policy**

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 the Council of the Corporation of the Municipality of Arran-Elderslie considers it appropriate and proper to adopt a Volunteer Policy; and

WHEREAS Council passed Resolution 124-07-2025 adopting the Volunteer Policy.

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

1. That the Volunteer Policy, attached here to as Schedule "A", is hereby adopted.
2. That Schedule "A" forms part of this by-law.
3. That this By-law shall come into force and take effect upon receiving the final passing thereof.

Read a first and second time this 28th day of April, 2025.

Read a third time and finally passed this 28th day of April, 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



The Corporation of the Municipality of Arran-Elderslie

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Schedule "F" to By-law 45-2021

MUNICIPALITY OF ARRAN-ELDERSLIE Grants and Donations Policy Agreement

THIS AGREEMENT (the "Agreement") is made and entered into as of the 12th day of May, 2025 (the "Agreement Date") by and between the TARA CURLING CLUB (hereinafter "ORGANIZATION", and the Corporation of the Municipality of Arran-Elderslie (the "Municipality").

WHEREAS, the Municipality has funds available to enhance community initiatives benefiting the Municipality and,

WHEREAS, the "ORGANIZATION" has requested a loan from the Municipality to assist with the purchase of ice making/refrigeration plant equipment (the "Project"); and,

WHEREAS, in order to assist with the Project, and to enhance the community initiative benefiting the Municipality, the Municipality desires to provide the "ORGANIZATION" with an interest free loan in the amount of up to \$100,000 (the "Loan") subject to the provisions of this Agreement; and,

WHEREAS, the Municipality is authorized to provide the Loan from funds available to enhance community initiatives that benefit the Municipality.

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

1. The Municipality hereby agrees to provide the "ORGANIZATION" with the Loan subject to the provisions of this Agreement.
2. The "ORGANIZATION" agrees to complete the Project as presented.
3. The Municipality shall disburse the proceeds of the Loan by way of direct payment to the "ORGANIZATION" upon written request



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4. The Municipality agrees to provide partial payments to the Organization in separate draws upon request.
5. The "ORGANIZATION" agrees to repay the Loan, with minimum annual repayments of \$10,000 on or before:

Date	Amount	Year
April 1, 2026	\$10,000	1
April 1, 2027	\$10,000	2
April 1, 2028	\$10,000	3
April 1, 2029	\$10,000	4
April 1, 2030	\$10,000	5
April 1, 2031	\$10,000	6
April 1, 2032	\$10,000	7
April 1, 2033	\$10,000	8
April 1, 2034	\$10,000	9
April 1, 2035	\$10,000	10
Total	\$100,000	
(total not to exceed \$100,000 and may be less depending in the actual draw of funds)		

6. The Loan shall be subject to the following:
 - a. In the event the "ORGANIZATION" fails to pay any amount due within 60 days of the due date, the delinquent amount shall be repaid with interest at the rate of 1.25% per month for each month the repayment has not been paid.
 - b. The "ORGANIZATION" shall have the right to prepay any part or all the unpaid balance at any time without penalty.
 - c. The "ORGANIZATION" hereby waives presentment, demand of payment, protest, and all other notices and demands whatsoever. No waiver of any payment or other right under this Agreement shall operate as a waiver of any other payment or right.
 - d. The "ORGANIZATION" shall be considered in default of the Loan:
 - (i) Upon any default, breach, or failure to properly perform under the Agreement.
 - (ii) Upon failure to pay any installment required hereunder on the date it is due.
 - e. In the event of continued default following sixty (60) days written notice of default, the Municipality may, at its option, declare all unpaid indebtedness evidenced by this Agreement immediately due and payable, without further notice, and regardless of date of



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maturity. In such event, the unpaid balance shall accrue interest at the statutory rate proscribed by the Municipality of Arran-Elderslie from and after the date of such notice. The Municipality's failure at any time to exercise its rights hereunder shall not be deemed a waiver of those rights. Should it become necessary to collect the amounts due hereunder through an attorney, the "ORGANIZATION" agrees to pay all costs of collecting, including reasonable attorneys' fees, whether collected by suit, foreclosure, or otherwise

7. This Agreement is subject to, and the "ORGANIZATION" hereby specifically reaffirms the accuracy of representations made to the Municipality in the Request, and the documentation presented by the "ORGANIZATION" in connection therewith.
8. This Agreement may be modified, amended, or supplemented only by a writing of equal dignity.
9. No party shall delegate or assign this Agreement or any rights or duties hereunder (including by the merger or consolidation of a party with any third person) without the prior, written consent of the other parties. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns of each upon execution hereof by the parties. This Agreement creates no rights as a third-party beneficiary or otherwise in any person not a party.
10. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.
11. This Agreement fully and completely represents the final, entire, and integrated expression of agreement between the "ORGANIZATION" and the Municipality and supersedes all prior negotiations, representations, or agreements, either written or oral, pertaining to the subject matter hereof or the transaction contemplated hereby. No party shall rely upon any prior statement or representation made by or on behalf of the other not embodied in this Agreement.
12. This Agreement is entered into in the Municipality of Arran-Elderslie and shall be interpreted under the laws of that province.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Agreement Date. _____



The Corporation of the Municipality of Arran-Elderslie

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MUNICIPALITY OF ARRAN-ELDERSLIE,

By: _____

By: _____

NAME: Steve Hammell

NAME: Christine Fraser McDonald

TITLE: Mayor

TITLE: Clerk

We have the authority to bind the Corporation

“ORGANIZATION”

By: _____

By: _____

Name: Dave Bryson

Name:

Title : President

Title: Treasurer

We have the authority to bind the Tara Curling Club



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-law 32-2025

Being a By-law to Authorize the Signing of a Loan Agreement With the Tara Curling Club

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 Loan Agreement with the Tara Curling Club to assist with the purchase of ice making/refrigeration plant equipment;

WHEREAS, in order to assist with the Project, and to enhance the community initiative benefiting the Municipality, the Municipality desires to provide the Club with an interest free loan in the amount of up to \$100,000 subject to the provisions of the Agreement; and,

WHEREAS, the Municipality is authorized to provide the Loan from funds available to enhance community initiatives that benefit the Municipality.

NOW THEREFORE THE 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 agrees to provide the Tara Curling Club with a Loan subject to the provisions of the Agreement.
2. That Schedule "A", "the 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 28th day of April, 2025.

Read a third time and finally passed this 28th day of April, 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



Policy

Section: 10. Planning and Development

Policy: Battery Energy Storage Policy

Policy By-Law: 33-2025

Date: April 28 2025

Revision:

Coverage:

This policy will govern all battery energy storage within in the administrative boundary of the Municipality of Arran-Elderslie.

Policy Statement:

Municipalities play a critical role in being central to decisions about the type and location of new infrastructure needed to support energy transition. This policy provides direction for Battery Energy Storage System projects intended to support the electrical grid.

The Municipality will consider impacts from potential land use conflicts, fire safety, agricultural operations, and environmental constraints to minimize impacts to the built and natural environments of the municipality.

Legislative Authority:

Municipal Act, 2001, Planning Act, R.S.O. 1990

Contents:

1. Definitions

Battery Energy Storage Systems (BESS)- means an energy storage system that can store and deploy generated energy, typically a group of batteries that charge (i.e. collect energy) and store electrical energy from the grid or energy generation facility and then discharge that energy at a later time to provide electricity or other grid services when needed. BESS generally consist of batteries, battery storage containers, on-site switch yard, inverters, associated interconnection transmission line, and supervisory control and data acquisition system.

The Independent Electricity Systems Operator (IESO)- means the agency that regulates and manages the flow of electricity across Ontario to ensure reliability.

Municipal Support Confirmation (MSC) - the mechanism by which the IESO

authorizes municipal governments to endorse energy projects for the purpose of making an application to the IESO in response to an RFP for an electrical generation contract. They are general in nature and do not preclude projects from having to meet municipal regulatory requirements or obtain any municipal development approvals or permits.

2. Responsibility of the Developer

That the Developer engages in pre-consultation with the Municipality and County of Bruce prior to the request for a Municipal Support Resolution.

That the Developer enters into an agreement with the Municipality to satisfy all the requirements, financial and otherwise, of the Municipality concerning the development.

That the Developer is responsible to meet all applicable code and standards that apply to BESS including but not limited to: The Planning Act, The Ontario Building Code (OBC), Ontario Electrical Safety Code (OESC), The Ontario Fire Code (OFC), National Building Code (NBCC), the Canadian Electrical Code (CE Code, Underwriters laboratories (UL) and the National Fire Protection Association (NFPA).

Notification and Public Consultation will be required as part of the process and taken into consideration in the approval process.

3. The Agreement (s)

One or more agreements shall include but not be limited to the following clauses:

Construction – shall include all requirements prior to commencing construction.

Haul Routes- shall include details on haul routes which shall be approved by the municipality and any other agency having jurisdiction.

Private Access Roads - shall include locations.

Electrical Distribution System – shall address any electrical distribution system required as part of the development including easements.

Environmental Impacts – shall meet requirements for environmental impacts mitigation and replacement plan.

Grading and Drainage – shall meet the municipal requirements and approvals.

Municipal Road Use – shall meet all municipal requirements for utilizing

municipal roads.

Operation and Maintenance – The municipality acknowledges that the operation is regulated by IESO and it is not the intent of the Municipality to attempt to regulate operations through the agreement.

The developer shall notify the municipality of all operational changes and maintenance windows.

The developer shall meet the requirements for the safe operation and maintenance of the development including fire protection and emergency response plans.

Commissioning and Decommissioning – shall include a plan for provisions related to the commissioning and decommissioning including removing all installed facilities and restoring the lands, including securities acceptable to the municipality.

Community Benefit Contribution – shall include a negotiated annual payment to the municipality to be used for community benefit projects as determined by the municipality based on the capacity, along with an annual CPI inflationary factor.

Costs – any cost incurred by the municipality with respect to the development shall be borne by the developer. The Developer shall deposit an amount as indicated in the Municipal Fees and Charges By-Law.

General Provisions – shall include all other requirements of the municipality.

Insurance – shall include any requirements the municipality may require.

Liability – shall save harmless the municipality and its representatives from all actions, causes of actions, suits, claims, cost, interest and demands whatsoever which may arise either directly or indirectly by reason of the agreement.

Noise – shall include information detailing the expected noise level and any proposed abatement measures.

Security – shall include all securities as may be required, but will include, and shall not be limited to, construction, maintenance, and decommissioning.

More detail and requirements may be included in the final agreement.

4. Site Guidelines

Council will evaluate the suitability of the location and the land use compatibility of the proposed Battery Energy Storage Facility.

Proposed developments must meet municipal regulatory requirements and obtain any municipal development approvals or permits required.

Battery Energy Storage Facilities are better suited in Industrial Areas and may be considered in Rural or Agricultural Area where they can be located on land of lower agricultural capability or ensure the continued use of prime agricultural land for farm use and minimize the loss of production farm land.

All applications are subject to land use planning applications and site plan control.

Site Provision:

	Feature	Provision Guideline
1	Minimum Setback to sensitive land uses (i.e. residential use buildings, day care, place of worship, school, library, community centre, open space or institutional use)	300 meters Subject to potential increases to that setback based on the review of plans and studies which would accompany an application for a site-specific Zoning By-law Amendment, including fire protection and emergency response plans
2	Screening	Landscape screening shall be required and compatible with the general appearance and character of the surrounding area.
3	Maximum Percentage Size Limit of the lot area depending on the zone, as well as establishing setback and screening requirements.	Agriculture Zone – 2% of the total lot area to a maximum of one hectare Rural Area – 20% Industrial Area – 20%



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

**By-law 33-2025
Being a By-law to adopt a Battery Energy Storage Policy**

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 the Council of the Corporation of the Municipality of Arran-Elderslie considers it appropriate and proper to adopt a Battery Energy Storage Policy; and

WHEREAS Council passed Resolution 125-07-2025 adopting the Battery Energy Storage Policy.

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

1. That the Battery Energy Storage Policy, attached here to as Schedule “A”, is hereby adopted.
2. That Schedule “A” forms part of this by-law.
3. That this By-law shall come into force and take effect upon receiving the final passing thereof.

Read a first and second time this 28th day of April, 2025.

Read a third time and finally passed this 28th day of April, 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-Law 34-2025

Being a By-Law to Amend the Fees and Service Charges for 2025

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

WHEREAS Section 391(1) of the *Municipal Act, 2001, c .25*, as amended, authorizes a municipality to impose fees or charges on any class of persons,

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

WHEREAS Section 398 (1) of the *Municipal Act, 2001, c .25*, as amended, provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively; and

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

WHEREAS Section 69 (1) of the *Planning Act, 1990, c. P13*, as amended provides that a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated costs to the municipality or committee of adjustment in respect of the processing of each type of application provided for in the tariff; and

WHEREAS Section 7 of the *Building Code Act, 1992, c. 23*, as amended, empowers Council to pass certain by-laws respecting construction, demolitions, change of use, transfers of permits, inspections and the setting and refunding of fees; and

WHEREAS Council of The Corporation of the Municipality of Arran- Elderslie deems it expedient to establish Fees and Charges By-law.

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

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

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

2. That this By-law repeals and replaces By-law 23-2025.
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 28th day of April 2025.

Read a third time and finally passed this 28th day of April 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald

2025
FEES AND CHARGES

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Approved by Bylaw 67-2024 - December 9, 2024
Repealed By-Law 67-2024 - January 27, 2025
Amended by By-Law 10-2025 - January 27, 2025
Repealed By-Law 10-2025 - February 10, 2025
Amended by By-Law 14-2025 - February 10, 2025
Repealed By-Law 14-2025 - March 24 2025
Amended by By-Law 23-2025 - March 24, 2025
Repealed By-Law 23-2025 - April 28, 2025
Amended by By-Law 34-2025 - April 28, 2025

Schedule A - Administration Fees

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

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

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

DESCRIPTION	FEE	HST	TOTAL
Animal Control Animal Reclaim & Administration Fee - per animal plus shelter fees	\$97.85	\$12.72	\$110.57
Animal Shelter Fees - actual costs charged to the Municipality by shelter plus animal reclaim and administration fee	Actual Costs	Applicable to Actual Costs	Actual Costs plus HST
Animal Removal & Seizure - including, but not limited to investigation, vet, transportation, holding, fee etc.	Actual Costs	Applicable to Actual Costs	Actual Costs plus HST
Certification of any document such as Commissioning or Swearing a previously prepared affidavit - does not include Photocopying.	9.12	\$1.19	\$10.31
Faxes (sending or receiving) - First Page	\$2.28	\$0.30	\$2.58
- Each Additional Page	\$1.14	\$0.15	\$1.29
Fence View Charge - per visit - plus Municipal Mileage Rate	\$87.55 plus mileage	Exempt	\$87.55 plus mileage
Freedom of Information Request	\$5.00	Exempt	\$5.00
Information Search Fee - Per Hour	\$36.05	Exempt	\$36.05
Information Search Fee for Records 6 years and older	\$103.00	Exempt	\$103.00
NSF Cheque Fee	\$41.20	Exempt	\$41.20
Parking Ticket Administration Fee	\$31.90	\$4.15	\$36.05
Photocopies (each) - Minimum Charge \$1.00	\$0.50	\$0.07	\$0.57
Septic Compliance Letter	\$103.00	Exempt	\$103.00
Septic Reinspection Fee	\$226.60	Exempt	\$226.60
Tax Certificate	\$52.00	Exempt	\$52.00
- Within 48 Hours	\$77.00	Exempt	\$77.00

Schedule A - Administration Fees

DESCRIPTION	FEE	HST	TOTAL
Printed Tax Confirmation - Account History or Property Tax Bill Reprint - Per Year Per Year Researched	\$5.00	Exempt	\$5.00
Information archived - Per Year Researched Minimum charge \$20.00	\$5.00	Exempt	\$5.00
File Retrieval Fee for Records Over 6 Years Old	\$103.00	Exempt	\$103.00
Tile Loan Inspection Fee	\$92.70	Exempt	\$92.70
Zoning Compliance Confirmation - Residential - Commercial/Industrial/Institutional - Farm (With Nutrient Management) If Required in Less Than 48 Hours, Additional	\$103.00 \$155.00 \$227.00 \$175.00	Exempt Exempt Exempt Exempt	\$103.00 \$155.00 \$227.00 \$175.00
Commenrative Bench - Minimum Donation Commmorative Tree - Minimum Donation	\$1,000.00 \$2,000.00	Exempt Exempt	\$1,000.00 \$2,000.00

Schedule B - Licensing Fees

DESCRIPTION	FEE	HST	TOTAL
Dog and Kennel Licensing Fees			
Neutered or Spayed Dog from January 1st to March 31st	\$15.00	Exempt	\$15.00
Neutered or Spayed Dog from April 1st to December 31st	\$25.00	Exempt	\$25.00
New to Municipality within the calendar year - Neutered or Spayed Dog	\$15.00	Exempt	\$15.00
Kennel License - More than three dogs subject to the provisions of By-Law 29-2024			
New	\$360.50	\$46.87	\$407.37
Renewal	\$180.25	\$23.43	\$203.68
Guide, Service, Working or Police Dogs shall be licenced, but no fee is required for such dog. Proper documentation is required at time of registration.			
Replacement Tags	\$5.00	Exempt	\$5.00

Failure to register will result in \$50.00 administration fee added to tax bill;

Lottery Licenses

Lottery Licenses - 3% of Prize Value, Minimum	\$10.00	Exempt	\$10.00
Break Open Tickets - 3% of Prize Value, Minimum	\$12.00	Exempt	\$12.00
Hawkers and Peddlers (Per Calendar Year or Part)	\$113.55	Exempt	\$113.55
Refreshment Vehicle Licenses			
Refreshment Vehicle - Per Season	\$300.00	Exempt	\$300.00
Refreshment Vehicle - Temporary - Less than one week	\$100.00	Exempt	\$100.00
Other Licenses			
Informal Group Home Licence Fee	\$750.00	Exempt	\$750.00

Schedule C - Works Service Charges

DESCRIPTION	FEE	HST	TOTAL
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Entrance Permits & Culverts

Culvert supplied by Municipality	Actual Cost 15% +	Applicable to Actual Costs	Actual Cost + 15%
Entranceway Permit	\$250.00	Exempt	\$250.00
Refundable Entranceway Deposit	\$300.00	Exempt	\$300.00
911 Number Creation with Sign or Replacement Sign	\$78.00	Exempt	\$78.00
911 Sign and Post - New or Replacement	\$103.00	Exempt	\$103.00
Entranceway without Permit	\$556.00	Exempt	\$556.00

Other Fees

Refundable Road Cut Deposit (certified cheque)	\$1,500.00	Exempt	\$1,500.00
Road Crossing Fee	\$248.00	Exempt	\$248.00
Sale of Salt per Cubic Tonne Actual cost for salt and trucking plus 10%	\$92.49	\$12.02	\$104.51
Sale of Winter Sand, per Cubic Tonne, with salt, plus 10%	\$21.49	\$2.79	\$24.28
Grading, Per Hour Including Operator and Machine	\$145.53	\$18.92	\$164.45
Street Sweeper, Per Hour Including Operator and Machine	\$145.53	\$18.92	\$164.45

Schedule D - Merchandise

DESCRIPTION	FEE	HST	TOTAL
Blue Boxes	\$17.70	\$2.30	\$20.00
Pin - Unless for promotional purposes Pin shipped within Ontario	\$1.99 \$8.85	\$0.26 \$1.15	\$2.25 \$10.00
Bruce County 911 Books	\$10.62	\$1.38	\$12.00
History Books	\$4.42	\$0.58	\$5.00
T-Shirts	\$13.27	\$1.73	\$15.00
Hats	\$17.70	\$2.30	\$20.00

Schedule E - Paid Parking Fees

DESCRIPTION	FEE	HST	TOTAL
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Chesley - Municipal Lot #6
Paisley - Arena #5 & Post Office
Tara - Yonge St. N #4

Overnight Parking Permit - Monthly	\$88.50	\$11.50	\$100.00
Overnight Parking Permit - Annual	\$398.23	\$51.77	\$450.00

Chesley Riverside Park #28

Overnight Parking Permit - Monthly	\$48.67	\$6.33	\$55.00
Overnight Parking Permit - Annual	\$243.36	\$31.64	\$275.00

Other Parking Related Fees

Impound - Daily Storage Fee	\$22.12	\$2.88	\$25.00
Towing Charges - Cost + 15% Administration + Applicable Taxes			

Schedule F - Planning & Development Fees

Interest will not be paid on deposit funds held as required in accordance with Schedule F - Planning & Development Fees.

DESCRIPTION	FEE	HST	TOTAL
Cash in Lieu of Parking Agreement - Applicant responsible for registration, title search and any legal and professional consultant costs	\$750.00	Exempt	\$750.00
Cash in Lieu of Parking - Per Space	\$1,500.00	Exempt	\$1,500.00
Parkland Dedication Residential Severance Application Other Severance Application	\$750.00 As per By-Law 48-2024	Exempt Exempt	\$750.00

Agreements

Development Agreement - Applicant responsible for registration, title search and any legal and professional consultant costs	\$1,000.00	Exempt	\$1,000.00
Development Agreement Deposit Minor Application Intermediate Application Major Application (Balance to be refunded)	\$2,000.00 \$5,000.00 \$10,000.00		
Subdivision Agreement - Applicant responsible for registration, title search and any legal and professional consultant costs	\$2,500.00	Exempt	\$2,500.00
Subdivision Agreement Deposit Minor Application Intermediate Application Major Application (Balance to be refunded)	\$2,000.00 \$5,000.00 \$10,000.00		
Encroachment/Easement Agreement - Application per Agreement Applicant also responsible for Registration, Title Search and any Legal and Professional Consultant Costs	\$750.00	Exempt	\$750.00
Release of Subdivision Agreement -full or partial	\$500.00	Exempt	\$500.00

2025
FEES AND CHARGES

DESCRIPTION	FEE	HST	TOTAL
Site Plan Control Agreement - Applicant responsible for registration, title search and any legal and professional consultant costs	\$1,000.00	Exempt	\$1,000.00
Site Plan Control Agreement Deposit Minor Application Intermediate Application Major Application (Balance to be refunded)	\$2,000.00 \$5,000.00 \$10,000.00		
Deeming Bylaw	\$750.00	Exempt	\$750.00
Holding Provision Removal	\$750.00	Exempt	\$750.00
Other Agreement including but not limited to: Temporary Use Agreement Municipal Access Agreement Limited Service Agreement	\$750.00	Exempt	\$750.00
Battery Energy Storage System Pre-Consultation - Municipality - Includes Initial meeting with Municipal Staff to review the report and MSR - Developer to consult with County of Bruce and Conservation Authority for applicable fee. Energy Storage Development Agreement (Includes site plan control review and circulation, community benefit review) Deposit (Balance to be Refunded) - Applicant responsible for registration, title search and any legal and professional costs	\$1,000.00 \$5,000.00 \$25,000.00	Exempt Exempt Exempt	\$1,000.00 \$5,000.00 \$25,000.00

Schedule G - Cemetery Fees			
DESCRIPTION	FEE	HST	TOTAL
<u>Single Grave</u>			
Land	\$741.60	\$96.41	\$838.01
Care and Maintenance (40% of total)	\$494.40	\$64.27	\$558.67
Total Per Grave	\$1,236.00	\$160.68	\$1,396.68
<u>Columbarium - Centre - Lower Two Rows - Tara</u>			
Niche	\$1,030.00	\$133.90	\$1,163.90
Care and Maintenance (15% of total)	\$181.77	\$23.63	\$205.40
Total	\$1,211.77	\$157.53	\$1,369.30
<u>Columbarium - Centre - Upper Four Rows - Tara</u>			
Niche	\$1,236.00	\$160.68	\$1,396.68
Care and Maintenance (15% of total)	\$218.12	\$28.36	\$246.48
Total	\$1,454.12	\$189.04	\$1,643.16
<u>Columbarium - Centre - Chesley</u>			
Niche	\$1,030.00	\$133.90	\$1,163.90
Care and Maintenance (15% of total)	\$181.77	\$23.63	\$205.40
Total	\$1,211.77	\$157.53	\$1,369.30
<u>Columbarium - Wall 1 - Chesley</u>			
Niche	\$1,663.45	\$216.25	\$1,879.70
Care and Maintenance (15% of total)	\$293.55	\$38.16	\$331.71
Total	\$1,957.00	\$254.41	\$2,211.41
<u>Columbarium - Engraving</u>			
Initial Niche Door Engraving	\$350.00	\$45.50	\$395.50
Additional engraving including second date	\$250.00	\$32.50	\$282.50
<u>Interments</u>			
Mon to Fri 7 am to 4 pm			
Adult	\$772.50	\$100.43	\$872.93
Child - One to Twelve Years of Age	\$412.00	\$53.56	\$465.56
Infant - Under One Year of Age	\$206.00	\$26.78	\$232.78
Cremation	\$412.00	\$53.56	\$465.56
Double Cremation	\$515.00	\$66.95	\$581.95
Columbarium (2nd Niche Opening Only)	\$206.00	\$26.78	\$232.78
Full Burial With Cremation Burial	\$824.00	\$107.12	\$931.12
Disinterment Columbarium (Replace Door)	\$206.00	\$26.78	\$232.78
<u>Additional After Hour Charges</u>			
Full Burial Mon to Fri after 4 pm - Additional	\$618.00	\$80.34	\$698.34
Full Burial Sat by 12 noon - Additional	\$618.00	\$80.34	\$698.34
Cremation Mon to Fri after 4 pm - Additional	\$309.00	\$40.17	\$349.17
Cremation Sat by 12 noon - Additional	\$309.00	\$40.17	\$349.17
Columbarium Mon to Fri after 4 pm - Additional	\$309.00	\$40.17	\$349.17
Columbarium Sat by 12 noon - Additional	\$309.00	\$40.17	\$349.17

Schedule G - Cemetery Fees			
DESCRIPTION	FEE	HST	TOTAL
Cremation Garden (Hillcrest Only)			
Land	\$120.00	\$15.60	\$135.60
Care and Maintenance	\$175.00	\$22.75	\$197.75
Opening	\$250.00	\$32.50	\$282.50
Engraving	\$350.00	\$45.50	\$395.50
Total Per	\$895.00	\$116.35	\$1,011.35
Disinterment of Regular Burial	\$1,339.00	\$174.07	\$1,513.07
Disinterment of Cremated Remains	\$618.00	\$80.34	\$698.34
Lowering Device & Greens Rental	\$128.75	\$13.00	\$141.75
Mortuary Fees			
Mortuary Storage Fee Burial in Arran-Elderslie	\$128.75	\$16.74	\$145.49
Mortuary Storage Fee Burial Elsewhere	\$257.50	\$33.48	\$290.98
Monument Fees			
Flat	\$100.00	\$13.00	\$113.00
Upright Under 4 Feet	\$200.00	\$26.00	\$226.00
Upright Over 4 Feet	\$400.00	\$52.00	\$452.00
Administration Fees			
Transfer of Ownership	\$103.00	\$13.39	\$116.39
Municipal Burial Permit Fee	\$20.00	Exempt	\$20.00
Internment/Inurnment Arrangement without Funeral Director	\$206.00	\$26.78	\$226.00

Schedule H - Solid Waste/Landfill Fees

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

DESCRIPTION	FEE	HST	TOTAL
Asbestos - Digging and Burial	\$250.00	Exempt	\$250.00
Demolition Material - not cleaned or sorted Per tonne (\$.264/kg)	\$264.00	Exempt	\$264.00
Domestic -per Bag Tag Households Resellers	\$3.50 \$3.25	Exempt Exempt	\$3.50 \$3.25
Garbage Pick Up- Local Improvements	\$112.00	Exempt	\$112.00
Landfill Opening -Outside Regular Operating Hours -Plus Hourly Operator Rate -Plus Applicable Tipping Fees	\$142.00	Exempt	\$142.00
Landfill Minimum Charge	\$10.30	Exempt	\$10.30
Litter or Garbage Cleaned up on Municipal Property from littering (Open Landfill & Refuse 1 tonne minimum charge)	\$273.00	Exempt	\$273.00
Non-payment of Tipping Fees	\$50.00	Exempt	\$50.00
Mattress (All Sizes)	\$25.00	Exempt	\$25.00
Refrigerators, Freezers and Air Conditioners -With MOE Tag Attached Indicating No Freon	\$0.00	Exempt	\$0.00
Refrigerators, Freezers and Air Conditioners -Without MOE Tag Attached (May Have Freon) -Per Unit	\$36.05	Exempt	\$36.05
Refuse Garbage - Sorted Tonnage (\$.132/kg)	\$132.00	Exempt	\$132.00
Tires Tires on Rim or Soiled Tires	\$0.00 \$5.00	Exempt Exempt	\$0.00 \$5.00
Upholstery Furniture per unit	\$15.50	Exempt	\$15.50
Agricultural Bale Wrap - Only white bale wrap will be accepted Per Tonne (\$.132/kg)	\$132.00	Exempt	\$132.00

Schedule I - Recreation Fees

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

DESCRIPTION	FEE	HST	TOTAL
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Billboard Rental

Arenas			
Large 3 x 8 section (includes printing)	\$562.96	\$73.19	\$636.15
Wall Advertising, 3 x 4 section	\$135.27	\$17.60	\$152.87
In-Ice Logo - mesh inlay (one year term)	\$811.59	\$105.52	\$917.11
Ice Resurfacer Logo (machine wrap, minimum 3 yr	\$1,155.66	\$150.25	\$1,305.91

Community Guide Advertisement

Business Card Size	\$84.45	\$10.98	\$95.43
1/4 Page	\$129.55	\$16.84	\$146.39
1/2 Page	\$168.77	\$21.94	\$190.71
Full Page	\$281.43	\$36.59	\$318.02

Arena and Facility Rentals

Arena Floor Per Hour	\$63.81	\$8.30	\$72.11
Arena Floor (i.e. auction) -Three Day Rental	\$1,187.00	\$154.31	\$1,341.31
Arena Floor Set-up			
Tara - Maximum Capacity 800	\$799.07	\$103.86	\$902.93
Tara Stag & Doe (Arena floor to a max of 500 ppl)	\$612.54	\$79.61	\$692.15
Paisley - Maximum Capacity 800	\$799.19	\$103.87	\$903.06
Paisley Stag & Doe (Arena floor to a max of 500 ppl)	\$612.54	\$79.61	\$692.15
Chesley - Maximum Capacity 1000	\$1,008.04	\$131.03	\$1,139.07
Chesley Stag & Doe (Arena floor to a max of 500	\$749.42	\$97.42	\$846.84
Arena Space (i.e. Third Party Program Providers) -Per Hour	\$15.44	\$2.02	\$17.46
Kitchen Fee	\$65.72	\$8.54	\$74.26
Canteen Monthly Rent - Chesley (monthly)	\$53.05	\$6.90	\$59.95
Canteen Monthly Rent - Paisley (monthly)	\$53.05	\$6.90	\$59.95
Canteen Monthly Rent - Tara (monthly)	\$53.05	\$6.90	\$59.95
Canteen Monthly Rent - Tara Pavillion (monthly)	\$53.05	\$6.90	\$59.95
Canteen - Tara Pavillion (daily)	\$18.78	\$2.44	\$21.22

Schedule I - Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Community Centres

Coffee Urn (offsite rental, \$100 deposit required)	\$18.23	\$2.37	\$20.60
Table rental, per (Off Site Only, Wooden Tables)	\$9.12	\$1.19	\$10.31
Chair rental, per (Off Site Only)	\$2.74	\$0.35	\$3.09
Table wrap per full roll per part roll	Cost + 10% Cost + 10%	Applicable Applicable	
Picnic Table Rental, Per Table (community events only, pending availability)	\$40.00	\$5.20	\$45.20
Additional Staff - Rate Per Employee per hour (4 hour minimum charge)	\$38.68	\$4.60	\$43.28

Chesley

Auction Sale (resident one-day)	\$417.69	\$54.30	\$471.99
Auction Sale (transient/non-resident one-day)	\$793.21	\$103.12	\$896.33
Board Room (capacity 30)			
AE Non-profit meeting rate	\$57.00	\$7.41	\$64.41
- up to 4 hours	\$72.87	\$9.47	\$82.34
- more than 4 hours (max 8 hours)	\$95.29	\$12.39	\$107.68
Community Centre (capacity 325)			
Licensed	\$563.80	\$73.29	\$637.09
Unlicensed	\$289.59	\$37.66	\$327.25
Community Centre - Drop In Rate (Adult/Youth)	\$3.54	\$0.45	\$4.00
Community Centre - Drop in Rate (Senior)	\$2.65	\$0.34	\$3.00
Curling Club (capacity 500)			
Licensed	\$749.42	\$97.42	\$846.84
Unlicensed	\$553.77	\$71.99	\$625.76

Paisley

Auction Sale (resident one-day)	\$302.85	\$39.37	\$342.22
Auction Sale (transient/non-resident one-day)	\$477.80	\$62.11	\$539.91

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Schedule I - Recreation Fees			
DESCRIPTION	FEE	HST	TOTAL
Community Centre (capacity 122)			
Licensed	\$371.10	\$48.24	\$419.34
Unlicensed	\$178.11	\$23.15	\$201.26
Community Centre - Drop In Rate (Adult/Youth)	\$3.66	\$0.47	\$4.13
Community Centre - Drop in Rate (Senior)	\$2.74	\$0.36	\$3.00
Curling Club (capacity 450)			
Licensed	\$612.54	\$79.63	\$692.17
Unlicensed	\$440.69	\$57.29	\$497.98
Lounge (capacity 30)	\$66.61	\$8.66	\$75.27

Tara

Arkwright Hall	\$61.80	\$8.03	\$69.83
Auction Sale (resident one-day)	\$336.24	\$43.71	\$379.95
Auction Sale (transient/non-resident one-day)	\$521.95	\$67.85	\$589.80
Committee Room (capacity 77)			
Licensed	\$163.50	\$21.26	\$184.76
Unlicensed	\$133.47	\$17.35	\$150.82
Community Centre (capacity 210)			
Licensed	\$405.42	\$52.70	\$458.12
Unlicensed	\$210.52	\$27.37	\$237.89
Meeting Rate - AE non profit (2 hours)	\$57.00	\$7.41	\$64.41
Meeting (Up to 4 Hours , Max 30 People)	\$72.87	\$9.47	\$82.34
Meeting (Up to 8 Hours , Max 30 People)	\$95.29	\$12.39	\$107.68
Curling Club (capacity 450)			
Licensed	\$612.54	\$79.63	\$692.17
Unlicensed	\$440.69	\$57.29	\$497.98

Pavilions

Chesley, Paisley or Tara (per day) **includes DS Pavilion, but no key	\$56.06	\$7.29	\$63.35
Kinsmen Pavilion, Chesley (per day, licensed)	\$273.19	\$35.51	\$308.70
Kinsmen Pavilion, Chesley (per day, unlicensed, with	\$112.13	\$14.58	\$126.71
Kinsmen Pavilion Cleaning/Key Deposit	\$100.00	EXEMPT	\$100.00

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Schedule I - Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
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Recreational & Sporting Activities

Ball Diamond Rentals

Group-Adult Game or Practice Without Lights With Lights	\$43.24 \$52.81	\$5.61 \$6.84	\$48.85 \$59.65
Minor Sports Game or Practice Without Lights With Lights	 \$29.39 \$34.81	 \$3.83 \$4.53	 \$33.22 \$39.34
Tournament - Adult - Per Day (Without Lights) Tournament - Adult - Per Day (With Lights)	\$173.19 \$216.52	\$22.51 \$28.15	\$195.70 \$244.67
Tournament - Youth - Per Day (Without Lights) Tournament - Youth - Per Day (With Lights)	\$102.79 \$121.86	\$13.36 \$15.84	\$116.15 \$137.70
Diamond Rental - Not dragged, lined and no lights	\$20.00	\$2.60	\$22.60
Ball Clinic - Indoor (minimal setup)	\$121.86	\$15.84	\$137.70
Diamond Lights Left On Fee	\$100.00	\$13.00	\$113.00

Ice Fee Rentals (All Arenas)

Ice Rental Fees seasonlly applied are effective as of September 1, 2025

Ice Rental, Per Hour Prime (5pm-12am, Mon-Fri, weekends) Non-Prime (8am-5pm, Mon-Fri) Figure Skating/Broomball	\$153.88 \$90.74 \$103.22	\$20.00 \$11.80 \$13.42	\$173.88 \$102.54 \$116.64
Arran-Elderslie Minor Sports Out of Town Minor Sports Grey Bruce Highlanders/TCDMHA Sponsored Ice Rental (skate open to public) (Hockey tournaments include 1 day use of community centre and kitchen) Use of Room with Ice Rent(Max 30 People Max 2hrs) School Skating (9:00am to 3:00pm) (School rate for schools within Arran-Elderslie) Holiday Rate (clinic/school/tournament excluded)	\$108.94 \$141.83 \$125.48 \$67.99 \$24.65 \$39.45 \$80.00	\$14.16 \$18.44 \$16.31 \$8.84 \$3.20 \$5.13 \$10.40	\$123.10 \$160.27 \$141.79 \$76.83 \$27.85 \$44.58 \$90.40
Double header Facility Rates: Boardroom - AAA Double Headers/Meetings Boardroom - Max 4 Hours Hall - Max 4 Hours	\$0.00 \$74.34 \$97.19	\$0.00 \$9.66 \$12.63	\$0.00 \$84.00 \$109.82

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Schedule I - Recreation Fees

DESCRIPTION	FEE	HST	TOTAL
Same Day Booking Rate	\$46.95	\$6.09	\$53.04
Public Skating / Drop-in per single admission	\$3.54	\$0.46	\$4.00
per family admission	\$7.96	\$1.04	\$9.00

Soccer Fields

Per Game	\$39.46	\$5.14	\$44.60
Per Day	\$139.14	\$18.10	\$157.24
Horse Ring Rental	\$149.25	\$19.40	\$168.65

Swimming Pool Fees - Tara and Chesley

Pool - Public Swimming

Single Admissions			
Youth 2 - 17 yrs	\$3.55	\$0.45	\$4.00
Adult 18+ yrs	\$4.43	\$0.57	\$5.00
Family (immediate members only)	\$10.62	\$1.38	\$12.00

Season Pass			
Youth 2 - 17 yrs	\$77.48	\$10.07	\$87.55
Adult 18+ yrs	\$95.72	\$12.43	\$108.15
Family (immediate members only)	\$168.63	\$21.92	\$190.55

Hourly Pool Rental - includes minimum of 2 lifeguards			
Chesley (max capacity 90)	\$88.78	\$11.54	\$100.32
Tara (max capacity 77)	\$88.78	\$11.54	\$100.32

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

Pool - Instructional Lessons

** Every THIRD REGISTRATION IS \$20 OFF

Aquafit - Drop In	\$5.97	\$0.78	\$6.75
Aquafit - Summer Rate	\$84.07	\$10.93	\$95.00
Aquafit - 10 Class Pass	\$44.25	\$5.75	\$50.00
Private Lessons, per session Includes 10 daily lessons Registration	\$156.71	\$20.37	\$177.08

Schedule I - Recreation Fees			
DESCRIPTION	FEE	HST	TOTAL
Group / School (per, min 30 participants) Registration	\$62.74	Exempt	\$62.74
Preschool (under 5 yrs old) Registration	\$73.98	Exempt	\$73.98
Swimmer (Ages 3-5) Registration	\$73.98	Exempt	\$73.98
Swimmer (1 to 4) (Age 6+) Registration after	\$73.98	Exempt	\$73.98
Swimmer (5 to 8) Registration	\$79.13	Exempt	\$79.13
Swimmer (9 to 10) Registration	\$82.76	Exempt	\$82.76

Summer Day Camps (July and August, excluding Statutory holidays)			
Daily, Mon - Fri ***3rd Child (less 10% of equal or lesser number of days)	\$37.14	Exempt	\$37.14

Insurance Fees			
Non-Sporting Event or Occasion - No Alcohol			
Insurance Fees are based on the rate given by Municipal Insurance Provider	Actual	Applicable	Actual
Non-Sporting Event or Occasion - Alcohol			
Insurance Fees are based on the rate given by Municipal Insurance Provider	Actual	Applicable	Actual
**A listing eligible and non-eligible Non-Sporting Events or Occasions is available from Municipal Staff			
Sporting Event or Activities			
Insurance Fees are based on the rate given by Municipal Insurance Provider	Actual	Applicable	Actual
**A listing of eligible and non-eligible sporting events as well as the low and medium risk profiles is available from Municipal Staff			

Schedule J - Trailer Park Fees

DESCRIPTION	FEE	HST	TOTAL
Full Service			
Seasonal - Riverfront	\$2,041.71	\$265.42	\$2,307.13
Seasonal - Other	\$1,526.71	\$198.47	\$1,725.18
Monthly	\$694.29	\$90.26	\$784.55
Weekly	\$264.52	\$34.39	\$298.91
Daily	\$52.19	\$6.78	\$58.97
May 1 to Weekend After Thanksgiving			
Hydro/Water Only			
Seasonal	\$1,272.45	\$165.42	\$1,437.87
Monthly	\$598.92	\$77.86	\$676.78
Weekly	\$224.95	\$29.24	\$254.19
Daily	\$45.67	\$5.94	\$51.61
Victoria Day Weekend to Thanksgiving			
Transient No Services - Daily - Trailer	\$29.02	\$3.77	\$32.79
Transient No Services - Daily - Tent	\$19.34	\$2.51	\$21.85
Winter Storage			
-Trailer, Deck, Shed	\$266.05	\$34.59	\$300.64
Deck, Shed, Other Property	\$53.05	\$6.90	\$59.95
-October 15-May 15			
Moving from one lot to another, if re-sodding or other clean-up required	\$53.05	Exempt	\$53.05
Clean-out	\$10.61	Exempt	\$10.61
Lot Maintenance Required by Works	Minimum \$40.00 per hour staff fee + Cost of Materials and/or Labour		Minimum \$40.00 per hour staff fee + Cost of Materials and/or Labour

Schedule K - Fire Department Fees

DESCRIPTION	FEE	HST	TOTAL
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Fire Safety

Burn Permit	No Charge		No Charge
Fire Drill Approval and Observation, Per Hour, Minimum 1 Hour	\$95.00	Exempt	\$85.00
Fire Safety Plan Review / Approval, Per Hour, Minimum 1 Hour	\$95.00	Exempt	\$85.00

Letters and Reports

OFC Deficiencies or No Deficienies Letter	\$128.75	\$16.74	\$145.49
File Search Request Letters	\$128.75	\$16.74	\$145.49
Fire Report - SIR (3rd Party)	\$128.75	\$16.74	\$145.49

Inspections

Fire Safety Inspections - Initial Visit / Consultation	No Charge		No Charge
Fire Safety Inspection (Including Written Report) Per Hour, Minimum 1 Hour	\$125.00	Exempt	\$85.00
Inspections Requiring Outside Agencies	Actual Cost		Actual Cost
Commercial/Industrial/Institutional Multi-Residential/Farm Inspection Per Hour, Minimum 1 Hour	\$128.75	Exempt	\$128.75
Residential Home Inspection (Single Family)	No Charge		No Charge
Residential Inspection (operating a business out of home, such as a daycare) Per Hour, Minimum 1 Hour	\$95.00	Exempt	\$0.00

Incident Response

Fire Department Emergency Response-Insured Perils, Indemnification Technology® Current MTO rate per apparatus, per hour Current MTO rate per apparatus, per half hour Firefighter Current Rate, per hour plus any additional costs for each incident	Actual Actual \$35.05	Exempt Exempt Exempt	Actual Actual \$35.05
For extraordinary expenses - When additional resources are required at a fire or emergency incident and no owner or agent is avaiable to authorize, recovery of costs can be invoiced to the property owner (ie: Excavator, drone, other agencies for assistance)	Invoice will be according to invoice provided by third party	Exempt	Invoice will be according to invoice provided by third party

Schedule K - Fire Department Fees			
DESCRIPTION	FEE	HST	TOTAL
Incident Response - Open Air Fire with Permit & Compliant	No Charge		\$0.00
Incident Response - Open Air Fire with or without Current MTO Rate per apparatus, per hour plus any additional costs for each incident	Actual	Exempt	Actual
Current MTO Rate per apparatus, per half hour plus any additional costs for each incident	Actual	Exempt	Actual
Incident Response - Battery Energy Storage System (BESS)			
Current MTO rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO rate per apparatus, per half hour	Actual	Exempt	Actual
Firefighter Current Rate, per hour plus any additional costs for each incident	\$35.05	Exempt	\$35.05
Motor Vehicle Accident on Highway 21			
Current MTO rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO rate per apparatus, per half hour	Actual	Exempt	Actual
Firefighter Current Rate, per hour plus any additional costs for each incident	\$35.05	Exempt	\$35.05
Motor Vehicle Fires on Highway 21			
Current MTO rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO rate per apparatus, per half hour	Actual	Exempt	Actual
Firefighter Current Rate, per hour plus any additional costs for each incident	\$35.05	Exempt	\$35.05
Motor Vehicle, Watercraft & Aircraft Accidents & Fires - Other than Highway 21			
Current MTO Rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO Rate per apparatus, per half hour	Actual	Exempt	Actual
Firefighter Current Rate, per hour plus any additional costs for each incident	\$35.05	Exempt	\$35.05

Other Fire Related Services

Assistance Beyond Normal Requirements or Circumstances	Actual Cost Plus 10%	Exempt	Actual Cost Plus 10%
Decontamination and cleaning of all PPE after Structure Fire or Hazardous Material Call	Actual Costs of all Cleaning and Repair	Exempt	Actual Costs of all Cleaning and Repair
Extinguish controlled Burn			
Current MTO rate per truck, per hour	Actual	Exempt	Actual
Current MTO rate per truck, per half hour	Actual	Exempt	Actual
False Alarms - 2 free per calendar year, thereafter:	\$500.00	Exempt	\$500.00
Fire Watch or Stand By for other outside agencies with apparatus			

Schedule K - Fire Department Fees			
DESCRIPTION	FEE	HST	TOTAL
Firefighter Current Rate, per hour plus any additional costs for each incident	\$35.05	Exempt	\$35.05
Current MTO rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO rate per apparatus, per half hour	\$0.00	Exempt	Actual
Fire Watch (Without Apparatus)	Actual Cost Plus 10%	Exempt	Actual Cost Plus 10%
Hazardous Materials Response			
Current MTO rate per truck, per hour	Actual	Exempt	Actual
Current MTO rate per truck, per half hour	Actual	Exempt	Actual
Rent special equipment to determine origin and cause, suppress or extinguish fires, preserve property, prevent fire spread, make property safe	Actual cost for agencies and equipment used	Exempt	Actual cost for agencies and equipment used
Current MTO rate per appartus, per hour	Actual		Actual
Response Due to Gross Negligence or an Illegal Act			
Current MTO rate per truck, per hour	Actual	Exempt	Actual
Wildland Fires through Carelessness			
Current MTO rate per apparatus, per hour	Actual	Exempt	Actual
Current MTO rate per apparatus, per half hour	Actual	Exempt	Actual
Plus any additional costs for each incident			
If necessary to provide security to maintain continuity of scene during an incident			
Flat Rate per Day 24 hours	\$1,500.00	Exempt	\$1,500.00

Materials and Supplies

Class A Foam Wetting Agent	Actual Cost Plus 10%	Exempt	Actual Cost Plus 10%
Commercial - Lock Box (Hardware only, No	Actual Cost	HST	Actual Cost
Dry Sprinkler Powder Aerosol Unit - DSPA	Actual Cost Plus 10%	Exempt	Actual Cost Plus 10%
Fire Safety Plan Box	Actual Cost	HST	Actual Cost
Other Material Charges	Actual Cost Plus 10%	Exempt	Actual Cost Plus 10%
Smoke Alarm or Carbon Monoxide Detector installation			
Added to taxes + interest, if unpaid after 30 days	\$57.29	\$7.45	\$64.74

Schedule K - Fire Department Fees			
DESCRIPTION	FEE	HST	TOTAL
Training			
Fire Extinguisher Training for Employees (Commercial, Industrial & Institutional)	\$10.00 per Person - Minimum \$100 Charge	Exempt	\$10.00 per Person - Minimum \$100 Charge

Schedule L - Water and Sewer Fees			
DESCRIPTION	FEE	HST	TOTAL

****All fees are effective for all billings after January 1st each year****

A&E Connection and Service Charges			
Bulk Water - per m3 water - Plus Daily Connection Fee - Weekly Connection Fee - Annual Membership, January to December 31	\$5.52 \$59.16 \$118.32 \$362.10	Exempt Exempt Exempt Exempt	\$5.52 \$59.16 \$118.32 \$362.10
Charge to locate, Municipal water service	n/c	n/c	n/c
Charge to locate, inspect, map and number service connection made by contractor (lateral already constructed from main to property line) Water or Sewer	\$499.30	\$64.91	\$564.21
Charge to locate, Private locate charge – not municipal service----- Minimum charge 1 hour, time in excess of 1 hour is extra	\$107.20	\$13.94	\$121.14
Disconnect or Reconnect Fee – Customer Request	\$60.73	Exempt	\$60.73
Disconnect fee – non-payment or after hours request	\$220.10	Exempt	\$220.10
Municipally constructed sewer line from main to property line (does not include locate, inspect, map and number service connection made by contractor) Water or Sewer	\$4,536.03	Exempt	\$4,536.03
Septage disposal of one tank, up to 1,000 gallons	\$977.52	\$127.08	\$1,104.60
Sewer Camera Work - Regular Hours, 2 staff, rate per hour - After Hours and Weekends, 2 staff, rate per hour	\$141.52 \$653.23	\$18.40 \$84.92	\$159.92 \$738.15
Swimming Pools – Filling---Minimum Charge	\$1,066.37	\$138.63	\$1,205.00
Water Meter Read Request	\$72.48	\$9.42	\$81.90
Water Meter Frost Plate	\$88.33	\$11.48	\$99.81
Water meter and backflow prevention device - 3/4" Service	\$671.72	\$87.32	\$759.04
Water meter and backflow prevention device - 1" Service All other meter sized billed at cost + 15% handling/billing	\$998.58	\$129.82	\$1,128.40
Penalty (3x more than annual flat sewer rate) for improper storm water connection. Notice will be given providing one year to disconnect and be inspected by the Municipality or penalty will be applied.	\$2,306.68	Exempt	\$2,306.68

Schedule L - Water and Sewer Fees

Chesley Water Service Area Metered Rates (non-taxable)

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

Chesley Water Service Area Rates (non-taxable)

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

Residential

Single Family Unit	\$757.50	Exempt	\$757.50
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Commercial

Basic and vacant commercial (must apply in writing for this rate)	\$649.32	Exempt	\$649.32
Apartment rate over commercial	\$541.06	Exempt	\$541.06
Board of Education	\$5,708.01	Exempt	\$5,708.01
Car Wash	\$1,352.65	Exempt	\$1,352.65
Cemetery	\$757.50	Exempt	\$757.50
Community Centre/Curling Club	\$9,802.00	Exempt	\$9,802.00
Dealership	\$1,352.65	Exempt	\$1,352.65
Fire Hall	\$692.32	Exempt	\$692.32
Hair Salon only	\$712.05	Exempt	\$712.05
Hospital	\$10,665.57	Exempt	\$10,665.57
Lawn Bowling	\$356.38	Exempt	\$356.38
Long-term Care Home - Per Bed	\$240.47	Exempt	\$240.47
Medical Building	\$1,050.65	Exempt	\$1,050.65
Municipal Building/Theatre/Library	\$691.32	Exempt	\$691.32
Residential Lodgings - Per Bed	\$240.47	Exempt	\$240.47

Schedule L - Water and Sewer Fees			
DESCRIPTION	FEE	HST	TOTAL
Residential w/Beauty Shop	\$1,262.52	Exempt	\$1,262.52
Restaurant – Seated Restaurant	\$1,442.84	Exempt	\$1,442.84
Restaurant – Seasonal Take-out	\$541.06	Exempt	\$541.06
Restaurant – Take-out	\$901.69	Exempt	\$901.69
Restaurant – Take-out/Seating Restaurant	\$1,172.34	Exempt	\$1,172.34
Retirement Institution - Per Bed	\$240.47	Exempt	\$240.47
School - Chesley Community School	\$14,422.15	Exempt	\$14,422.15
Service Station	\$649.30	Exempt	\$649.30
Swimming Pool	\$1,628.62	Exempt	\$1,628.62
Trailer Park – 24 sites	\$1,636.19	Exempt	\$1,636.19
Trailer Park Showers/Washrooms	\$1,658.91	Exempt	\$1,658.91
Chelsea Property Holdings Inc. (Plant 1)	\$6,938.67	Exempt	\$6,938.67
Chesley Sewer Service Area Rates (non-taxable)			

Residential

Single family unit	\$576.67	Exempt	\$576.67
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Commercial

Basic or Vacant Commercial(must apply in writing for this rate)	\$494.28	Exempt	\$494.28
Apartment Rate - Over Commercial	\$411.91	Exempt	\$411.91
Bank	\$1,029.71	Exempt	\$1,029.71
Board of Education	\$4,347.86	Exempt	\$4,347.86
Car Wash	\$1,029.71	Exempt	\$1,029.71
Cemetery	\$494.27	Exempt	\$494.27
Crate Design (Plant 1)	\$2,883.20	Exempt	\$2,883.20

Schedule L - Water and Sewer Fees			
DESCRIPTION	FEE	HST	TOTAL
Dawson House (basic comm. + 2 apts)	\$1,318.05	Exempt	\$1,318.05
Dealership	\$1,029.71	Exempt	\$1,029.71
Fire Hall	\$526.27	Exempt	\$526.27
Grocery Store	\$1,060.99	Exempt	\$1,060.99
Hair Salon Only	\$542.05	Exempt	\$542.05
Hospital	\$8,119.08	Exempt	\$8,119.08
Hotel Rate - Vacant	\$576.67	Exempt	\$576.67
Lawn Bowling	\$271.28	Exempt	\$271.28
Legion Hall	\$1,060.99	Exempt	\$1,060.99
Long-term Care Home - Per Bed	\$182.68	Exempt	\$182.68
Medical Building	\$799.78	Exempt	\$799.78
Municipal Building/Theatre/Library	\$526.27	Exempt	\$526.27
Post Office	\$888.02	Exempt	\$888.02
Residential Lodgings - Per Bed	\$182.68	Exempt	\$182.68
Residential w/Beauty Shop	\$961.09	Exempt	\$961.09
Restaurant – Seasonal Take-out	\$411.91	Exempt	\$411.91
Restaurant – Seated Restaurant	\$1,098.33	Exempt	\$1,098.33
Restaurant – Take-out	\$686.48	Exempt	\$686.48
Restaurant – Take-out/Seating Restaurant	\$892.41	Exempt	\$892.41
Retirement Institution - Per Bed	\$182.69	Exempt	\$182.69
School - Chesley Community School	\$10,978.71	Exempt	\$10,978.71
Service Station	\$494.28	Exempt	\$494.28

Schedule L - Water and Sewer Fees			
DESCRIPTION	FEE	HST	TOTAL
Swimming Pool	\$1,239.77	Exempt	\$1,239.77
Trailer Park – 24 Sites	\$1,245.55	Exempt	\$1,245.55
Trailer Park - Showers/Washrooms	\$1,262.85	Exempt	\$1,262.85
Chelsea Property Holdings (Plant 1)	\$5,281.96	Exempt	\$5,281.96

Chesley, Paisley and Tara
Water Service Area Metered Rates (non-taxable)

Annual

Base Water Service Rate (BSR)	\$339.30	Exempt	\$339.30
Rate per Cubic Metre of Water Consumption	\$2.75	Exempt	\$2.75
Other Municipality - Brockton: Paisley Mill Corp			
Annual Base Service Rate	\$678.62	Exempt	\$678.62
Monthly Base Service Rate	\$56.55	Exempt	\$56.55
Rate per Cubic Metre of Water Consumption X 2	\$5.52	Exempt	\$5.52
Damage to water meter equipment, including the removal of exterior equipment and/or interior wiring will not be tolerated. Two warnings will be provided to the property owner after which, further damages will result in the Municipality invoicing the property owner for the applicable size of water meter and require the installation, at the property owner's expense, of a radio read water meter to avoid future problems.	\$1,025.99	133.38	\$1,159.37

Monthly

Base Water Service Rate (BSR)	\$28.27	Exempt	\$28.27
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Paisley Sewer Service Area Rates (non-taxable)

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

Annual

Base Sewer Service Rate (BSR)	\$369.58	Exempt	\$369.58
Rate per cubic metre of water consumption	\$1.65	Exempt	\$1.65
Other Municipality – (Brockton) McKeeman	\$1,153.32	Exempt	\$1,153.32
Other Municipality - Brockton: Paisley Mill Corp			
Annual Base Service Rate	\$739.17	Exempt	\$739.17
Monthly Base Service Rate	\$61.59	Exempt	\$61.59
Rate per Cubic Metre of Water Consumption X 2	\$3.29	Exempt	\$3.29

Schedule L - Water and Sewer Fees

DESCRIPTION	FEE	HST	TOTAL
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Monthly

Base Sewer Service Rate (BSR)	\$29.90	Exempt	\$29.90
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Water Service Area Rates
Tara Water Service Area Rates (non-taxable)

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

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

Residential

Single family unit	\$757.50	Exempt	\$757.50
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Commercial

Churches	\$757.50	Exempt	\$757.50
Dry	\$848.41	Exempt	\$848.41
Wet	\$984.75	Exempt	\$984.75
Dry/Residence	\$803.05	Exempt	\$803.05
Wet/Residence	\$848.41	Exempt	\$848.41
Service Station/Garage	\$848.41	Exempt	\$848.41
Service Station/Car Wash	\$1,313.27	Exempt	\$1,313.27

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

DESCRIPTION	FEE	HST	TOTAL
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Commercial Dry	\$592.72	Exempt	\$592.72
Commercial Wet	\$642.09	Exempt	\$642.09
Industrial (per cubic metre)	\$1.58	Exempt	\$1.58
Residential Single Family Unit	\$576.67	Exempt	\$576.67

Schedule L - Water and Sewer Fees			
Residential Dry	\$592.72	Exempt	\$592.72

DESCRIPTION	FEE	HST	TOTAL
Residential Wet	\$691.52	Exempt	\$691.52
Churches	\$576.67	Exempt	\$576.67
Service Station/Garage	\$494.27	Exempt	\$494.27
Service Station/Car Wash	\$1,029.73	Exempt	\$1,029.73

Schedule M - Treasure Chest Museum
(Paisley) Fees

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

Schedule N - Building Permit Fees

All Permits Fees are HST exempt.

All Permits carry minimum fee.

Where any work, required by the BCA to have a permit, has commenced prior to the issuance of a Building Permit, the applicable permit fee payable is doubled.

The Municipality does not currently have Development Charges in place.

DESCRIPTION	FEE
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General

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

Residential

Single Family Residence	\$1.55 /sq.ft.
Multiple Residential	\$1.40 /sq.ft.
Additions- With or Without Plumbing	\$1.55 /sq.ft.
Deck or Porch (minimum \$125.00 fee)	\$0.80 sq.ft
Garden Shed	\$125.00
Ancillary Buildings	\$0.50 /sq.ft.
Garage/Shed- Attached or Detached	\$0.75 /sq.ft.
Renovations: (fee/construction value)	\$4.00 / \$1,000.00
Wood Burning Appliances	\$150.00
Moving Permit	\$210.00
Pool- Above Ground	\$150.00
Pool - In Ground	\$350.00

Sewage Systems

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

DESCRIPTION	FEE
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Agricultural

Farm Buildings- with Livestock	\$0.35 /sq.ft.
Farm Buildings- without Livestock	\$0.30 /sq.ft.
Additions	\$0.30 /sq.ft.
Ancillary Buildings	\$0.50 /sq.ft.

Schedule N - Building Permit Fees

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

DESCRIPTION	FEE
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Commercial/Industrial/Institutional	
Commercial Buildings	\$0.80 /sq.ft.
Industrial Buildings	\$0.80 /sq.ft.
Institutional Buildings	\$0.80 /sq.ft.
Ancillary Buildings	\$0.50 /sq.ft.
Misc. Renovations/Additions (fee/construction value)	12.00/\$1000.00
Miscellaneous	
Repairs/Additions/Renovations (where applicable)	\$225.00
Towers (base and tower) (fee/construction value)	20.00/\$1000.00
Wind Turbines - Per Turbine	\$100,000.00
Tents	\$150.00
Signs (per O.B.C.)(fee/construction value)	14.00/\$1000.00
Other: (fee/construction value)	10.00/\$1000.00
Refunds (where applicable)	
If Administrative Functions Only Performed	80%
If Admin and Zoning Functions Only Performed	70%
If Permit has been Issued; No Field Inspections have been	45%
If Permit has been Issued; One Field Inspection has been	30%
For Each Subsequent Field Inspection, After Permit Issued,	5%



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-Law 35-2025

Being a By-law to Confirm the Proceedings of the Regular Council Meeting of the Municipality of Arran-Elderslie held April 28, 2025

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 April 28, 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 April 28, 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.

Read a first and second time this 28th day of April 2025.

Read a third time and finally passed this 28th day of April 2025.

Mayor Steve Hammell

Clerk – Christine Fraser-McDonald