



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

AGENDA

Monday, May 26, 2025, 9:00 a.m.
Council Chambers
1925 Bruce Road 10, Chesley, ON

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	• June 9, 2025	
	• June 23, 2025	
	• July 14, 2025	
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Be it Resolved that Council provide one (1) free public swim weekly at the Tara and Chesley pools to remove any financial barrier for residents to enjoy the municipal pools this summer with the recommendation that it be the same day/time weekly.

While this may reduce revenue for that one day, it will not increase costs as the Municipality already incur the wages and costs to operate a public swim everyday. The Municipal pools are a valuable recreation service and it is in the interest of the municipality to encourage their use. By removing the barrier of cost, more residents may use the pools, which also may expose residents to our other programs which they may not be aware of.

It is also recommended to provide 10 season pool passes to the Paisley Library, which can be signed out by library patrons. This would similarly remove a financial barrier, but also provide an opportunity for people in Paisley and surrounding areas to use the Chesley pool, since paisley residents do not have a pool in town. This would increase equity of recreation services across our municipality.

And further Council directs staff to prepare a report for a future Council meeting to review the costs and feasibility of this request.



MUNICIPALITY OF ARRAN-ELDERSLIE

Council Meeting

MINUTES

Monday, May 12, 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
Devan Baker – Deputy Clerk
Julie Hamilton - Coordinator for Infrastructure & Development
Scott McLeod - Public Works Manager
Carly Steinhoff - Recreation Manager
Steve Tiernan - Fire Chief
David Munro - Interim Treasurer
Jennifer Isber-Legge - Economic Development & Communications Coordinator
Emily Dance, CAO
Nathan Van Myall - Project Manager

1. Call to Order

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

2. Mayor's Announcements (If Required)

- The groundbreaking for the new Arran-Elderslie Fire Hall and Public Works building will be taking place this afternoon at 5:00 p.m. at the site of the new building.
- The County Planners will be in the Municipal Office one day a month starting on June 17th. If you would like to schedule an appointment with Jenn Burnett or Megan Stansfield, please contact their office to arrange the appointment.

3. Adoption of Agenda

Subsequent to further discussion, Council passed the following resolution:

158-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of Monday, May 12, 2025 be received and adopted, as distributed by the Clerk.

Carried

4. Disclosures of Pecuniary Interest and General Nature Thereof

5. Unfinished Business

5.1 Paisley Working Group Council Appointment

159-08-2025

Moved by: Councillor Penner

Seconded by: Councillor Nickason

Be it Resolved that Council hereby appoints Councillor Dudgeon to the Paisley Community Working Group.

Carried

6. Minutes of Previous Meetings

6.1 April 28, 2025 - Regular Council Minutes

Subsequent to further discussion, Council passed the following resolution:

160-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Steinacker

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held April 28, 2025.

Carried

7. Business Arising from the Minutes

8. Presentations

8.1 Clerks on Call

Michelle Smibert and Michelle Casavecchia-Somers of Clerks on Call gave their presentation to Council.

They reviewed the feedback that was received and the community engagement process regarding the Ward vs At-Large election process. There was no questions on ward boundaries; only the election structure itself.

Mayor Hammell thanked Clerks on Call and noted that staff will be bringing back a report to a future council meeting for further discussions.

9. Correspondence

9.1 Requiring Action

9.2 For Information

Subsequent to further discussion, Council passed the following resolution:

161-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

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

Carried

9.2.1 SMART Board Minutes - March 21, 2025

9.2.2 MPAC 2024 Reports

9.2.3 Multicultural Day

10. Staff Reports

10.1 Building/Bylaw

10.1.1 CBO-2025-12 Building By-law

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

162-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Penner

Be It Resolved that Council hereby approves Report CBO-2025-012 being the Building By-Law Report;

AND approve the Building By-Law;

AND FURTHER authorizes the By-law coming forward at the next available meeting.

Carried

10.2 Public Works

10.2.1 PWRDS-2025-08 Health & Safety Water Stream Grant

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

Subsequent to further discussion, Council passed the following resolution:

163-08-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Hampton

Be It Resolved that Council hereby approve report PWRDS-2025-05 Health and Safety Water Stream Grant; and

Supports the submission of an application for funding for the complete reconstruction of Elgin Ave. and Matilda Street, in Tara.

Carried

10.2.2 PWRDS-2025-10 Sidewalk Patio Request – Wing House, Chesley

Coordinator for Infrastructure & Development, Julie Hamilton, responded to questions from Members of Council. She noted that just one parking spot will be lost for this project on a temporary basis.

Subsequent to further discussion, Council passed the following resolution:

164-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved that Council approves report PWRDS-2025-10 Sidewalk Patio Request – Wing House, Chesley; and

Provides support in principle for the establishment of a temporary sidewalk patio adjacent to the Wing House restaurant in Chesley; and

Further directs staff to collaborate with Bruce County to ensure that all technical and safety requirements are adequately addressed and fulfilled for the proposed sidewalk patio.

Carried

10.2.3 PWRDS-2025-09 Award Tender - Hot Mix Pavement and E5 McAllister Bridge Work

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

Subsequent to further discussion, Council passed the following resolution:

165-08-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Hampton

Be It Resolved that Council approves report PWRDS-2025-09 Award Tender – Hot Mix Pavement and E5 McAllister Bridge Work; and

Awards the contracts for Item 1 - Chesley – 2nd St. SE, Chesley Lawn Bowling, Item 2 -Paisley – Church St. from BR3 to Ross St. and Item 3 - Paisley – Balaklava St. from George St. to James St. to Multiple Enterprises Inc.; and

Awards the contract for Item 4 - Tara – Tara Arena north ball diamond driveway to MacDonnell Excavating Ltd.; and

Awards the contract for Item 5 - Elderslie – Concession 10 north of 15 Sdrd South Elderslie, Item 6.1 E5 McAllister Bridge Work and Item 6.2 Sideroad 15 from Con 2 Elderslie to Bruce County Rd 11 to E.C. King Contracting.

Carried

10.3 CAO

10.3.1 CAO 2025-09 Association of Municipalities of Ontario – Conference Delegation Request

CAO Emily Dance responded to questions from Members of Council.

Staff will contact with the Township of Chatsworth regarding Bridge Funding if successful with the delegation.

Subsequent to further discussion, Council passed the following resolution:

166-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved that Council approve Report CAO-2025-09 Association of Municipalities of Ontario and direct staff to make a delegation request for the AMO conference for the following Ministries:

1. Minister of Agriculture - Recycling of twine, bale wrap, and silage plastic
2. Minister of Health – Chesley Hospital
3. Minister of Infrastructure – Bridge Funding

Carried

10.3.2 CAO-2025-10 Payment in Lieu of Parking – 543 Queen Street Paisley

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

167-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved the Council hereby approves Report CAO-2025-10 Payment in Lieu of Parking – 543 Queen Street, Paisley

AND approves entering into a Payment in Lieu of Parking Agreement with '543 Queenpaisley inc' for three parking spaces

AND FURTHER authorizes the appropriate By-law coming forward

Carried

11. Members Updates

Shaw:

Deputy Mayor Shaw attended the Zone C convention at the Tara Legion Ladies Auxiliary and brought greetings on behalf of the Municipality.

Hampton:

Councillor Hampton had nothing to report.

Dudgeon:

Councillor Dudgeon was absent.

Steinacker:

Councillor Steinacker had nothing to report.

Penner:

Councillor Penner attended a SVCA meeting.

Nickason:

Councillor Nickason attended a MMEWG meeting.

Hammell:

Mayor Hammell attended a virtual meeting with members of the Ministry of Health as a follow up from the ROMA delegation, will be attending the Paisley Firehall/Works Building groundbreaking

12. New Business**13. Notice of Motion**

Deputy Mayor Shaw presented a Notice of Motion to Council. This will be brought back to the next Council meeting for further discussion.

14. By-laws**14.1 By-law 36-2025 - Purchasing and Procurement Policy**

Subsequent to further discussion, Council passed the following resolution:

168-08-2025

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 36-2025 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 36-2025 being a By-law to adopt a Purchasing and Procurement Policy for the Municipality of Arran-Elderslie.

Carried

14.2 By-law 37-2025 - Adopt a Grants and Community Support Policy

Subsequent to further discussion, Council passed the following resolution:

169-08-2025

Moved by: Councillor Steinacker

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 37-2025 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 37-2025 being a By-law to Grants and Community Support policy for the Municipality of Arran-Elderslie.

Carried

15. Closed Session (if required)

Subsequent to further discussion, Council passed the following resolution:

170-08-2025

Moved by: Councillor Hampton

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;

() personal matters about an identifiable individual, including municipal or local board employees;

(X) a proposed or pending acquisition or disposition of land by the municipality or local board - Alma Street Lots, Paisley and Expression of Interest - Old Paisley Library

() labour relations or employee negotiations;

() litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

() advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

() a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

() information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

() a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

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

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

Staff Authorized to Remain:

CAO Emily Dance and Clerk Christine Fraser-McDonald - Items 1 and 2

Item 1 - Peter Kritz - Coldwell Banker

Carried

16. Resolution to Reconvene in Open Session

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Hampton

Seconded by: Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 12:00 pm.

Carried

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

Direction was given to staff in Closed Session for items 1 and 2.

18. Confirming By-law

18.1 By-law 38-2025 - Confirming By-law

Subsequent to further discussion, Council passed the following resolution:

171-08-2025

Moved by: Councillor Nickason

Seconded by: Councillor Hampton

Be It Resolved that By-law No. 38-2025 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 38-2025 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, May 12, 2025.

Carried

19. Adjournment

Subsequent to further discussion, Council passed the following resolution:

172-08-2025

Moved by: Deputy Mayor Shaw

Seconded by: Councillor Steinacker

Be It Resolved that the meeting be adjourned to the call of the Mayor at 2:01pm

Carried

20. List of Upcoming Council meetings

Steve Hammell, Mayor

Christine Fraser-McDonald, Clerk

Chesley and Area Joint Fire Board

MINUTES

Tuesday, February 11, 2025, 4:00 p.m.
Council Chambers and/or Via Microsoft Teams
1925 Bruce Road 10
Chesley, ON N0G 1L0

Members Present: Brian Dudgeon - Arran-Elderslie
 Darryl Hampton - Arran-Elderslie
 Shawn Greig - Chatsworth
 Scott Mackey- Chatsworth

Staff Present: Christine Fraser-McDonald, Clerk - Arran-Elderslie
 Steve Tiernan, Fire Chief - Arran-Elderslie
 Patty Sinnamon, Chief Administrative Officer/Clerk - Chatsworth
 Emily Dance, Chief Administrative Officer - Arran-Elderslie

1. Call to Order

Vice Chair Mackey called the meeting to order at 4:00 p.m. A quorum was present.

2. Adoption of Agenda

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

01-01-2025

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the agenda for the Council Meeting of Tuesday, February 11, 2025 be received and adopted, as distributed by the Clerk.

Carried

3. Declaration of Pecuniary Interests

None at this time.

4. Minutes of Previous Meeting

4.1 Chesley and Area Joint Fire Board Minutes - November 26, 2024

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

02-01-2025

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the Chesley and Area Fire Board adopts the minutes of the Committee meeting held on November 26, 2024.

Carried

5. New Business

5.1 Chesley and Area Pre-Construction Meeting Pumper Truck Additions

Fire Chief Steve Tiernan discussed his report with the Board.

The Fire Chief will speak to the association regarding covering the costs of the Canadian Flags on the new truck which was \$1483.00. The total cost without these additions will be \$5,915.90.

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

03-01-2025

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the Chesley and Area Fire Board hereby approve the additional items to the Chesley Pumper truck to be delivered in 2026.

And further that the additional items with the flag and station 90 be removed in the final costs.

And further that the report be brought forward to the respective Councils for final approval.

Carried

5.2 Chesley and Area Joint Fire Board Year End Report for 2024

Fire Chief Steve Tiernan discussed his report with the Board.

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

04-01-2025

Moved by: Shawn Greig - Chatsworth

Seconded by: Darryl Hampton - Arran-Elderslie

Be It Resolved that the Chesley and Area Joint Fire Board hereby receives for information the 2024 Fire and Emergency Services Year-End report from Fire Chief Steve Tiernan for Chesley Station 90.

Carried

5.3 CLKS.2025.06 – Council Appointments

Clerk Christine Fraser-McDonald discussed her report with the Board.

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

05-01-2025

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the Chesley and Area Fire Board receives Report CLKS.2025.06 – Council Appointments for information purposes.

Carried

5.4 FIN-25-04 - 2024 Financial Year-End Report

Treasurer David Munro discussed his report with the Board. He noted that there is no outstanding invoice for Chatsworth.

Chair Mackey requested further information regarding billing and Fire Marque. Treasurer David Munro will follow up on this.

Subsequent to further discussion, Council passed the following resolution:

06-01-2025

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the Chesley and Area Joint Fire Board hereby receives report SRFIN-25-04 2024 Financial Year-End Report.

Carried

6. Next Meeting Date

- May 13, 2025
- August 12, 2025
- November 18, 2025

7. Adjournment

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

07-01-2025

Moved by: Darryl Hampton - Arran-
Elderslie

Seconded by: Brian Dudgeon - Arran-
Elderslie

Be It Resolved that the meeting be adjourned to the call of the Chair at 4:42 p.m.

Carried

Chair

Recording Secretary

South Bruce OPP Detachment Board
BOARD MINUTES

Tuesday, February 4, 2025, 1:00 p.m.
Municipality of South Bruce
21 Gordon St. E Teeswater ON

Members Present: Moiken Penner, Municipality of Arran-Elderslie
 Tim Elphick, Municipality of Brockton
 Don Murray, Municipality of Huron-Kinloss
 Rory Cavanagh, Municipality of Kincardine
 Nigel Van Dyk, Municipality of South Bruce
 Margaret Visser - Community Representative
 Joe Dietrich - Community Representative

Staff Present: Christine Fraser-McDonald, Recording Secretary
 Jennifer Lawrie, Recording Secretary
 Jennifer White, Clerk, Township of Huron-Kinloss
 Vivian Kennedy, Clerk, Municipality of South Bruce
 Fiona Hamilton, Clerk, Municipality of Brockton
 Julie Hamilton
 Trish Serratore, Chief Financial Officer, Municipality of Brockton

1. Call to Order

Chair Nigel Van Dyk called the meeting to order. A quorum was present.

2. Disclosures of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof

None declared at this time.

3. Approval of Agenda

Chair Nigel Van Dyk requested to amend the agenda to add correspondence from Member Joe Dietrich.

Subsequent to further discussion, the following resolution was passed:

01-2025-01

Moved by: Don Murray

Seconded by: Tim Elphick

Be It Resolved that the agenda for the South Bruce OPP Detachment Board Meeting of February 4, 2025 be received and adopted, as distributed by the Recording Secretary.

Carried

4. Approval of Past Minutes

4.1 South Bruce OPP Detachment Board Minutes - December 17, 2024

The minutes will be amended that the Detachment Board remuneration will include all members.

Subsequent to further discussion the following resolution was passed.

02-2025-01

Moved by: Joe Dietrich - Community Representative

Seconded by: Tim Elphick

Be It Resolved that the South Bruce OPP Detachment Board adopt the minutes of the meeting held on December 17, 2024, as amended.

Carried

5. Reports

5.1 Detachment Commander's Report

Inspector Keegan Wilcox presented his report to the Board which reflects statistical data from January to December 2024. He discussed the various aspects of the report with the Board.

Subsequent to further discussion, the following resolution was passed:

03-2025-01

Moved by: Rory Cavanagh

Seconded by: Moiken Penner

Be It Resolved that the South Bruce OPP Detachment Board receives the Detachment Commander's report for information.

Carried

5.2 Detachment Commander - Priority Setting for the Detachment

Inspector Keegan Wilcox gave a verbal report regarding the priority setting for the detachment.

He asked the Members on what issues they are seeing in their communities and be able to address these local issues. He will eventually bring in other officers to the Board meetings.

Don Murray - homelessness, education on fraud scams, advocacy regarding road closures

Tim Elphick - speeding concerns, community-based time (attending community events), stats from RIDE programs on social media and permanent road closed signs on Highways 21 (Amberly, Kincardine, Tiverton and Port Elgin).

Rory Cavanagh - more information on social media, police presence (foot and bike patrol) in downtown areas during tourist season, speeding (off-setting costs)

Moiken Penner - speeding concerns with a police presence, ATV use on unauthorized trails, community-based time (attending community events).

Nigel Van Dyk - speeding concerns, vandalism, property theft

Margaret Visser - speeding but police are doing a good job and visibility of police

Joe Dietrich - distracted driving, defensive driving tips

The Board thanked the Detachment Commander for his report.

04-2025-01

Moved by: Tim Elphick

Seconded by: Don Murray

Be it resolved that the South Bruce OPP Detachment advocate with the MTO for permanent automatic road closure signs on Highway 21 (Amberly, Tiverton, Kincardine and Port Elgin) and that this copy be circulated to municipalities and the Police Service Boards for Huron and Grey County.

Carried

5.3 Draft Procedure By-law

Clerk Jen Lawrie presented her report to the Board. She noted that she is still continuing to advocate for the provincial appointees.

There was a request to add in wording regarding the reconsideration of a motion and that it be added to the procedural by-law.

Quorum will be those appointed to the Board. At this time, quorum would be four people.

Staff will bring this amended procedural by-law back to the next meeting.

The Board thanked staff for their work on this Board.

Subsequent to further discussion, the following resolution was passed:

05-2025-01

Moved by: Don Murray

Seconded by: Joe Dietrich - Community Representative

Be it resolved that the OPP Detachment Board directs staff to bring back an amended Procedure By-law to the next meeting.

Carried

5.4 Draft Remuneration Policy

Clerk Jen Lawrie presented her report to the Board.

Subsequent to further discussion, the following resolution was passed:

06-2025-01

Moved by: Don Murray

Seconded by: Tim Elphick

Be it resolved that the OPP Detachment Board approve the draft Remuneration Policy as amended.

Carried

5.5 Action Items

Clerk Christine Fraser-McDonald presented her report to the Board.

Subsequent to further discussion, the following resolution was passed:

07-2025-01

Moved by: Joe Dietrich - Community Representative

Seconded by: Tim Elphick

Be It Resolved that the South Bruce OPP Detachment Board hereby receives the Staff Report – Action Items List for information purposes.

Carried

5.6 Correspondence from Member Joe Dietrich - Crime Stoppers

There was a discussion regarding the correspondence received from Member Joe Dietrich.

Mr. Dietrich noted that there was no decision to be made on his letter, but the Board must focus on policing by providing civilian input into OPP policing and independent from municipal councils. He did not feel that the Board completely accomplished these at the meeting.

6. Closed Session

Be it Resolved that the South Bruce OPP Detachment Board does now hereby go into closed session to discuss an item(s) which relates to:

08-2025-01

Moved by: Rory Cavanagh

Seconded by: Don Murray

(a) the security of the property of the board;

(b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;

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

(d) labour relations or employee negotiations;

(e) litigation or potential litigation affecting the board, including matters before administrative tribunals;

(f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;

(X) (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation - Detachment Commander report - response times

(h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the 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;

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

(j) 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 board;

(k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or

(l) an ongoing investigation respecting the police service board.

Staff Authorized to Remain:

Detachment Commander, Keegan Wilcox, Clerk Jennifer Lawrie and Clerk Christine Fraser-McDonald (recording secretary), Trish Serratore, Treasurer

Carried

7. Resolution to Reconvene into Open Session

Subsequent to further discussion, the following resolution was passed:

08-2025-01

Moved by: Tim Elphick

Seconded by: Moiken Penner

Be it Resolved that the South Bruce OPP Detachment Board does now return to open session at 3:26 p.m.

Carried

8. Adoption of Recommendations Arising from Closed Session

Chair Nigel Van Dyk confirmed that the Board discussed only those matters identified in the motion to go into Closed Session.

The Board received the Detachment Commander's report for information purposes.

9. Next Meeting

- May 13, 2025 - Township of Huron Kinloss - 1:00 p.m.
- September 2, 2025 - Municipality of Brockton - 1:00 p.m.
- November 4, 2025 - Municipality of Kincardine - 1:00 p.m.

10. Adjournment

The meeting was adjourned at 3:27 p.m.

Board Chair

Board Secretary

**Chesley Community Working Group
MINUTES**

**Wednesday, January 15, 2025, 5:00 p.m.
Municipal Council Chambers
1925 Bruce Road 10, Chesley**

Members Present: Kate Grieve
Chesley Ward Councillor Darryl Hampton
Jeff Irwin
Tara Ward Councillor Peter Steinacker
Kristen Sweiger
Dave Tedford

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

1. Call to Order

Chair Darryl Hampton called the meeting to order at 5:02pm.

A quorum was present.

2. Approval of Agenda

Subsequent to further discussion, the Committee passed the following resolution:

Moved by: Jeff Irwin

Seconded by: Kate Grieve

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

3. Disclosure of Pecuniary Interest and General Nature Thereof

None disclosed

4. Approval of Previous Minutes

Subsequent to further discussion, the following resolution was passed.

Moved by: Jeff Irwin

Seconded by: Dave Tedford

Be it resolved that the minutes for the Chesley Community Working Group on Nov 4, 2024 be approved as distributed by the Economic Development and Communications Coordinator.

Carried

5. New Business

5.1 Spruce the Bruce Grant

Subsequent to further discussion, the Committee passed the following resolutions:

Moved by: Kristen Sweiger

Seconded by: Jeff Irwin

Be it resolved that the Chesley Community Working Group recommends to Council that staff prepare a grant application for Spruce the Bruce for Streetscape Beautification to include items such as a square picnic table, fencing, removal of grass and addition of hardscape, removal & tree trimming around the Main St. Parkette. Additional inclusions if funds allow, bicycle racks & sitting benches.

Carried

Moved by: Dave Tedford

Seconded by: Kristen Sweiger

Be it resolved that the Chesley Community Working Group recommends moving forward with a Community Marketing Grant through Spruce the Bruce for an updated Trails and Parks brochure and resources.

Carried

5.2 Community Foundation Grant for Mural

Subsequent to further discussion, committee passed the following resolution:

Moved by: Kate Grieve

Seconded by: Kristen Sweiger

Be it resolved that staff put out a request to Arran-Elderslie residents on behalf of the CCWG for submissions of "What

Chesley Means to You" to include prints, art, pictures ect to potentially be included in the Community Foundation Grant Mural to be installed in downtown Chesley.

Carried

6. Upcoming Business

A Chesley Idol with Buskers is being planned by the Chesley Community Players as part of the Homecoming Celebrations. If it's successful this could be a community building event that the CCWG could lead/support in future years.

7. Action Items Tracking Sheet

One item to be added to the Action Items Tracking Sheet at a low priority

- Seek and event for the Downtown to attract visitors

8. Next Meeting Date

9. Adjournment

Moved by: Jeff Irwin

Seconded by: Kristen Sweiger

Be it resolved that the meeting be adjourned at 6:15 pm

Carried

Chair

Secretary

**Chesley Community Working Group
MINUTES**

**Wednesday, March 12, 2025, 5:00 p.m.
Municipal Council Chambers
1925 Bruce Road 10, Chesley**

Members Present: Dan Foxcroft
Kate Grieve
Chesley Ward Councillor Darryl Hampton
Jeff Irwin
Tara Ward Councillor Peter Steinacker
Kristen Sweiger
Dave Tedford

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

1. Call to Order

Chair Darryl Hampton called the meeting to order at 5:02pm.

A quorum was present.

2. Approval of Agenda

Subsequent to further discussion, the Committee passed the following resolution:

Moved by: Jeff Irwin

Seconded by: Kate Grieve

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Approval of Previous Minutes

Subsequent to further discussion, the following resolution was passed.

Moved by: Dave Tedford

Seconded by: Kristen Sweiger

Be it resolved that the minutes for the Chesley Community Working Group on January 15, 2025 be approved as distributed by the Economic Development and Communications Coordinator.

Carried

5. New Business

5.1 Mural with Kinsmen Grant

Potential mural design was discussed.

- Block letters spelling out CHESLEY that will contain mosaic tiles of locally submitted photographs and drawings
- 4 "polaroid" images of town features, Community Park, Big Bruce, Trestle Bridge, old photo of main street
- Photos/drawings submitted must be square or will be cropped to square and photos with people must be unidentifiable

Kinsmen are willing to add up to \$1,000 to complete the mural and the Chesley Community Players may be willing to donate towards the project as well.

5.2 Spruce the Bruce Grant Update

Grant approval is pending.

5.3 Marketing Subcommittee

Kristen Sweiger and Darryl Hampton have offered to make up a Trails and Parks brochure subcommittee.

Work will begin when we have grant approval with the goal to be ready before homecoming (July 31)

6. Upcoming Business

6.1 Council seeking comments

7. Action Items Tracking Sheet

7.1 Billboard on the County Line

Discussion about erecting billboards on the county line to encourage traffic into town. This item is listed as a medium priority and could move up to high for 2026.

8. Next Meeting Date

May 14th at 5:00 at the Municipal Office in Council Chambers. In person preferred but virtual is available.

9. Adjournment

Moved by: Dan Foxcroft

Seconded by: Dave Tedford

Be it resolved that the meeting be adjourned at 5:39pm

Carried

Chair

Secretary

**Tara Community Working Group
MINUTES**

Wednesday, January 15, 2025, 10:00 a.m.
Tara Community Centre
 150 Hamilton St. Tara ON N0H 2N0

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

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

1. Call to Order

Chair Jen Shaw called the meeting to order.

A quorum was present.

2. Approval of Agenda

Subsequent to further discussion, the following resolution was passed.

TCWG-01-2025-01

Moved by: Karen Kerker

Seconded by: Ken Thornburn

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None Disclosed

4. Approval of Previous Minutes

Subsequent to further discussion, the following resolution was passed.

TCWG-01-2025-02**Moved by:** Brett McMullen**Seconded by:** Tara Ward Councillor Peter Steinacker

Be it resolved that the minutes for the Tara Community Working Group on Nov 13, 2024 be approved as distributed by the Economic Development and Communications Coordinator.

Carried**5. New Business****5.1 Spruce the Bruce Grant**

Potential projects discussed included

- Lights on the Tara sign and garden in front of the Downtown Parkette
- A summer market in the Downtown Parkette
- Signage identifying parks and areas of interest
- A Christmas Tree and event to light it, Christmas lights
- A downtown gathering space that includes a picnic table
- Banners on Main St.

Subsequent to further discussion, the following resolution was passed.

Moved by: Dave Tedford**Seconded by:** Ken Thornburn

Be it resolved that the Tara Community Working Group recommends to Council that staff prepare a grant application for Spruce the Bruce regarding Christmas Lights and/or Banners and a Picnic Table.

Carried**5.2 2024 Project Update**

The committee received for information purposes projects that were completed before the end of 2024.

6. Upcoming Business

The committee discussed the Commemorative Trees and Benches Policy currently being considered by Council as it pertains to the Tara Community Working Group.

7. Action Items Tracking Sheet

Items to be added to the Action Items Tracking Sheet at a medium priority include

- Main Street Parkette improvements and signage
- Town logo on the front of refuse receptacles

8. Next Meeting Date

9. Adjournment

Subsequent to further discussion, committee passed the following resolution:

Moved by: Ken Thornburn

Seconded by: Dave Tedford

Be it resolved that the meeting be adjourned at 11:20 am

Carried

Chair

Secretary

**Tara Community Working Group
MINUTES**

**Tuesday, March 11, 2025, 10:00 a.m.
Remax Office, 18 Yonge St N, Tara
18 Yonge St N, Tara**

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

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

1. Call to Order

Chair Jen Shaw called the meeting to order.

A quorum was present.

2. Approval of Agenda

Subsequent to further discussion, the following resolution was passed.

Moved by: Karen Kerker

Seconded by: Ken Thornburn

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None disclosed

4. Approval of Previous Minutes

Deferred to next meeting

5. New Business

5.1 Tara Downtown Parkette

Recreation and Facilities Manager Steinhoff joined the meeting to consult on possible uses for the Tara Parkette.

There is a general consensus to encourage residents and visitors to use the park to gather, for potential events like small open air markets, music, celebrations, and to allow for picnics.

Potential upgrades to the park infrastructure could include water and electrical access for users.

Could use upgraded playground equipment. How much and what age group?

Signage to that residents and visitors know the park is there is important in the short term.

Should the park be fenced since it is surrounded by backyards and opens onto a busy parking lot?

Action; staff will discuss water and electric possibilities

5.2 Holiday Lights

Jen shared information on the quality of lights and that the tree design is of poorer quality with a shorter life expectancy. Images of a similar, higher quality light were shared along with some other light designs. Purchase is pending grant approval.

Subsequent to further discussion the following resolution was passed.

Moved by: Dave Tedford

Seconded by: Karen Kerker

Be is resolved that the committee selects and supports the green LED tree with the white star as presented.

Carried

6. Upcoming Business

6.1 Terms of Reference

Jen shared that a staff report would be submitted for council consideration to amend the terms of reference for this committee to include

The Committee may be consulted by Council to consider discussions, proposals, or decisions that impact the downtown area of Tara, including the review and consideration of bylaws.

This change might also be a good time to encourage applications to the TCWG to support this new role. The committee may need to meet more often to accommodate this change.

There was general agreement with the proposed amendments as presented.

7. Action Items Tracking Sheet

No additions or edits at this time.

8. Next Meeting Date

The next meeting will be Thursday, May 15. Location TBA

9. Adjournment

Moved by: Ken Thornburn

Seconded by: Brett McMullen

Be it resolved that the meeting be adjourned at

Carried

Chair

Secretary



Tara BESS Project Update Arran-Elderslie Council

May 26, 2025

Project Background

- Tara BESS, formerly Grey Owl Storage, is a 400-megawatt (MW), 1600 MW hours (MWh) battery energy storage system proposed for development on 39 Concession Road 4, in the Municipality of Arran-Elderslie.
- The project was awarded a 20-year energy storage contract by Ontario's Independent Electricity System Operator (IESO) in May 2024, through the IESO's competitive long-term 1 (LT1) RFP procurement.
- Tara BESS is one of 10 energy storage projects awarded a contract in LT1, collectively totaling 1,784 MW, to help meet Ontario's growing energy needs.
- The contract is for a standalone battery only and does not include a provision to expand the BESS or add another renewable technology, such as solar.
- Neon acquired the project from Shift Solar Inc., in late 2024, and is now exclusively leading development of the project.
- At the end of the contract, Neoen must decommission Tara BESS within 18-months of the last day of operations.

Project Development Timeline



Public Consultation

- Post-award consultation for Tara BESS began in September 2024, and has included:
 - Canvassing and landowner meetings
 - Open houses
 - January 21, 2025
 - June 5, 2025
 - Rightsholder consultation
 - Council delegations
 - Multi-stakeholder working group
 - Project website and feedback form
 - Project mail-outs
 - Site visits
- Neoen accepts feedback via:
 - Phone: (416) 312-0057
 - Email: info@tarabattery.ca
 - Web: www.tarabattery.ca
 - Mail: 319-150 King Street West, Toronto, ON M5H 1J9
 - In-person



What we've heard and how we've responded

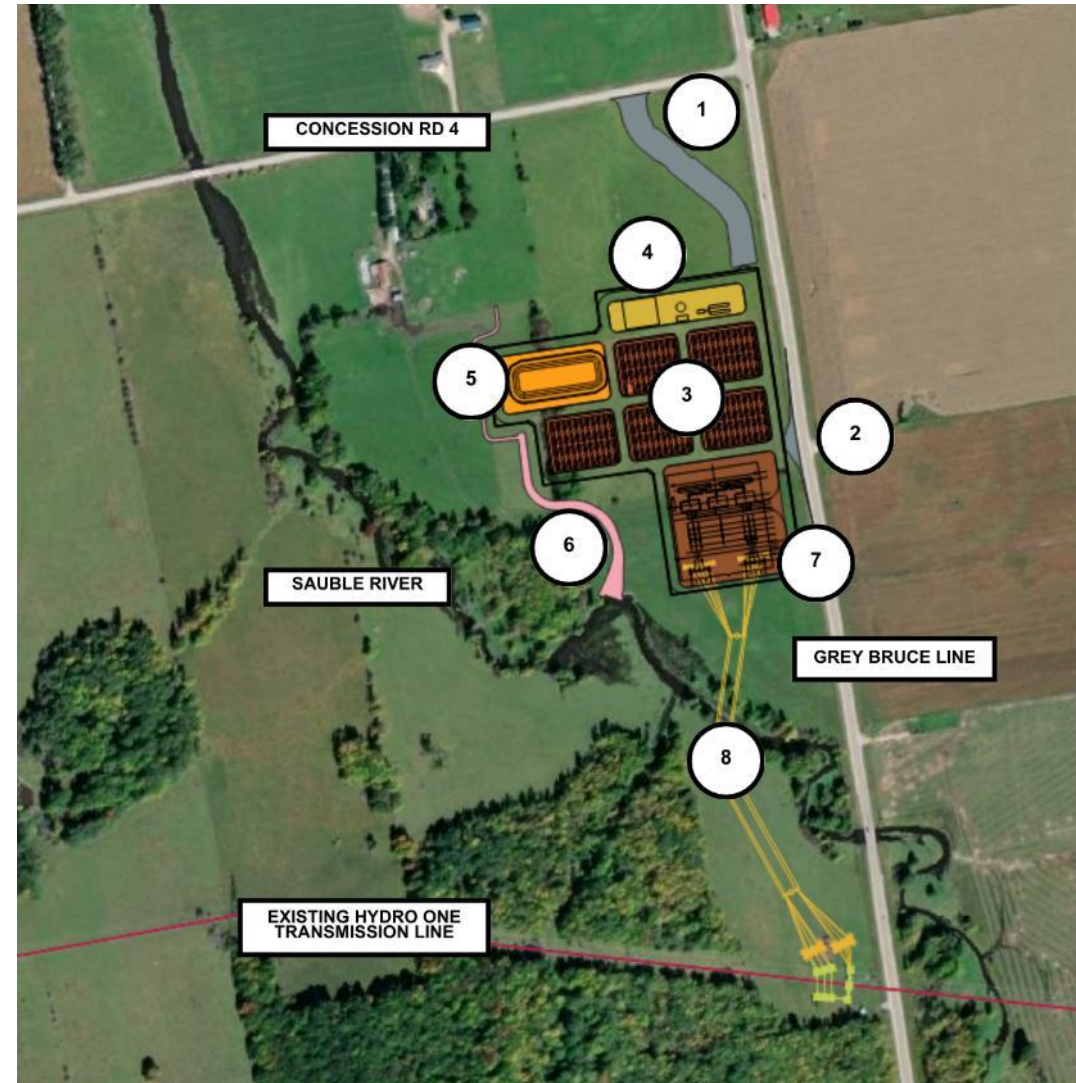
1. Concerns about loss of agricultural land.
2. Concerns about developing on a floodplain/EP lands.
3. Concerns about proximity to Sauble River.
4. Concerns about visual impact.
5. Concerns about risk of fire.

Proposed Project Location and Layout

1. **Primary Entrance** off Concession Rd 4
2. **Secondary Entrance** off Grey Bruce Line
3. **5 Clusters of Battery Containers** with acoustic barrier walls (420 containers total)
4. **Operations & Maintenance Buildings**
5. **Stormwater Management Pond**
6. **Vegetated Swale** (drainage)
7. **230-kilovolt (kV) Substation** with 3 high-voltage transformers (2 active, 1 back-up) and switching equipment
8. **~500 meters of 230 kV Transmission Line and Structures**

Total project footprint: ~22 acres.

216 trees and shrubs are proposed for the north and east perimeters of the site. The facility will be enclosed by fencing.



Grey Sauble Conservation Authority Approval

- Tara BESS is proposed for lands with a designated floodplain and is subject to approval by Grey Sauble Conservation Authority.
- A cut-and-fill method, combined with a surface run-off management system and retention pond, is proposed to mitigate impact to the floodplain:
 - The **cut-and-fill method** will raise the facility so that water can flow freely around it, while stormwater ditches leading to the Sauble River will off-set the BESS footprint.
 - A **surface run-off management system** comprised of site grading, vegetated ditches, subsurface storm sewers and drainage directed to the retention pond.
 - A **retention pond** (also referred to as wet pond) complete with separator, discharge orifices, and a control valve that allows water to flow into the Sauble River and limits flows to less than pre-BESS development flow rates.
- The proposed design protects water quality, quantity, and provides erosion control.
- No impact to floodplain or stormwater when modeled against 100-year return events.

Class Environmental Assessment

- Tara BESS is subject to the Ministry of Environment, Conservation and Parks' (MECP) **Class Environmental Assessment for Minor Transmission Facilities** (Class EA) process, in accordance with the Ontario Environmental Assessment Act.
- Notice of Commencement of the Class EA process for Tara BESS was initiated on November 25, 2024.
- Feedback received between Notice of Commencement and Notice of Completion will be entered into a public consultation record that will form part of Neoen's Class EA submission.
- Notice of Completion expected to be issued in **spring 2025**, followed by a 30-day public comment period.

Required studies:

- Aquatic Habitat Assessment
- Ecological Land Classification and Vegetation Surveys
- Breeding Bird Surveys
- Breeding Amphibian Surveys
- Bat Habitat Assessment (Maternity Roost Surveys)
- Noise Impact Assessment
- Agricultural Impact Assessment

Status of Permit and Approval Requirements

- Grey Sauble Conservation Authority Approval – **application deemed complete April 25, 2025**
- Official Plan Amendment and Re-zoning (Bruce County/Arran Elderslie) – **application deemed complete May 8, 2025**
- Class EA for Transmission Facilities – **underway**
- Environmental Compliance Approval for Stormwater
- Environmental Activity Sector Registration (noise)
- Archaeology Clearance
- Approved Soil and Excess Materials Management Plan
- Ontario Endangered Species Act Sec.17 Permit (if applicable)
- Arran-Elderslie BESS Policy (Site Plan) Application

Local Project Benefits

- Tara BESS will deliver an estimated **\$134,000 in municipal tax revenues annually**.
- **100K Community Benefits Fund** to support local initiatives, commencing at operations and refreshed annually through the final year of operations.
- **50K in benefit sharing for residential neighbours** annually, commencing at construction.
- Rightsholder benefits.
- 200+ jobs at peak construction, plus supplier opportunities.
- Art installation.





Municipality of Arran-Elderslie

May 26, 2025

ONE INVESTMENT OVERVIEW

- A **not-for-profit** organization dedicated to serving the investment needs of the Ontario municipal sector
- Manages **\$4.9 Billion** in portfolio holdings as of May 2025
- Partnership established in 1993 and jointly operated by two not-for-profits:
 - Local Authority Services
 - CHUMS (*a subsidiary of MFOA*)
- ONE Investment incorporated in 2018
- 195 municipalities and broader public sector entities (i.e. Conservation Authorities, Municipal Boards) invest with ONE.



ONE'S MUNICIPAL CLIENTS (BY POPULATION)


Population	# Ontario Municipalities	# ONE Investment Clients	% of Ontario Municipalities	Average Investment Per Investor	ONE - Prudent Investment Clients
Under 5,000	186	53	29%	\$1.9 million	1
5,000 to 24,999	160	69	43%	\$5 million	4
25,000 to 49,999	31	17	55%	\$18.1 million	2
50,000 to 99,999	28	12	43%	\$21.6 million	2
Over 100,000	39	23	59%	\$61 million	3
Total	444	174	39%		15

INVESTMENT ADVISORY SERVICES

- In 2018 ONE Investment incorporated as a not-for-profit and received an exemption from the Ontario Securities Commission (OSC) that allows it to provide unbiased investment advice **at no-cost**
- ONE Investment staff include:
 - CFA Charter holder who can provide advice on investment policies / appropriate allocations
 - CPA Municipal finance expert that can assist with investment policy development and other requirements.
 - Municipal policy expertise
- Combined we can help you build investments into a capital financing strategy and portfolio structure.

ONE'S LEGAL LIST INVESTMENT OPTIONS

MUNICIPAL INVESTMENT LEGISLATION AND REGULATION: MUNICIPAL ACT (SECT 418) AND O. REG 438/97

A hand holding a magnifying glass over a text box. The magnifying glass is held by a thumb and index finger, with the lens focused on the text. The text is centered within the lens.

“A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Part.”

LEGAL LIST - PORTFOLIO OPTIONS

Portfolio	Intended Duration	Investment Approach	Holdings
HISA (High Interest Savings Account)	1+ months	Deposits with a Schedule One Canadian Bank under a master ONE Investment account	<ul style="list-style-type: none"> Bank deposits
Canadian Government Bond	18 months to 3+ years	Provide a higher return over longer investment horizons through diversified investments	<ul style="list-style-type: none"> Federal, provincial and municipal bonds High quality bank paper Bank guaranteed debt
Canadian Corporate Bond*	4+ years	Investment in highly rated corporate bonds maturing over a wide timeframe	<ul style="list-style-type: none"> Canadian corporate bonds Federal, provincial and municipal bonds
Canadian Equity*	5+ years	A diversified, conservatively managed portfolio of equity securities issued by Canadian corporations	<ul style="list-style-type: none"> Canadian equity securities

* Canadian equities and corporate bonds with maturities > 5 years are available only through ONE Investment as per the *Municipal Act* regulation.

LEGAL LIST FEES

The current annual fee schedule is as follows:

- ONE Canadian Government Bond Portfolio - 40 Basis Points
- ONE Canadian Corporate Bond Portfolio - 45 Basis Points
- ONE Canadian Equity Portfolio - 50 Basis Points
- ONE High Interest Savings Account (HISA) - no fees

A basis point is 1/100 of 1 percent

- Fees accrue on a daily basis and are paid by the portfolio. All returns provided to an investor is net of fees.

GOVERNANCE

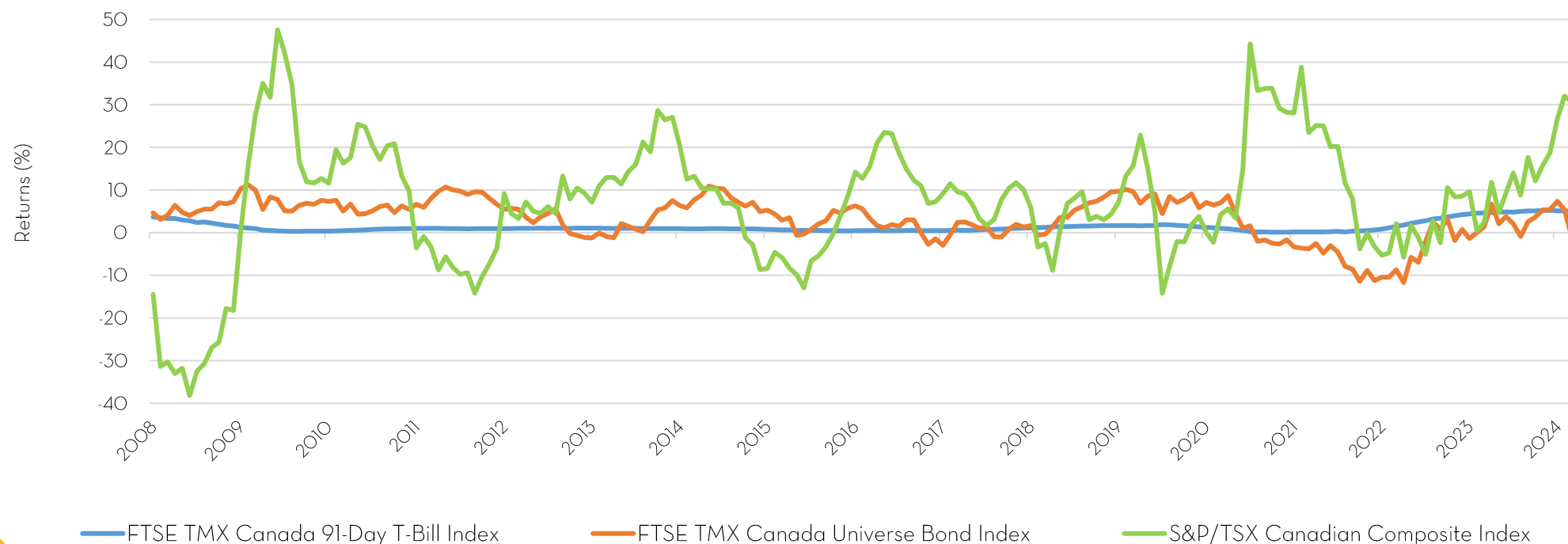
- ONE Investment's activities are governed by the **ONE Investment Board**, which oversees policy, financial decisions and general administrative functions.
 - 9 municipal representatives and 1 industry expert

- Legal List activities have additional advice provided by an **Investment Advisory Committee**
 - 5 investment sector experts and a municipal law expert

BENEFITS OF A DIVERSIFIED PORTFOLIO

THE NATURE OF ASSET CLASSES

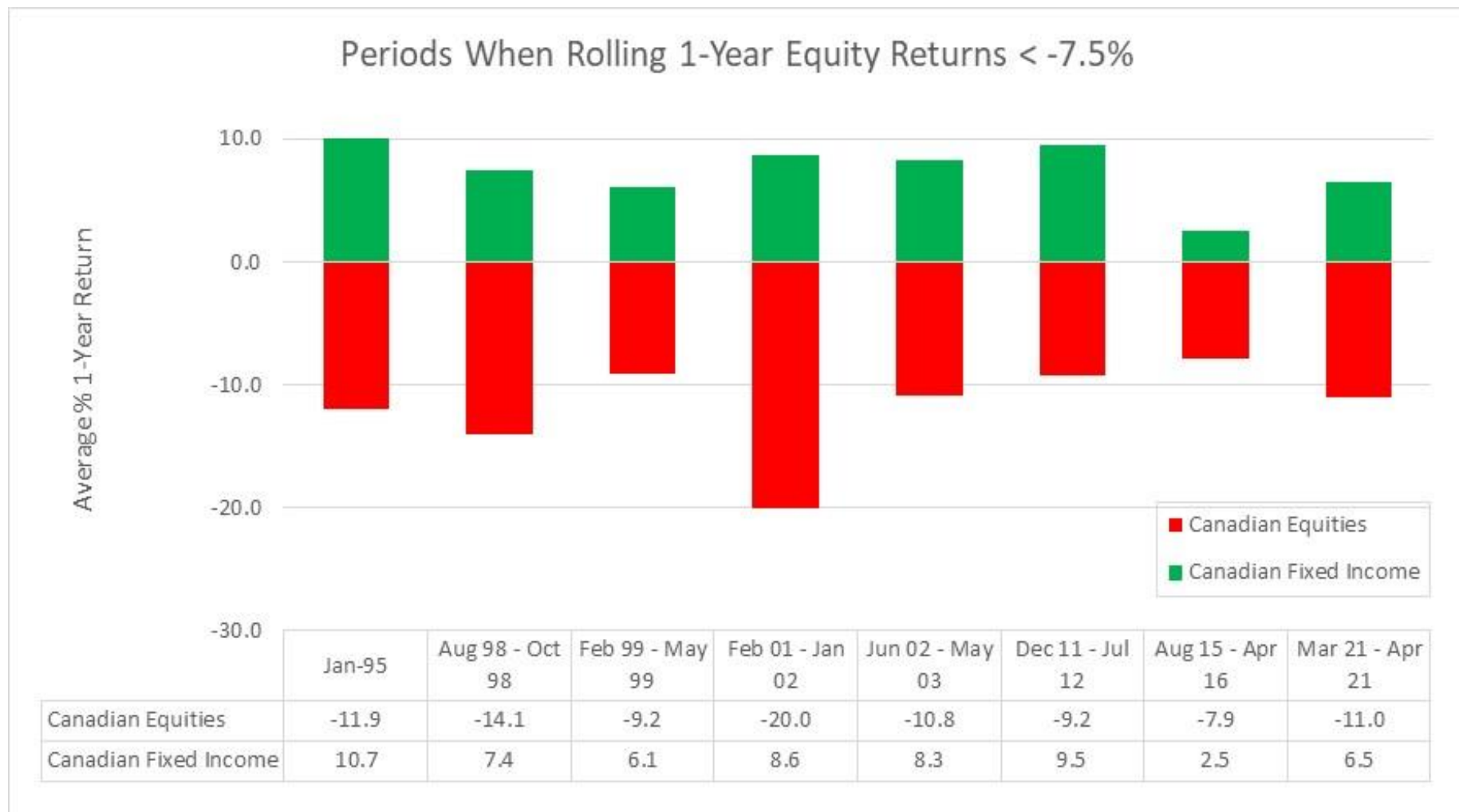
Rolling 1-Year Returns of key Canadian Benchmarks
September 2008 to December 2024



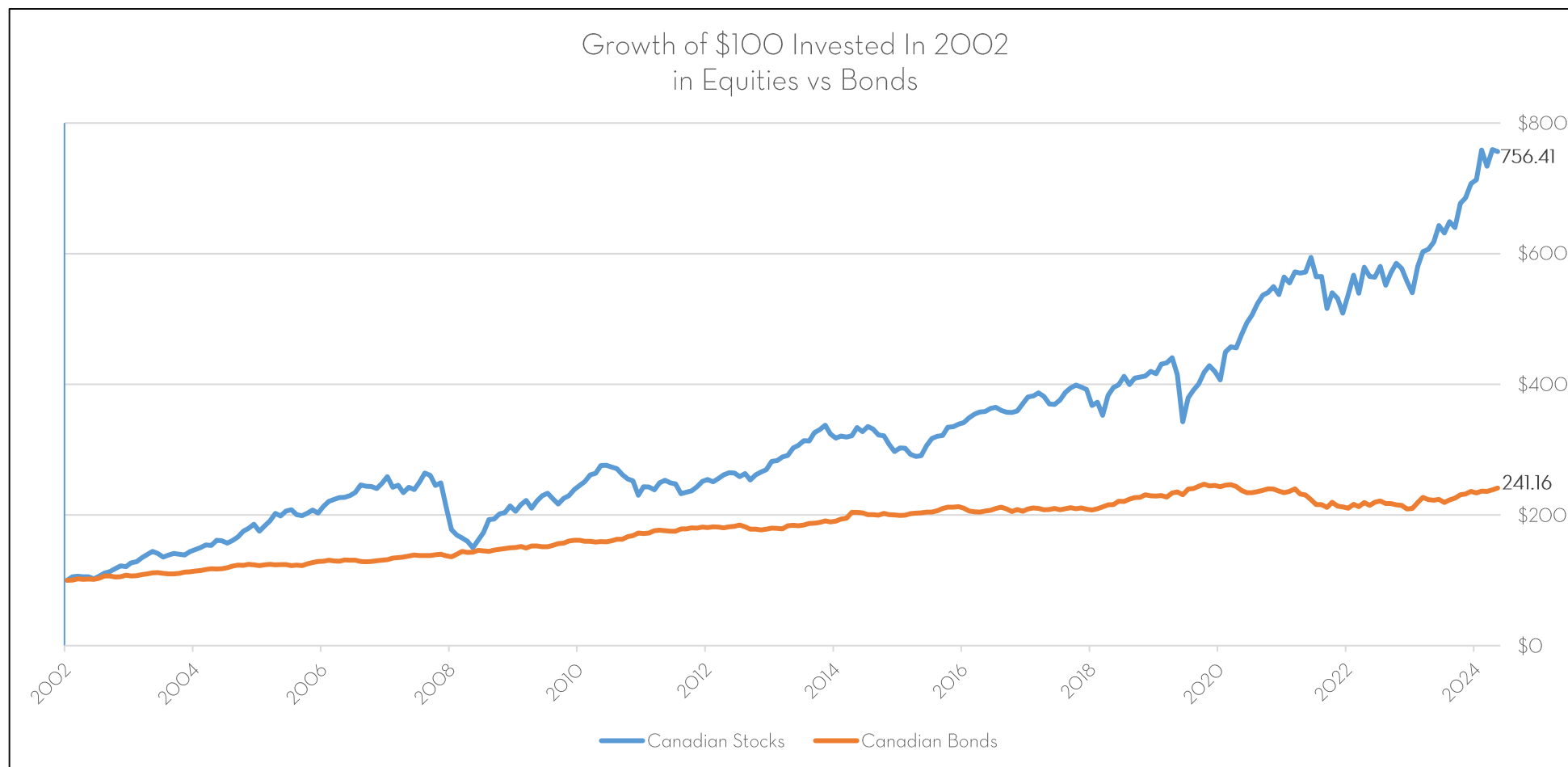
Sources: S&P, FTSE

Bonds tend to be more predictable, whereas Stocks display more volatility
but offer better longer-term investment growth opportunity

WHY DIVERSIFICATION?



EQUITY INVESTMENTS = GROWTH





QUESTIONS?

SAUGEEN MOBILITY and **REGIONAL TRANSIT**

GENERAL BOARD MEETING MINUTES

Friday, April 25, 2025, 10:00 a.m.

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

Board Members Present: Kym Hutcheon, Deputy Mayor, Brockton, Chair
Warren Dickert, Deputy Mayor, Hanover, past Chair
Ed McGugan, Councillor, Huron-Kinloss, past Chair
Doug Townsend, Councillor, West Grey
John Divinski, Councillor, Saugeen Shores
Scott Mackey, Mayor, Chatsworth
Mike Hinchberger, Councillor, Kincardine
Monica Singh-Soares, Councillor, Southgate (via Zoom)
Joel Loughhead, Councillor, Grey Highlands (via Zoom)

Absent members: Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice Chair

1. Call to Order

The Chair called the meeting to order at 10:01 a.m.

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

None declared.

3. Approval of Agenda Motion

Motion Moved by John Divinski; Seconded by Scott Mackey.

That the agenda be accepted as presented.

Carried

4. Minutes of the Previous Meeting – March 21, 2025

Motion Moved by Warren Dickert; Seconded by Mike Hinchberger.

That the minutes from March 21, 2025, be approved as presented.

Carried

5. Delegation – None

6. Business Arising from the Minutes - none

7. Correspondence - email from Stephanie Stewart dated March 18, 2025

An update was provided on the Grey and Bruce Future Service Model. A \$50,000 federal grant has been secured, with a pending application for \$75,000 through the Rural Transit Solution Fund. The study will explore integrating various service providers and maintaining a point-to-point model appropriate for rural areas. Software vendors RideCo, Blaise Transit, and Via have been identified for further review. Dufferin and Bruce Counties are participating, and discussions are ongoing with Home & Community Support Services (HCSS).

Motion Moved by Mike Hinchberger; Seconded by John Divinski.

That the Manager works with the Grey & Bruce Future Service Model team to investigate the integration of transit services within Grey & Bruce counties.

Carried

8. New Business

A. Service agreement between Kincardine and Saugeen Mobility

Discussions in Kincardine resulted in two options: Purchase a vehicle (approximately \$150,000) for greater operational flexibility or leasing a vehicle (approximately \$10,000/year) for easier exit if the pilot project does not continue. Board members noted that while leasing provides flexibility, purchasing allows the Municipality to repurpose the vehicle for broader use outside of SMART operations if needed. Both options will be presented transparently to Council.

Motion Moved by Scott Mackey; Seconded by Warren Dickert.

That the Manager collaborate with Loucks & Loucks to confirm the legal validity of the agreement, with the intention of forwarding the finalized document to Kincardine Council for consideration, after prior review by this Board.

Carried

B. Student from Saugeen First Nation

The Board discussed initiating contact with Saugeen First Nation to explore SMART service expansion, while understanding operational challenges that include staffing and deadhead mileage costs.

Motion Moved by John Divinski; Seconded by Scott Mackey.

That the Manager and the Chair contact a Saugeen First Nation representative to discuss SMART service in that area.

Carried

C. Budget update

The Manager presented the budget report. Board members requested future reports include forecasting alongside actuals and budgeted amounts to better support financial planning. The Manager confirmed that gas tax rebates are calculated based on kilometers driven, and SMART benefits from a corporate fuel agreement with Esso. The Manager will look at using the drivers' Visa cards to pump fuel in stations that have lesser prices.

Motion Moved by Mike Hinchberger; Seconded by John Divinski.

That the budget report be accepted for information.

Carried

D. Summer student

The Manager reported receiving a grant for a summer student to assist with general administrative tasks, including updating records and support financial reporting.

Motion Moved by Warren Dickert; Seconded by Scott Mackey.

That the Manager hire a Summer student at a cost for SMART of \$544.

Carried

9. Reports and Recommendations

A. Report on March 25 operations

The March operations report noted that deadhead kilometers represented approximately 62% of total kilometers driven. Discussions included strategies to minimize deadhead mileage through driver hiring practices and dispatch management. Board members suggested developing a dashboard to monitor deadhead mileage and setting a realistic target to guide continuous improvement efforts.

Motion Moved by Scott Mackey; Seconded by John Divinski.
That the report on March 2025 operations be accepted as presented.
Carried

10. Closed Session

Motion Moved by Mike Hinchberger; Seconded by Warren Dickert.
That the Board convene in closed session at 11:03 a.m. to discuss an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act, Litigation or potential litigation, including matters before administrative tribunals and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. And to discuss matters about an identifiable individual, including Board employees, and labor relations or employee negotiations.

Carried

The Board reconvened in open session at 11:32 a.m.

11. Adjournment & Upcoming Meeting Date

Friday, May 16, 2025, 10:00 a.m.

Motion Moved by Warren Dickert; Seconded by Ed McGugan.

That the Board meeting be adjourned as of 11:35 a.m.

Carried


Kym Hutchison, Chair

DocuSigned by:

4F5F59A15319467
Cassandra Cesco, Recording Secretary

Sageen Mobility and
Regional Transit (S.M.A.R.T.)
Financial Statements
For the year ended December 31, 2024

Contents

Independent Auditor's Report	2 - 3
Financial Statements	
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Statement of Operations	5
Statement of Change in Net Debt	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 15

Independent Auditor's Report

To the Members of Saugeen Mobility and Regional Transit (S.M.A.R.T.):

Opinion

We have audited the financial statements of Saugeen Mobility and Regional Transit (S.M.A.R.T.) (the "Entity"), which comprise the statement of financial position as at December 31, 2024, and the statement of operations, change in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and the results of its operations, its change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matters

The financial statements for the year ended December 31, 2023 were audited by another auditor who expressed an unmodified opinion on those statements on March 22, 2024.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Hanover, Ontario

March 21, 2025

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

Saugeen Mobility and Regional Transit (S.M.A.R.T.)
Statement of Financial Position

December 31	2024	2023
Financial assets		
Cash	\$ 44,059	\$ 45,085
Grants receivable	41,300	180,541
Accounts receivable (Note 2)	98,483	76,216
	<u>183,842</u>	<u>301,842</u>
Liabilities		
Bank indebtedness (Note 4)	141,590	237,765
Accounts payable and accrued liabilities	140,894	152,300
	<u>282,484</u>	<u>390,065</u>
Net debt	<u>(98,642)</u>	<u>(88,223)</u>
Non-financial assets		
Prepaid expenses	98,642	88,223
Tangible capital assets (Note 3)	757,456	617,873
	<u>856,098</u>	<u>706,096</u>
Accumulated surplus (Note 5)	<u>\$ 757,456</u>	<u>\$ 617,873</u>

On behalf of the Board:

_____ Director

_____ Director

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Statement of Operations

For the year ended December 31	2024	2024	2023
	Budget	Actual	Actual
Revenue			
Provincial Dedicated Gas Tax Funds			
Operating grant	\$ -	\$ 635,145	\$ 573,885
Capital grant	-	378,587	205,084
Investing in Canada infrastructure fund	-	-	208,079
Municipal contributions (Note 6)	791,525	731,543	750,275
User fees	447,000	456,216	368,675
Donations	-	20,133	7,425
Gain (loss) on disposal	-	-	1,647
Other revenue	2,000	2,884	43,343
	<u>1,240,525</u>	<u>2,224,508</u>	<u>2,158,413</u>
Expenses			
Advertising and promotion	-	-	534
Amortization of tangible capital assets	-	239,004	170,542
Bad debts	900	3,146	7,715
Bank charges and interest	500	59	4,061
Insurance	10,000	9,489	8,913
Office	68,000	84,258	84,374
Membership fees	3,500	3,274	-
Professional	38,000	42,822	36,277
Rent	16,500	16,073	15,560
Wages and benefits	1,287,937	1,218,917	1,103,540
Telephone	14,000	12,407	23,143
Vehicles			
Fuel	210,000	220,098	221,752
Other	225,200	235,378	237,734
	<u>1,874,537</u>	<u>2,084,925</u>	<u>1,914,145</u>
Annual surplus (deficit)	(634,012)	139,583	244,268
Accumulated surplus, beginning of year	617,873	617,873	373,605
Accumulated surplus (deficit), end of year	<u>\$ (16,139)</u>	<u>\$ 757,456</u>	<u>\$ 617,873</u>

The accompanying notes are an integral part of these financial statements.

Saugeen Mobility and Regional Transit (S.M.A.R.T.)
Statement of Change in Net Debt

For the year ended December 31	2024	2024	2023
	Budget	Actual	Actual
Annual surplus (deficit)	\$ (634,012)	\$ 139,583	\$ 244,268
Acquisition of tangible capital assets	-	(378,587)	(426,862)
Proceeds on sale of tangible capital assets	-	-	13,699
Amortization of tangible capital assets	-	239,004	170,542
Loss (gain) on disposal of tangible capital assets	-	-	(1,647)
	-	(139,583)	(244,268)
Change in prepaid expenses	-	(10,419)	888
Change in net debt	(634,012)	(10,419)	888
Net debt, beginning of the year	(88,223)	(88,223)	(89,111)
Net debt, end of the year	\$ (722,235)	\$ (98,642)	\$ (88,223)

The accompanying notes are an integral part of these financial statements.

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Statement of Cash Flows

For the year ended December 31	2024	2023
Cash provided by (used in)		
Operating activities		
Annual surplus (deficit)	\$ 139,583	\$ 244,268
Items not involving cash		
Amortization of tangible capital assets	239,004	170,542
Gain on disposal of assets	-	(1,647)
	<u>378,587</u>	<u>413,163</u>
Changes in non-cash balances		
Grants receivable	139,241	(77,637)
Accounts receivable	(22,267)	1,723
Prepaid expenses	(10,419)	888
Accounts payable and accrued liabilities	<u>(11,406)</u>	<u>22,553</u>
	<u>473,736</u>	<u>360,690</u>
Capital activities		
Acquisition of capital assets	(378,587)	(426,862)
Proceeds on sale of capital assets	-	13,699
	<u>(378,587)</u>	<u>(413,163)</u>
Increase (decrease) in cash during the year	95,149	(52,473)
Bank indebtedness, beginning of year	<u>(192,680)</u>	<u>(140,207)</u>
Bank indebtedness, end of year	<u>\$ (97,531)</u>	<u>\$ (192,680)</u>
Represented by		
Cash	\$ 44,059	\$ 45,085
Bank indebtedness	<u>(141,590)</u>	<u>(237,765)</u>
	<u>\$ (97,531)</u>	<u>\$ (192,680)</u>

The accompanying notes are an integral part of these financial statements.

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Notes to Financial Statements

December 31, 2024

1. Significant Accounting Policies

Nature and Purpose of Organization

Saugeen Mobility and Regional Transit (S.M.A.R.T.) is a government partnership incorporated without share capital under the laws of the Province of Ontario. The organization provides transportation services to the physically disabled.

The organization is a registered charity and, as such, is exempt from income tax and may issue income tax receipts to donors.

The organization is dependant on funding received from area municipalities through a service agreement with Town of Hanover, Municipality of Brockton, Municipality of West Grey, Municipality of Arran-Elderslie, Municipality of Kincardine, Municipality of Grey Highlands, Township of Southgate, Town of Saugeen Shores, Township of Chatsworth and Township of Huron Kinloss. The participating municipalities make up the majority of the board of directors.

Management Responsibility

The financial statements of the Saugeen Mobility and Regional Transit (S.M.A.R.T.) are the representations of management. They have been prepared in accordance with Canadian generally accepted accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. The use of estimates is primarily related to the useful lives of tangible capital assets.

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Notes to Financial Statements

December 31, 2024

1. Significant Accounting Policies (continued)

Revenue Recognition	User fee revenue is recognized when earned, as services are rendered to customers, providing the amount is fixed or determinable, and collectibility is reasonably assured.
Government Transfers	Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
Contributed Materials and Services	Contributed materials and services which are used in the normal course of the organization's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.
Financial Instruments	<p>Cash is measured at fair value. Accounts receivable, accounts payable, and long-term debt are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.</p> <p>All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.</p> <p>Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.</p>
Tangible Capital Assets	<p>Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is based on the estimated useful life of the asset and is calculated as follows:</p> <p style="text-align: center;">Automotive equipment - 30% diminishing balance basis Furniture and fixtures - 30% diminishing balance basis</p>

Saugeen Mobility and Regional Transit (S.M.A.R.T.)
Notes to Financial Statements

December 31, 2024

2. Accounts Receivable

	2024	2023
	<u>2024</u>	<u>2023</u>
Trade	\$ 90,636	\$ 67,828
Allowance for doubtful accounts	(22,324)	(19,738)
	<u>68,312</u>	<u>48,090</u>
HST rebate	29,490	25,702
Other	<u>681</u>	<u>2,424</u>
	<u>\$ 98,483</u>	<u>\$ 76,216</u>

Sageen Mobility and Regional Transit (S.M.A.R.T.)
Notes to Financial Statements

December 31, 2024

3. Tangible Capital Assets

	2024			2023		
	Automotive equipment	Furniture and fixtures	Total	Automotive equipment	Furniture and fixtures	Total
Cost, beginning of year	\$ 1,829,431	\$ 160,654	\$ 1,990,085	\$ 1,683,813	\$ 160,654	\$ 1,844,467
Additions	378,587	-	378,587	426,862	-	426,862
Disposals	-	-	-	(281,244)	-	(281,244)
Cost, end of year	2,208,018	160,654	2,368,672	1,829,431	160,654	1,990,085
Accumulated amortization, beginning of year	1,231,088	141,124	1,372,212	1,338,109	132,753	1,470,862
Amortization	233,143	5,861	239,004	162,171	8,371	170,542
Disposals	-	-	-	(269,192)	-	(269,192)
Accumulated amortization, end of year	1,464,231	146,985	1,611,216	1,231,088	141,124	1,372,212
Net carrying amount, end of year	\$ 743,787	\$ 13,669	\$ 757,456	\$ 598,343	\$ 19,530	\$ 617,873

Saugeen Mobility and Regional Transit (S.M.A.R.T.)
Notes to Financial Statements

December 31, 2024

4. Bank Indebtedness

	2024	2023
Credit union operating loan	\$ 141,590	\$ 237,765

The credit union operating loan is due on demand and bears interest at the credit union's prime rate less 0.50%, calculated and payable monthly. The maximum available to the organization is \$250,000. The loan is secured by a general security agreement covering the assets of the corporation.

5. Accumulated Surplus

The accumulated surplus reported on the statement of financial position is comprised of the following:

	2024	2023
Invested in tangible capital assets	\$ 757,456	\$ 617,873
General surplus	-	-
Accumulated surplus	\$ 757,456	\$ 617,873

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Notes to Financial Statements

December 31, 2024

6. Municipal Contributions

Municipal contributions reported in the Statement of Operations are received from the municipalities in which the organization provides services from the following sources:

	2024	2024		2023
	Budget	Actual		Actual
Municipal contributions				
Town of Hanover	\$ 150,525	\$ 137,465	18.8 %	\$ 137,465
Municipality of Brockton	94,883	86,651	11.8	86,651
Town of Saugeen Shores	143,449	131,003	17.9	131,003
Municipality of West Grey	114,311	104,394	14.3	104,394
Municipality of Kincardine	94,120	85,955	11.7	85,955
Municipality of Arran-Elderslie	78,984	72,132	9.9	72,132
Township of Southgate	29,735	27,155	3.6	27,155
Township of Huron Kinloss	44,860	40,968	5.5	40,968
Township of Chatsworth	15,000	22,388	3.0	44,552
Municipality of Grey Highlands	25,658	23,432	3.1	20,000
	<u>\$ 791,525</u>	<u>\$ 731,543</u>	100 %	<u>\$ 750,275</u>

The Provincial Dedicated Gas Tax Funds are flowed through the Town of Hanover who act as the administrator, and are reported separately on the statement of operations.

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Notes to Financial Statements

December 31, 2024

7. Contractual Commitments

During the year, the organization ordered two vans that were delivered in January 2025. The value of the vans ordered total approximately \$126,450 each, which will be fully funded by the federal public transit infrastructure fund, and the provincial gas tax program.

Saugeen Municipal and Regional Transit is into a three year tenancy agreement with the Municipality of Brockton. The total of the commitment is \$14,211 plus HST per year, totalling approximately \$48,000 for all three years, ending December 2025.

8. Financial Instrument Risk Management

The organization is exposed to credit risk, liquidity risk, and interest rate risk from its financial instruments. This note describes the organization's objectives, policies and processes for managing those risks and the methods used to measure them. Further qualitative and quantitative information in respect of these risks is presented below and throughout these financial statements.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization is exposed to credit risk through its cash and accounts receivable.

The organization manages its credit risk by ensuring the client is in good financial standing, and follow up is done regularly on accounts.

The organization measures its exposure to credit risk based on analyzing the accounts outstanding, and determining their collectibility.

The organization's maximum exposure to credit risk at the financial statement date is the carrying value of its cash and accounts receivable as presented on the statement of financial position.

There have not been any changes from the prior year in the organization's exposure to credit risk or the policies, procedures and methods it uses to manage and measure the risk.

Saugeen Mobility and Regional Transit (S.M.A.R.T.) Notes to Financial Statements

December 31, 2024

10. Financial Instrument Risk Management (continued)

Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to liquidity risk through its accounts payable and bank indebtedness.

The organization manages its liquidity risk by monitoring cash activities and expected outflows through budgeting. The organization measures its exposure to liquidity risk based on monthly analytical procedures of comparing budget figures to actual.

There have not been any changes from the prior year in the organization's exposure to liquidity risk or the policies, procedures and methods it uses to manage and measure the risk.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The organization is exposed to interest rate risk through its bank indebtedness.

The organization manages its interest rate risk by trying to stay out of overdraft position throughout the year. The organization measures its exposure to interest rate risk based on analysis of the bank balance and expected cash inflow and outflow.

There have not been any changes from the prior year in the organization's exposure to interest rate risk or the policies, procedures and methods it uses to manage and measure the risk.

News Release - Bruce-Grey-Owen Sound MPP Paul Vickers Pleased with 2025 Provincial Budget

From Vickers, Paul <paul.vickers@pc.ola.org>

Date Thu 2025-05-15 4:58 PM

To Vickers, Paul <paul.vickers@pc.ola.org>



Bruce-Grey-Owen Sound MPP Paul Vickers Pleased with 2025 Provincial Budget

For Immediate Release

May 15th, 2025

TORONTO – Bruce-Grey-Owen Sound MPP Paul Vickers says he is pleased with the Government's recently-released 2025 provincial budget.

The 2025 provincial budget, tabled in the legislature today by Ontario's Minister of Finance, the Hon. Peter Bethlenfalvy, aims to protect Ontario's workers, economy, and communities in the face of changing Canada-U.S. relations, while making key investments in Ontario's communities and citizens.

"I think today's budget strikes the balance between what we need to invest in and do to protect and re-align our economy with the changing trade landscape, and what we need to do to invest in Ontario's communities and its people," noted MPP Vickers, the first-term MPP for Bruce-Grey-Owen Sound. "This budget recognizes the importance of Ontario's rural and small urban communities. It recognizes our needs and our contributions to Ontario's long-term success."

Some highlights of the budget include:

Creating Safer Streets:

- Expanding training capacity for future police officers in the Basic Constable Training program, so Ontario can train an additional 80 new officers per year, with a one-time additional intake of 300 officers to meet growing demand.

- Expanding HART Hubs, with \$550-million invested over the next four years to support 28 new HART Hubs across Ontario.

Economic Development:

- Committing \$10-million annually over the next two years to the Rural Ontario Development Fund, which provides grants to municipal and not-for-profit projects that lead to economic growth in rural communities.

Strengthening Healthcare:

- Reaffirming the government's commitment to supporting the construction or renovation of 50 hospitals, creating an additional 3,000 beds in the province.
- Investing an additional \$261-million in the *Learn and Stay Program* over the next four years, which gives tuition grants to nurses and other health professionals in return for their commitment to work in an underserved rural community post-graduation.

New Infrastructure Funding:

- \$33.3-billion in infrastructure spending this year alone, to build more highways, hospitals, public transportation, schools, and other core public assets.
- Expanding the *Connecting Links* program from \$30-million to \$45-million annually, to support municipalities that maintain roads that connect provincial highways. Many Bruce-Grey-Owen Sound communities with a provincial highway in their boundaries are eligible for funding through *Connecting Links*.

Ontario's Tariff Response:

- \$11-billion in support for Ontario's small businesses, through penalty-free tax deferrals, and reductions and rebates on WSIB premiums.
- A \$60-million investment in Ontario's communities and workers that are hardest-hit by recent tariffs, including \$20-million to retrain impacted workers and \$40-million to impact our hardest-hit communities through grants and other supports through the *Trade-Impacted Communities Program*.

Elsewhere across the province, the provincial budget outlined further commitments to the government's GO 2.0 strategy, a \$4.7-billion investment to refurbish and expand hydroelectric power generation capacity, and investments to build resiliency in Ontario's forestry sector.

The provincial legislature will soon commence debate on the budget bill as it advances through the legislative process.

-30-

Media Contact: Graham Taylor, Office of MPP Paul Vickers, paul.vickers@pc.ola.org

Staff Report

Council Meeting Date: May 26, 2025

Subject: PWRDS-2025-12 Tender Award - Concession 6 Slope Reconstruction and Road Re-Alignment

Report from: Julie Hamilton, Coordinator of Infrastructure & Development

Attachments: None

Recommendation

Be It Resolved Council approves Report PWRDS-2025-12 Tender Award - Concession 6 Slope Reconstruction and Road Re-Alignment; and

Awards the contract for the Concession 6 Slope Reconstruction and Road Re-Alignment to R.F. King Holdings Ltd. for \$679,980.50 inclusive of HST; and

Further that the funds be drawn from capital account 23-TRANS-0029 BRIDGE/CULVERT (E) - Con 6 Elderslie, east of Lockerby (02-2808).

Background

The 2025 Capital Budget has funds allocated to the Concession 6 road reconstruction work which includes road re-alignment, culvert replacement, erosion protection measures and miscellaneous associated work to rehabilitate the slope and road due to the erosion of the slope that has created an increasingly steep slope.

Staff have been working with BM Ross and Associates on the design and technical aspects associated with the project and a tender was issued on April 24th and closed on May 15th.

Work will commence once all the necessary approvals are in place and shall be completed no later than November 15, 2025.

Analysis

Tenders were received from seven (7) contractors for the completion of the work and the results are summarized in the table below.

Tenderer	Tendered Amount (incl. HST)
R.F. King Holdings Ltd.	\$679,980.50
Kurtis Smith Excavating Inc.	\$788,740.00
Roubos Farm Service Ltd.	\$903,736.60
Birnam Excavating	\$953,661.74
E.C. King Contracting	\$997,379.25
Walker Construction Limited	\$1,046,297.51
Bridge Excavating Ltd.	\$1,354,870.00

BM Ross completed a review of the tenders for completeness and accuracy and recommended awarding the tender to R.F. King Holdings Ltd. R.F. King has completed acceptable construction work for the municipality in the past and staff are satisfied with the recommendations made by B.M. Ross.

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 2025 capital budget includes \$615,648 of funds in account number 23-TRANS-0029 BRIDGE/CULVERT (E) - Con 6 Elderslie, east of Lockerby (02-2808).

The total cost of the project is \$679,980.50 including HST. After the HST rebate is applied the cost is \$612,343.92.

Approved by: Emily Dance, Chief Administrative Officer

Staff Report

Council Meeting Date: May 26, 2025

Subject: PWRDS-2025-13 Tile Drainage Loan Application – Dorian Farm Enterprises – 306 Concession 6, Elderslie

Report from: Julie Hamilton, Coordinator of Infrastructure & Development

Attachments:

Recommendation

Be It Resolved that Council hereby approves Report PWRDS-2025-13 Tile Drainage Loan Application – Dorian Farm Enterprises – 306 Concession 6, Elderslie; and

Receives Tile Drainage Loan Application from Dorian Farm Enterprises, with an estimated cost of \$82,000 for the drainage system for the property described as Lot 28 Concession 7 and Lot 28 Concession 8, municipally known as 306 Concession 6, geographic Township of Elderslie, Roll Number 4103-380-003-14400 and 4103-380-003-19300, subject to the availability of funds allocated by the Province of Ontario for tile drainage purposes; and

That the amount of the tile drain loan will be \$50,000; and

Further that a by-law be prepared to impose special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act.

Background

In Ontario, the Tile Loan Program, authorized by the *Tile Drainage Act*, provides loans to agricultural property owners to help them finance tile drainage projects.

Landowners who are planning to install a tile drainage system on their agricultural land are eligible for a tile loan under the Tile Loan Program. Under this program, the application must be submitted to Council. Once Council approves the application, the owner arranges to have the work completed by a licensed tile drainage contractor.

The municipality will inspect the work and prepare a debenture for submission to the province in the amount of the loan or loans. The province then issues a cheque to the municipality who in turn passes it on to the applicant. The municipality collects the loan repayments from the applicant through their property taxes and passes these payments back to the province.

The Ministry of Agriculture, Food and Rural Affairs has provided details of the Tile Loan Program for the 2025/2026 fiscal year. Tile loans are available at a 6% interest rate for a ten-year term. The maximum amount of loan available is 75% of the installation costs, to a maximum of \$50,000 per registered property owner in one year.

Analysis

An application has been received for a loan under the Tile Loan Program from the landowner (Dorian Farm Enterprises) of lands municipally described as Lot 28 Concession 7 and Lot 28 Concession 8, municipally known as 306 Concession 6, geographic Township of Elderslie, Roll Number 4103-380-003-14400 and 4103-380-003-19300, with the estimated cost of the drainage system in the amount of \$82,000. The applicant is permitted a loan for up to 75% of the cost of the drainage works for the maximum amount of \$50,000, subject to the submission of invoicing and mapping following the completion of the work.

The mapping has been submitted to the municipality and the proposed outlet is satisfactory to the municipality. The Municipal Drainage Inspector, Public Works Manager Scott McLeod, will perform an inspection of the drainage works and to ensure that the installation work is satisfactory to the Municipality.

Link to Strategic/Master Plan

6.2 Supporting Businesses and the Local Economy

Financial Impacts/Source of Funding/Link to Procurement Policy

The *Tile Drainage Act* allows municipalities to sell debentures to the province for funding private tile drainage projects. The term of the loan is ten (10) years, and the repayment is due annually to the province. The tile loan repayments are added to the landowner's property tax bill over a ten-year period.

Borrowing By-law No. 03-2021, which authorizes the Municipality to borrow money for the construction of drainage works, was passed in 2021 and has a current borrowing balance of \$282,700.

A \$92.70 administration-inspection fee will be charged for applications in accordance with the fees and service charges by-law.

Approved by: Emily Dance, Chief Administrative Officer

Staff Report

Council Meeting Date: May 26, 2025

Subject: PWWS-2025-02 Drinking Water Quality Management Standard Review and Updates for Year End 2024

Report from: Chris Legge, Water & Sewer Foreperson

Attachments:

Appendix A - Quality Management Policy

Appendix B – SLD9-2021 Organizational Structure Roles Responsibilities and Authorities

Appendix C – SLD12-2023 Sign Page Owner Communications

Appendix D -SLD14- Review & Provision of Infrastructure

Appendix E- MECP Inspection Reports for AE Water and Tara Water Systems

Appendix F- MECP IRR Inspection Rating Reports (IRR) for AE and Tara Water Systems

Recommendation

Be It Resolved that Council hereby,

1. Accepts report PWWS-2025-02 which includes Drinking Water Quality Management Standard (DWQMS) review and updates for year-end 2024.
-

Background

The Municipality of Arran-Elderslie has an Operational Plan which is part of the Drinking Water Quality Management Standard (DWQMS).

Every year, as part of this DWQMS requirement, a management review is conducted. This report highlights the Management Review and Annual Water & Wastewater Reports. Ministry of the Environment Conservation and Parks (MECP) water inspections are also included as an attachment. This report will also serve as notification to council of the Inspection reports and results

This DWQMS report is provided to Council on a yearly basis in conjunction with DWQMS to provide an annual review of the Water & Sewer Operations Division of the Public

Works Department. Sign-off sheets are included in the report, and the annual reports can be found on the Arran-Elderslie website for review. The Water Annual Reports were also mailed electronically to all councillors corporate email addresses.

Analysis

1. Incidents of Regulatory Non-Compliance:

The MECP conducted the Tara Drinking Water System Inspection on January 17, 2025, and the Arran-Elderslie Inspection on January 31, 2025. Both inspections were done on-site by MECP Provincial Officer Burrell. Both water systems operated by the municipality received inspection reports that indicated no "Actions Required" or "Recommended Actions". The two (2) systems also were given final inspection ratings of 100% with no compliance issues.

2. Incidents of Adverse Drinking Water Tests:

The Arran-Elderslie Drinking Water System had zero (0) adverse microbiological samples taken in the 2024 calendar year. This is consistent to zero (0) adverse microbiological sample in 2024. No Adverse Water Quality Incidents (AWQI) were issued in 2024.

The Tara Water System had zero (0) adverse microbiological samples taken in the 2024 calendar year which is consistent with zero (0) in 2023. There were also zero (0) AWQI's in 2024.

3. Deviations from Critical Control Point Limits & Response Actions:

The following are considered critical control points from the risk assessment completed on the water system:

- Low Chlorine Residual
- Chlorine Pump Failure
- Ultra-Violet Failure
- Chlorine Contact Time Issues
- Watermain Breaks
- Low Distribution Pressure.

In 2024, the Arran-Elderslie Water System had an operator respond to five (5) alarms, three (3) of which were related to critical control points. These alarms included one (1) water main breaks and two (2) service line leaks. The non-critical control point alarms were two (2) power outage related.

An operator responded to an additional (8) alarms for the Tara Water System, four (4) of which were critical control point alarms. Those included one (1) UV related, two (2) turbidity related, and one (1) chlorine related. Additional alarms included four (4) call for hydro related issues.

Wastewater Alarms included five (5) wastewater alarms in Paisley, three (3) due to equipment issues and two (2) due to hydro outages.

Chesley Wastewater had four (4) alarms. one (1) due weather-related issues and two (2) equipment issues, and one (1) emergency locate.

Overall, staff responded to twenty-two (22) alarms in the 2024 calendar year, up from the twenty-one (21) alarms responded to in 2023. Alarm volume in most systems remained consistent. The volume of Critical Control Alarms increased from six (6) in 2023 to seven (7) in 2024. The volume of alarms remains relatively stable. Staff has consistently prioritized maintenance and capital projects on items that reduce our critical alarms. Additionally, extreme weather events continue to contribute to both power and wastewater related alarms, which is out of the control of operators.

4. Risk Assessment Process of DWQMS:

The risk assessment process for both the Arran-Elderslie and Tara Drinking Water System was completed internally by Staff on Dec 10, 2024. This process included a complete review of the entire risk assessment was conducted in relation to internal training for the DWQMS and was thought to be a good process to complete as part of the training for new Staff members. The full Risk Assessment is triggered every three (3) years for review purposes. The next full review will be in 2027.

5. Internal and Third-Party Audit Results:

A Systems Audit was conducted by SAI global for the DWQMS on September 23, 2024. This was a surveillance audit conducted off-site with just a document review due. The systems audit found no minor or major non-conformances, and zero (0) (OFI) opportunities for improvement.

An internal audit was completed by Katrina Eke on August 22-27, 2024. Four (4) OFI were noted during the Audit and Recommendations were implemented by staff.

A full re-accreditation audit was conducted by SAI Global on October 8th, 9th 2024. These larger in-depth audits are conducted every three (3) years. This includes an outside auditor on-site, inspecting sites and reviewing documentation. This Audit identified four (4) OFI's and one (1) minor non-conformance. The OFI's were considered and implemented as appropriate, the minor non-conformance was remedied and the DWQMS system was Re-accredited on December 6, 2024. The next Re-accreditation will be due to be completed in 2027.

6. Results of Emergency Testing:

In conjunction with the review of the DWQMS manual on December 10, 2024, Staff also reviewed all emergency policies. Again, with new Staff hired it was believed that reviewing all policies would be best to get Staff familiar with Emergency Response Plans (ERP), a review of remote log-in procedures was conducted. Staff reviewed the Re-Accreditation Audit results and implemented any changes to SLD's that were required.

These ERPs relate directly to the risk assessment review we completed allowing Staff to look at each ERP.

7. Operational Performance:

Over the last few years, gas projects, as well as the Fibre to Home projects have required staff assistance with locates. Staff are marking all water and wastewater mains and services as well as hydrants, valves etc. In conjunction with these locates, our GIS information systems are being updated as needed to ensure accuracy. The Ontario One Call locate volume that the Department continues to consume a significant amount of staff time. In 2024 staff completed 576 locates. These locates can take 20 minutes to 1 hour depending on complexity which includes documentation, field marking and map creation.

The Arran-Elderslie Water & Sewer Operations Division of the Public Works Department employed Five (5) certified operators in 2025. In 2023 the Water and Sewer Division has also been tasked with the maintenance and operations of the three (3) Urban Stormwater systems. With this change essentially all capital underground service work projects and repairs are the responsibility of Water/Sewer, adding increased responsibility and workload.

The Arran-Elderslie Water & Sewer operations staff continue to maintain the water systems to a high standard, ensuring compliance with MECP requirements.

8. Roles, Responsibilities and Authorities of the Owner and Top Management:

SLD-9 is the section of the Operational Plan that lists the roles and responsibilities of everyone's position and is included in this report. This has been included for multiple years to highlight the importance of each of the roles and responsibilities. There are training opportunities that exist for Council as well as Management to take a course offered at the Walkerton Clean Water Centre pertaining to these roles.

9. Summary of Key Performances Element 15:

DWQMS Element 15 is the infrastructure, maintenance, rehabilitation, and renewal portion of the operational plan.

The following key performance indices will be highlighted in this review: water per capita, number of water mains and service leaks, new services connected in each town, and meters of water main replaced.

The 2024 water numbers are the recorded numbers processed through the treated water at each water plant or site. The following numbers indicate approximate usage by Arran-Elderslie water users:

Chesley:	2024 usage of 204,214 m ³ or 207m ³ per connection(985)
	2023 usage of 203,520m ³ or 206m ³ per connection(984)

Paisley: 2024 Usage of 117,515m³ or 209 m³ per connection(561)
 2023 Usage of 123,668m³ or 223 m³ per connection(555)

Tara: 2024 Usage of 116,119 m³ or 222m³ per connection(523)
 2023 Usage of 111,455 m³ or 214m³ per connection (520)

10. Water Main Breaks and Service Leaks 2023

The Chesley distribution system had two (2) watermain breaks and four (4) service leaks in 2024, the service leaks were due to poly lines, in the tower park area, this is a newer section of Chesley and if this trend continues there may be a need to look at capital upgrades in this area. There was one (1) additional service added to the system.

The Paisley distribution system had four (4) water main breaks of older cast iron watermains, but zero(0) service leaks. In addition, six (6) new services were installed in Paisley. The Paisley Trunk watermain had zero (0) service connections added.

The Tara distribution system had three (3) water main breaks. There were zero (0) service leaks in 2024. An additional three (3) services in were connected to the system.

11. Water Main Replacement in 2024

Cedarwell Excavating replaced 240 meters of undersized 4 inch cast iron water mains to 6-inch PVC on Francis Street Tara. Construction took place from Brooke Street W, south to Matilda. This project included a future use loop to planned subdivision east of Francis on Matilda Street unused road allowance. This project was in conjunction with Sewer improvements, New Stormwater piping from in the entire works area, as well as a new road surface and curb /sidewalk replacement.

Arran-Elderslie Water Staff replaced 70 Meters of 6-inch Cast Iron watermain with 6 inch PVC on Church Street in Paisley between Queen St N and Ross Street.

RF King Excavating completed a project on Queen Street N Paisley from Ross Street to Bristow Street. This Project was in completed at the request and a cost sharing agreement with Abraflex Corporation in Paisley. This project replaced 80 meters of undersized 4 inch main with a 8 inch PVC and provided needed fire protection water flow to Abraflex. Arran-Elderslie paid the cost of replacing water service lines affected by the upgrade and replacing the existing and out of date Fire Hydrant. This cost sharing allowed the municipality to upgrade a portion of our water infrastructure at a fraction of the cost of a of normal contract price.

WT Land and JT Excavating replaced 120 meters of undersized 4 inch watermain with 6 inch PVC on Arnaud Street, between George and Albert Streets, for a townhouse project. This project was another cost sharing arrangement that facilitated an upgrade to the Municipality's infrastructure at a reduced cost output. This project for 14 future use Water services and 14 future use Sewer services, New Stormwater, Curb and Road were provided by the contractor.

12. Raw Water Supply and Drinking Water Quality Trends:

The Arran-Elderslie and Tara Drinking Water System has received continual maintenance and any needed capital upgrades to ensure reliability and production of the raw water supply in each town.

The Arran-Elderslie system has had motors replaced in both the CP#2 and CP#3 wells in the past five years. Included in these jobs is rehabilitation work within the well, and a review of overall condition like piping and check valves. A comparison of well Draw down levels (when well pumps are operating) between 2020 and 2024 show that the wells continue to operate safely at their expected capacities.

All Raw water supply wells in Arran-Elderslie are sampled for E-coli and Total coliform weekly. CP#2 had zero (0) instances of E-coli and one(1) instance of total coliform counts and CP#3 had zero (0) instances of e-coli or total coliform counts in 2024.

As mentioned in many of the past management reviews, CP#1 well had continued to have on-going issues. The capital budget for 2022 and subsequent year had funds set aside to begin the process of exploring for another water source within the Community Park area. This process is ongoing and was included in the 2024 budget. In June of 2021, the Community Park Well #1 was taken offline.

Since that time CP#1 has not been operated and CP#2 and CP#3 ran very well through the hot days of summer with no issues for demand. In the spring of 2022, a 6-inch test well (TW1/22) was drilled by Well Initiatives. This well was located near the southeast corner of the Chesley Community Park property.

The site chosen was based on hydrological studies that were conducted in the early 2000's, as part of the construction of CP#3 and the Arran-Elderslie water treatment plant. After initial drilling a pump test was conducted in the summer. The pumping volume of the test well was 10 liters/second. CP#1 flow was 20.8L/sec. In August the decision was made to not continue with the development of TW1/22, and second site was chosen for another Test Well. Well Initiatives was unable to complete the drilling of a second TW in 2022. Drilling of TW2/23 was conducted in the spring of 2023.

It is much more promising with production in the similar range of CP#3 at 30L/sec. A public Meeting was held on May 2, 2024, No Members of the Public attended. TW 2/23 is the preferred option for replacing CPW #1. TW2/23 will become CPW#4 once operational. CPW 4 was drilled out to a 10-inch Stainless Steel Well in Feb 2025. Ministry of Environment Climate and Parks (MECP) approvals and licensing are ongoing as of this reports writing with the anticipation of CPW 4 being operational by late 2025 or spring 2026

The Tara Drinking Water System has also seen extensive work completed to the wells in the past few years. In October 2019, a new wet-end pump was installed at Well #2 in Tara, and the well piping was shortened by twenty (20) feet. In June of 2020, Well #3 in Tara had the pump, motor and three lengths of pipe replaced within the well. A comparison of well draw-down levels in the Tara raw water wells between

All three production wells in the Tara drinking water system are sampled weekly for E-Coli and total coliform. Well #2 and well#4 had zero (0) instances of E-Coli or total coliform. Well # 3, the only GUDI (Groundwater Under Direct Influence) had Twenty-three (23) instances of Total Coliform and nine (9) instances of E-coli in a raw water sample. The instances typically occur in the spring and fall. While this is more than we typically experience in Tara Well 3. This is not unexpected with a GUDI well and the treatment system is designed for and capable of treating these instances. 2025 Budget includes well maintenance capital to ensure that Well 3 is structurally sound.

13. Status and Follow-Up from previous reviews:

As mentioned earlier, staff are moving forward on an alternative drinking water source in the community park for the Arran-Elderslie supply, as a replacement for CP#1.

14. Changes that could Affect the DWQMS:

The Arran-Elderslie and Tara Drinking Water System both had the license for each system updated in early 2021. These are valid for 5 years and will need to be renewed in 2025. Permits To Take Water (PPTW) are Valid for 10 years. Tara DWS was renewed April 2019 and is valid until April 2029. Arran-Elderslie DWS was renewed September 2015 and is valid until September 2025.

This will be renewed and altered with the Addition of a new Community Park Well 4 and the removal of Community Park Well 1.

The Arran-Elderslie and Tara Drinking Water Systems Operations Manuals were updated in March/April of 2024. They will need reviewed and updated in March of 2026. These updates were completed by Department Staff

The current water financial plan was completed by the Water and Sewer Operations Division and the Finance Department in 2020 for the Years 2021-2026, It will need to be reviewed and updated in 2026.

The DWQMS had an internal Audit completed by Katrina Eke in August 2024 external systems audit conducted in Sept 2024 by SAI global as well a re-accreditation audit on Oct 8,9 2024 by SAI Global . There will be a Systems audit in 2025, as well as an Internal Audit.

15. Consumer Feedback:

There were no written complaints from Arran-Elderslie ratepayers in 2024. Often, staff receive calls from the municipal office or ratepayers and quick response times often diffuse or resolve problems quickly. The Citizen Request Portal had six(6) general Water & Sewer inquiries in 2024. All were billing or clerical inquiries.

16. Resources needed to Maintain the DWQMS:

Resources to update the licenses for both the Arran-Elderslie and Tara Water systems. However, this will be primarily handled internally through the Water and Sewer Division and Finance Department. Some assistance from GSS Engineers will be required

Re-accreditation of the DWQMS was completed in 2024. This again involved staff time to prepare documents and send them off and have on-site interviews with the auditing team. In addition, Re-Accreditation was done in 2024 and staff contracted SAI global for Services through 2027. The Re-Accreditation costs are our thousand (\$4,000) and system audits are two thousand five hundred (\$2,500) each

Internal Audits are conducted with internal staff costs only

17. Results of Infrastructure:

Included in the report is SLD-14 for the 2024 season. This table is completed based on MECP compliance, grants, upgrades, and financial plans. Cedarwell excavating replaced water mains and water services as well as needed sewer services on Francis Street in Tara. RF King Construction Replaced water mains and water services on Queen Street in Paisley from Ross Street to Bristow Street, in conjunction with Abraflex . JT Excavating replaced Watermains on Arnaud Street in Paisley. AE Staff replaced Water main on Church Street in Paisley. Work for a new water source for the Arran-Elderslie water system, as mentioned before is ongoing.

The SCADA computer systems in both Tara and Arran-Elderslie Drinking Water Systems had Data Loggers installed in 2024. These loggers capture critical control point data as a safeguard and data collection redundancy for compliance with MECP requirements under the Safe Drinking Water Act

18. Operation Plan Currency, Content and Updates:

The DWQMS was reviewed by Staff in December 2024, the team was able to review a large portion of the manual. A complete Risk Assessment (Table 8.2) was conducted. Staff reviewed changes to SLD's as well as reviewed any changes because of there-Accreditation, Systems and Internal Audits. A Practical training exercise on Remote Login was conducted. Staff have updated their First Aid and CPR as needed with Management setting up a rotating schedule. Staff continue to be diligent to obtain the proper training via online and in person courses to maintain their respective Operator Licenses.

Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

Financial Impacts/Source of Funding/Link to Procurement Policy

The DWQMS document requires Staff resources on a yearly basis. The Ministry of Environment Conservation and Parks (MECP) requires external audits for accreditation. Internal audits are conducted both by Arran-Elderslie personnel, and by sharing resources with neighboring municipalities. These all require changes, training, and staff time to review and implement recommendations.

Finance has completed a review of the financial plans for the water system. This process aligns with both the Arran-Elderslie and Tara Drinking Water System license approvals that again were completed internally in early 2021.

Approved by: Emily Dance, Chief Administrative Officer

QMS REP: _____

DATE: _____

Municipality of Arran-Elderslie
 Operational Plans
 REV: # 2023-01

OP Pg 6

THE MUNICIPALITY OF ARRAN-ELDERSLIE

Quality Management Policy

The Municipality of Arran-Elderslie owns, maintains and operates two water systems. The Arran-Elderslie Water Treatment Plant and Distribution System serving Chesley and Paisley is one system. The Tara Water Distribution and Supply is the other system. The Municipality of Arran-Elderslie is committed on both systems to:

1. providing a consistent and safe supply of drinking water to the consumer.
2. maintain and continually improve the Quality Management System.
3. comply with applicable legislation and regulations.

It is in the best interest and betterment of The Municipality of Arran-Elderslie for all parties to protect, conserve and take pride in our safe drinking water. Commitment to this valuable resource must come from Top Management and the Owner.

Name: Scott McLeodSteve HummelEmily DanceSign: [Signature]

Public Works Manager

[Signature]

Mayor

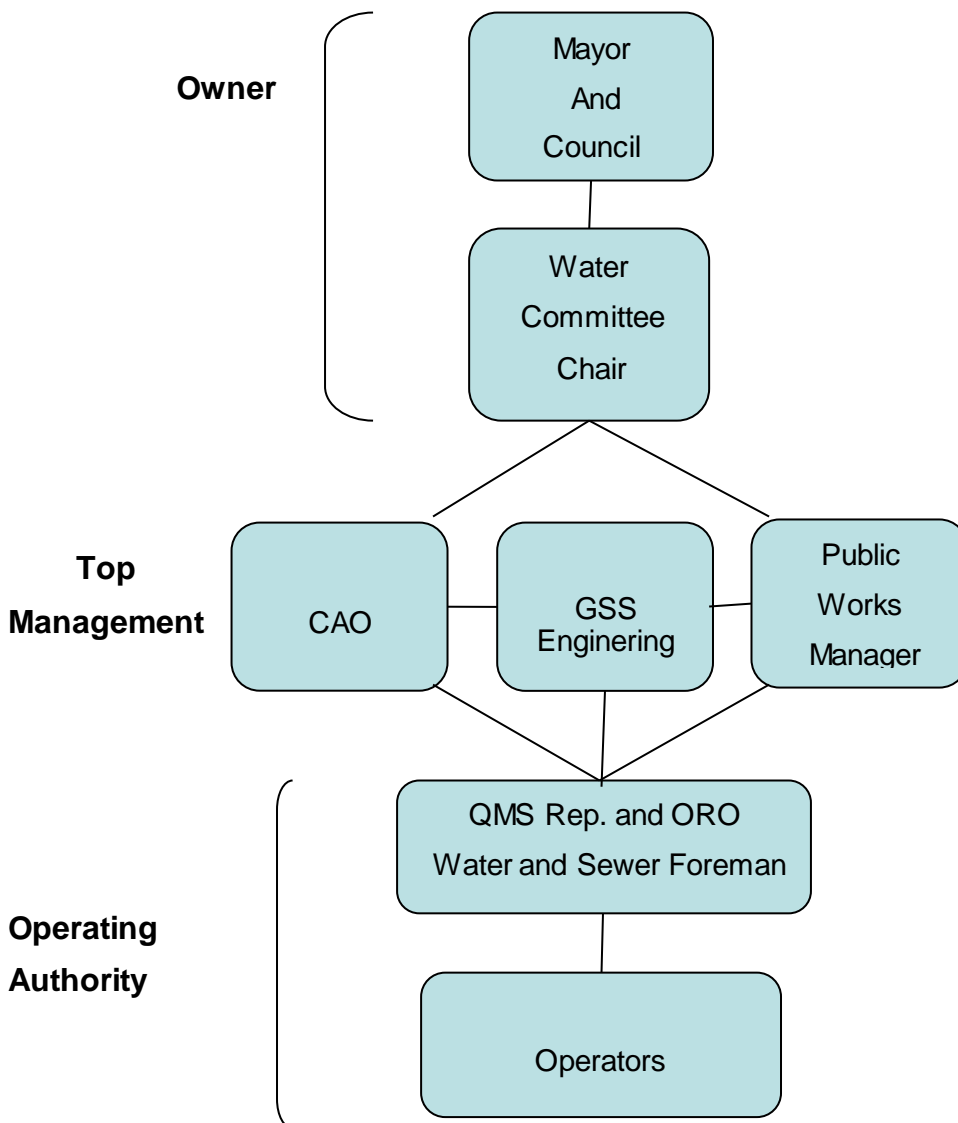
[Signature]

CAO

Date: Oct 24, 2024

SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01

The following diagram illustrates the organizational structure of the Owner, Top Management and Operating Authority.



SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01

Top Management and Owner roles, responsibilities and authorities shall be communicated to Top Management and the Owner during the annual management review process. Participants in Management Review are identified in Procedure SLD20.

In addition to the normal roles and responsibilities defined herein, these positions have additional responsibilities in an emergency as defined in Element 18 and the Emergency Response Plan.

Mayor and Council

The Mayor and Council have the overall responsibility and authority to ensure that the Municipality of Arran-Elderslie water works meet all legislation and regulatory requirements. They further have the responsibility and authority to allocate the necessary resources for the safe operation of the works.

Water Committee Chair

The Water Committee Chair is a member of Council and is responsible for the reporting of the performance of the water works to the Mayor and Council. The Water Committee Chair is authorized to make recommendations to the Council concerning the works based upon the input of the Public Works Manager and Water and Sewer Foreman.

CAO

The CAO is responsible for arranging reports to the Mayor and Council on the oversight of the municipal water system. The CAO will receive reports from the Public Works Manager, GSS Engineering, and the Water and Sewer Foreman regarding issues that are relevant to the overall operation of the water system.

The CAO is authorized by Council to ensure that management staff is in place to ensure the municipal water system is supplying safe and reliable drinking water.

GSS Engineering

GSS Engineering and in particular Rakesh Sharma provide ORO service to the Municipality. GSS would be able to provide expertise, advice, and recommendations to any of the groups

SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01

associated within the framework. GSS may also be relied on to provide updates to regulatory compliance groups.

Public Works Manager

The Public Works Manager is responsible for ensuring that operations within the municipal water supply system are being performed to ensure that municipal drinking water is safe. The Public Works Manager must provide long term planning and budgeting, inform the CAO and the Owner of deficiencies and required resources and provide the CAO and the Owner with current technical and administrative information and advice.

The Public Works Manager has the authority to ensure staff is in place to manage the water supply system, develop administrative and technical policy, evaluate and prioritize long term utility needs.

Water and Sewer Foreman

The Water and Sewer Foreman has the responsibility and authority to:

- Direct the operations of the waterworks
- Establish policies relating to the operation of the works and its employees
- Provide input into the development of operating budgets
- Make recommendations to Top Management and the Owner regarding water department operations
- Communicate infrastructure and resource requirements to Top Management

The Water and Sewer Foreman is also the QMS Representative. The QMS Representative shall be responsible for:

- Ensuring that processes needed for the QMS are established, implemented and maintained
 - Reporting to Top Management on the performance of the QMS and any need for improvement
 - Ensuring that the most current versions of documents required by the QMS are being used at all times
 - Ensuring that personnel are aware of all current regulatory requirements that pertain to their duties within the operation of the drinking water system
-

SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01

Operator

All operators are responsible for maintaining required Ministry of the Environment Certification for the Water Treatment and Water Distribution Systems. Operators are required to carry out the daily duties as spelled out in SLD 15, operation and maintenance scheduling for the treatment and distribution processes to ensure operations are completed and recorded in compliance with the Regulations. If non-compliant incidents occur, they must be acted upon, reported and recorded as required by Regulations.

Certified operators are authorized to collect samples, perform testing, adjust treatment processes (with direction from the Water and Sewer Foreman), and perform maintenance on the treatment and distribution systems, in accordance with Standard Operating Procedures, to ensure a safe and adequate water supply.

Date	Page	Revision #	Reason	Content
May 2021	All	2021-01	Internal Audit	Change title of CAO/Clerk to just CAO

Municipality of Arran-Elderslie

QMS Rep: _____

SLD 12 Pg 3

Dec 2022

Date: _____

SLD12 – OWNER COMMUNICATIONS REV: 2022-01

Once a year the QMS Representative will present the Annual Water System Report along with a copy of the Drinking Water Quality Management System Operational Plan. These will be distributed to the Mayor and Councillors for review with this sign-off transmittal attached.

Please sign the form below acknowledging that, as an elected official of the Municipality of Arran-Elderslie, you have reviewed the Annual Report and the Drinking Water Quality Management System, Operational Plan for all Drinking Water Systems in the Municipality of Arran-Elderslie.

NAME (print)	SIGNATURE	DATE
Steve Hammell Mayor		
Jennifer Shaw Deputy Mayor		
Brian Dudgeon Elderslie Ward Councillor		
Peter Steinacker Tara Ward Councillor		
Moiken Penner Paisley Ward Councillor		
Ryan Nickason Arran Ward Councillor		
Darryl Hampton Chesley Ward Councillor		
Emily Dance CAO		
Scott McLeod Works Manager		

Concluded

SLD14 – REVIEW & PROVISION OF INFRASTRUCTURE REV: 2023-01

Every year prior to budget approval the Water/Sewer Foreman will complete Infrastructure Review Report of each water and wastewater system. This report will be presented to the Public Works Manager, and Treasurer for review, and is available in the DWQMS binder. This document will closely reflect the Water Financial Plan required under O Reg. 588/17, and the Sewer Financial plan, an internal Arran-Elderslie document closely linked to Asset Management. This report will be reviewed with the Owner at the yearly management review process for input. The six year budget plan is a reflection of some of the prioritized points below:

The prioritization of water main replacement is determined based on:

- The frequency of water main breaks and observed condition of water main (documented in water main and service leak and repair records).
- Identified fire flow deficiencies at hydrants or undersized mains, fire flow testing (3rd party Report).
- Adequacy of adjacent infrastructure (sanitary sewer, storm sewer and roads).
- Known areas of poor water quality or pressure in distribution system.
- New service area.

Prioritization of water treatment plant infrastructure replacements currently remains minimal as the water treatment plants are relatively new and consequently, there are very few capital replacement issues at this time. However, the PSAB process will depreciate the assets accordingly. Future water treatment plant infrastructure capital planning will be planned using the PSAB database. Functions captured under this criteria could include SCADA hardware, computer, and electrical upgrades. Replacement of chemical equipment, and filter components would also be considered.

Well rehabilitation involves the rehabilitation of formation fouling and screen fouling from iron bacteria and possibly other scale. This is planned based on observed drawdown in the wells as seen in SCADA trending. The wells at Chesley occasionally need such rehabilitation, performed by a licensed well contractor, as outlined in Well Maintenance Plan.

Elevated storage maintenance works are planned based on the findings of standpipe inspections (SOP 1), which will be summarized in the Infrastructure Review Report.

Capital requirements for elevated storage shall be based on identified needs from 3rd party Inspection Reports.

The Risk Assessment process SLD-8 will also, on occasion, identify deficiencies in the system which needs to be addressed and those needs would be incorporated into the infrastructure review report.

Concluded

SLD14 – REVIEW & PROVISION OF INFRASTRUCTURE

Date	Page	Revision #	Reason	Content
Oct 2023	1	2023-01	Staff review	Include that the Infrastructure review report is available in the DWQMS binder.

SLD14 – REVIEW & PROVISION OF INFRASTRUCTURE

Infrastructure Review Report for A&E Water and Sewer Operations for Budget Purposes: 2024 Year

Process Area	Project	Reasons	Budget Amount
A&E Operations			
A&E Operations	Maintenance to Riverside Shop	Windows/Doors/ Insulation/Lightning/Soffit and Fascia/ Interior Steel.	30,772
A&E Operations	New Truck	Replace W6 (13 years old)	\$70,000
A&E Operations	Well 2 & # Tara Shingle Roof	Shingle roof due for Replacement	\$1,000
A&E Operations	Work to drill a New Well to replace CP#1 in 2022/2023/2024	Test Well completed Approvals, Capital work needed to put into service	403,463
A&E Operations	Well 3 Tara Bypass Valve Rotourque	Original equipment, Reliability issues	\$15,000
A&E Operations	Replacing Antenna and Cables on Water towers	Original Equipment. Updates (possible Fibre optic upgrades)	\$30,000
Chesley Distribution	3 rd Street SW (1 st Ave S. to 4 Ave SW)	Replace undersized cast iron watermain	deferred
Total Cost			

Infrastructure Review Report for A&E Water Systems for Budget Purposes: 2024 Year

Process Areas	Project	Reasons	Budget Amount
Paisley Distribution	Church Street Watermain	Replace cast iron watermain, multiple breaks	45,000
Tara Distribution	Watermain on Francis Street from Matilda to Brook Street	Replace old infrastructure, multiple breaks and issues.	638,000
Tara Distribution			
Total Cost			

SLD14 – REVIEW & PROVISION OF INFRASTRUCTURE

Infrastructure Review Report for A&E Wastewater System for Budget Purposes: 2024 Year

Process Areas	Project	Reasons	Budget Amount
Paisley WPCP	Sludge Pump	Aged equipment, reliability issues	\$15,000
Paisley WPCP	Standby Generator	Ensure reliability of treatment system in emergency situations	\$150,000
Paisley WPCP	Rotor Gearbox and cage rotor rebuild	Maintenance issues, replace original gearbox, Spare rotor needs rebuilt to be suitable as a useable spare	\$25,000
Paisley WPCP	Air Blower	Replace original Blower	10,000
Paisley WPCP	Alum Tank	Original tank, Leaks and structural issues	50,000
Tara Wastewater	Piping work	Pumps replacement requiring piping modifications	\$24,000
Tara Wastewater	Confined Space equipment	Older equipment replacement, H&S improvements	\$5,000
Chesley Wastewater	Sewer Mains Laterals 3 rd street sw	Coordinate with Road and Water upgrades	deferred
Chesley Collection System	Riverside Lift Station	Pump Rebuild, Critical infrastructure, manufacturer inspections recommended a rebuild	\$50,000
Chesley Collection System	South End Lift Station	Replace roof Shingles, repair flat section	\$14,790
Chesley Collection System	Manholes (Martha Ave)	Replace aging infrastructure	\$25,000
Paisley Collection System	Ross Street lift station Ultrasonic	Replace original system, unreliable and parts hard to get	\$10,000
Paisley Collection System	Lift station roofs	Repair Aging infrastructure	\$20,000

SLD14 – REVIEW & PROVISION OF INFRASTRUCTURE

[illegible]

**Ministry of the Environment,
Conservation & Parks**

**Ministère de l'Environnement, de la Protection de
la nature et des Parcs**

Owen Sound District Office

Bureau de district d'Owen Sound

101 17th Street East, 3rd Floor
Owen Sound ON N4K 0A5

Tel.: 519-371-2901

Fax.: 519-371-2905

101 17^{ème} rue Est, 3^e étage

Owen Sound ON N4K 0A5

Tél. : 519-371-2901

Téléc. : 519-371-2905

March 24, 2025

Sent by Email: cao@arran-elderslie.ca

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

Attention:

Ms. Silvia Kirkwood

Chief Administrative Officer

Dear Ms. Kirkwood:

Re: 2024/2025 Inspection Report 1-360398115, **Arran-Elderslie Drinking Water System**
Drinking Water Licence **No. 079-102, Issue #4,**
Drinking Water Works Permit **No. 079-202, Issue #5**

Please find attached the 2024/25 municipal drinking water system inspection report for the above mentioned facility.

The physical inspection for the Arran-Elderslie DWS was conducted on January 31, 2025 and reviews operations from January 18, 2024 to January 31, 2025.

The report normally includes an Inspection Summary Rating Record (IRR) as an appendix. This record forms part of the ministry's comprehensive, risk-based inspection process. The rating provides a quantitative measure of the inspection results for these specific drinking water system for the reporting year. An inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. The primary goals of this assessment are to encourage ongoing improvement of drinking water systems and to measure this progress from year to year.

I would like to remind you that Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems, including members of municipal councils. "Taking Care of Your Drinking Water: A guide for members of municipal council", a publication found on the [Drinking Water Ontario website](http://www.ontario.ca/environment-and-energy/municipal-drinking-water-ontario-website) ([http://www.ontario.ca/environment-and-energy/municipal-drinking-](http://www.ontario.ca/environment-and-energy/municipal-drinking-water-ontario-website)

water-systems-licencing-registration-and-permits), provides further information about these obligations.

Please note the IRR was not available as an appendix at the time of report issuance and will be sent as a separate email within the next week.

Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,



Ron Burrell
Provincial Officer
Phone: 519-374-0214
e-mail: ron.burrell@ontario.ca

Enclosure

ec: - Andrew Barton, Senior Public Health Mgr., Grey-Bruce Health Unit
- Nancy Guest, Administrative Assistant, Source Protection Program Branch
- Scott McLeod, Public Works Manager, Municipality of Arran-Elderslie
- Chris Legge, Water/Sewer Foreman, Municipality of Arran-Elderslie
- Marc Bechard, Water Compliance Supervisor, MECP
- Scott Gass, Owen Sound Acting District Manager, MECP



ARRAN-ELDERSLIE DRINKING WATER SYSTEM

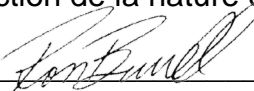
Physical Address: 129 4TH AVE SE, , ARRAN-
ELDERSLIE, ON N0G 1L0

INSPECTION REPORT

Entity: THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-
ELDERSLIE
Inspection Start Date: January 31, 2025
Site Inspection Date: January 31, 2025
Inspection End Date: March 19, 2025
Inspected By: Ron Burrell
Badge #: 741

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parcs


(signature)

Ontario 

INTRODUCTION

Purpose

On January 31, 2025 Provincial Officer Ron Burrell inspected the Arran-Elderslie Drinking Water System. The inspection was conducted in conjunction with Water & Wastewater Foreman Chris Legge from the Municipality of Arran Elderslie. The system is classed as a Large Municipal Drinking Water System, with a collective population served in the Town of Chesley and the Village of Paisley of approximately 3,000. The inspection review period is from the date of the previous inspection of January 18, 2024 to January 31, 2025.

The Overall Responsible Operator (ORO) used by the municipality for its municipal drinking water systems is Mr. Rakesh Sharma from GSS Engineering Consultants Ltd.. Mr. Scott McLeod, the Public Works manager for the municipality is designated as an alternate ORO if needed.

It was noted that Mr. Rakesh Sharma's Class IV Water Treatment (WT) Certificate # 9425 and Class IV Wastewater Treatment (WWT) Certificate # 9916 both expired on December 31, 2024. In both cases renewal applications were not received by the Ontario Water Wastewater Certification Office (OWWCO) until December 31, 2024 (one by mail, one by fax). A WT certificate renewal was issued on January 9, 2025 and a WWT certificate renewal was issued on January 17, 2025, both now expiring on December 31, 2027.

It is further noted that a Canada Post strike occurred between November 15th and December 17th, 2024, causing major delays and back ups in mail delivery into January 2025.

The OWWCO issues renewal notices to water and wastewater operators three (3) months prior to certificate expiry to allow for application to be made and renewed prior to expiry. Upon inquiry, OWWCO staff indicated that application processing can generally take up to twenty-one (21) days.

It is recommended that the municipality and its engineering consultant ensure all expiry dates of any individual operator certificates, and all water and wastewater control documents associated with each of the facilities under their ownership (and/or) care are documented through various means. This will help to ensure applications for renewal (some of which are required six (6) months prior to expiry) are submitted and can be processed within proper timelines to ensure re-issuance and compliance with legal requirements is maintained.

It is further noted that Permit to Take Water # 3655-A3RPJL expires in September 2025 and limits Well 1 (not in use since 2021) to 1,800 m³/day, Well 2 to 2,127 m³/day and Well 3 to 2,948 m³/day. The new well that has been drilled as a replacement for Well 1 has encountered multiple contractor and/or consultant delays (over one (1) year) in the project completion and was still not ready to be added as a production source well at the time of this report completion.

It is highly recommended that the municipality and/or its consultant take immediate steps to

contact the MECP's Permit to Take Water Unit, Environmental Permissions Branch, as the current PTTW expires in less than six (6) months.

Application for renewal needs to be made that includes discussions on the future of Well 1 (not in use since 2021), inclusion of the new production source well (including all data related to the new source that would be required for a new application), OR discussions regarding whether or not a possible interim extension to the current PTTW could be considered by the Ministry.

The municipality may also wish to discuss the expediting of the project completion with all relevant contractors/consultants, to include timelines for completion, including any relevant flows and pump testing data that the Ministry may require prior to inclusion of a new source well on a municipal drinking water system PTTW.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1006001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Is the owner planning to add a new drinking water source or to make changes to their current source(s)?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner is planning to add a new drinking water source or to make changes to their current source(s). The municipality is currently running two of their three production wells. An additional source well has been drilled and the municipality was originally hoping to have it commissioned sometime in 2024, however contractor delays have now pushed last years timeline to sometime within the next year. At that point the source well (Well #1) that the municipality has not been using since June 21, 2021 will be de-commissioned in accordance with O.Reg 903/90.			

Question ID	DWMR1007001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (1)1;			
Question: Was the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials. All three (3) production wells are located in close proximity to the Water Treatment Plant are well maintained, padlocked and housed in concrete well tiles for additional protection. Raw water sampling over the years has shown minimal bacteriological contamination in the form of Total Coliforms measuring between 1 and 5 CFU/100mL. The majority of these raw water hits occurred at Well #1 which was taken out of service on June 21, 2021. Well #1 is set to be replaced with another source well which following delays was estimated to be brought online by the fall of 2024, however the municipality's Engineering Consultant and Contractors appeared to still be many months from bringing the new source well online at the time of the physical inspection.			

Following the eventual introduction of a fourth source well, Well #1 will more than likely be decommissioned in accordance with Ontario Regulation 903 unless the municipality has another use for it.

The new well that has been drilled as a replacement for Well 1 has encountered multiple contractor and/or consultant delays (over one (1) year) in the project completion and was still not ready to be added as a production source well at the time of this report completion.

It is highly recommended that the municipality and/or its consultant take immediate steps to contact the MECP's Permit to Take Water Unit, Environmental Permissions Branch, as the current PTTW expires in less than six (6) months.

Application for renewal needs to be made that includes discussions on the future of Well 1 (not in use since 2021), inclusion of the new production source well (including all data related to the new source that would be required for a new application), OR discussions regarding whether or not a possible interim extension to the current PTTW could be considered by the Ministry.

The municipality may also wish to discuss the expediting of the project completion with all relevant contractors/consultants, to include timelines for completion, including any relevant flows and pump testing data that the Ministry may require prior to inclusion of a new source well on a municipal drinking water system PTTW.

Question ID	DWMR1009001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were measures in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Measures were in place to protect the groundwater and/or GUDI source. All applicable Standard Operating Procedures, Emergency Response Plans and the Operations Manual are reviewed by administration every two (2) years as part of the Municipality's internal policy.			

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Flow monitoring was performed as required.

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions. The rated capacity for the Arran-Elderslie Water Treatment Plant is 5,564 m3/day with a maximum individual flow rate of 64.4 L/s from each well as per MDWL # 079-102, issue #4. Section 3 of the drinking water systems Permit to Take Water # 3655-A3RPJL (expiring September 2025) limits Well 1 (not in use since 2021) to 1,800 m3/day, Well 2 to 2,127 m3/day and Well 3 to 2,948 m3/day. The maximum flow rate during the review period occurred on June 19, 2024 with a daily flow of 1,876 m3. The average daily flow during the inspection review period was slightly below 900 m3/day. It is noted that calibration of the flow meters was completed by Tower Electronics Canada on April 29, 2024, and April 18, 2023 prior to that.			

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Form 1 documents were prepared as required.

There were three (3) Form 1's prepared during the review period for the upgrading and replacement of watermain at three general locations within the Chesley and Paisley portions of the distribution system.

Question ID	DWMR1021001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 2 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 2 documents were prepared as required. There was one (1) Form 2 prepared during the review period for the addition of data loggers at the Arran Elderslie Water Treatment Plant and the Paisley Water Tower PLC cabinet dated February 5, 2024. The data loggers provide a redundancy in the unlikely event of SCADA failure.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required.			

Question ID	DWMR1023001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required.			

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.			

Question ID	DWMR1037001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards			

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			

Question:

Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All continuous analysers were calibrated, maintained, and operated as required.

Operators perform in-house calibration of online analyzers on a regular basis with their hand held HACH units. Trending on the weekly verifications is monitored closely to determine maintenance actions.

Annual calibration of handheld colorimeters occurred on January 14, 2025 by Nichol Water Services and January 18, 2024 prior to that.

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A qualified person responded as required and took appropriate actions.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			

<p>Question:</p> <p>Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Treated microbiological sampling requirements were met.</p>

Question ID	DWMR1081001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);</p>			
<p>Question:</p> <p>Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Distribution microbiological sampling requirements were met.</p>			

Question ID	DWMR1096001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);</p>			
<p>Question:</p> <p>Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Records confirmed that chlorine residual tests were conducted as required.</p>			

Question ID	DWMR1084001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;</p>			
<p>Question:</p> <p>Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Inorganic parameter sampling requirements were met.</p> <p>O.Reg. 170/03 Schedule 23 Inorganic sampling required once every thirty six (36) months</p>			

was completed on November 12, 2024 and November 15, 2021 previous to that for the aquifer supplying both Well 1 and Well 2, in addition to separate Schedule 23 samples for the Well 3 source aquifer.

Question ID	DWMR1085001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);			
Question: Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Organic parameter sampling requirements were met. O.Reg. 170/03 Schedule 24 Organic sampling required once every thirty six (36) months was completed on November 12, 2024 and November 15, 2021 previous to that for the aquifer supplying both Well 1 and Well 2, in addition to separate Schedule 24 samples for the Well 3 source aquifer.			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met. Arran Elderslie operations staff take quarterly samples in both the Chesley and Paisley portions of the distribution system to ensure sampling is more representative of the entire distribution system. HAA samples were taken during the inspection review period on the following dates: February 12th - 5.3 ug/L, May 13th - 5.3 ug/L, August 12th - 9.4 ug/L and 5.3 ug/L and November 12th, 2024 - 5.3 ug/L. It is noted that the method detection limit for HAA's is 5.3 ug/L and results taken at both locations in each quarter were less than the method detection limit of 5.3 ug/L with the exception of the second last quarter as noted above.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met. Arran Elderslie operations staff take quarterly samples in both the Chesley and Paisley portions of the distribution system to ensure sampling is more representative of the entire distribution system. Trihalomethane samples were taken during the inspection review period on the following dates: February 12th - 19 ug/L, 13ug/L, May 13th - 18 ug/L, 17 ug/L, August 12th - 28 ug/L, 26 ug/L and November 12th, 2024 - 20 ug/L, 17 ug/L. The running annual average is 21.25 ug/L and 18.25 ug/L respectively in the Chesley and Paisley portions of the distribution system based on the last four quarterly sample results.			

Question ID	DWMR1088001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			
Question: Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Nitrate/nitrite sampling requirements were met. Arran Elderslie operations staff take quarterly samples in both the Chesley and Paisley portions of the distribution system to ensure sampling is more representative of the entire distribution system. Nitrate/Nitrite sampling during the inspection review period occurred quarterly as required. Sampling was conducted on the following dates: February 12th, May 13th, August 12th and November 12th, 2024.			

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Sodium sampling requirements were met.

Sodium, required to be sampled once every sixty (60) months was sampled on November 12, 2024. Results of 17.2 mg/L at Well #1/#2 and 14.8 mg/L at Well #3 were obtained. Previous to that, samples were collected on November 4, 2019.

All samples were below the O.Reg 170/03 reporting limit of 20.0 mg/L.

Question ID	DWMR1090001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met. Fluoride monitoring required once every sixty (60) months was most recently sampled on November 12, 2024 (0.49 mg/L at Well #1/#2 and 0.64 mg/L at Well #3). These results were below the Ontario Drinking Water Quality Standards (ODWQS) Maximum Acceptable Concentration (MAC) of 1.5 mg/L. Previous to this, samples were collected on November 4, 2019. Fluoride is naturally occurring in the area and any sample results exceeding the ODWQS are only required to be reported once every five years.			

Question ID	DWMR1094001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water quality sampling requirements were met.			

Question ID	DWMR1045001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner update the document describing the distribution components within 12 months			

of completion of alterations to the system in accordance with the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner had up-to-date documents describing the distribution components.

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system.			

The treatment plant is equipped with intruder alarms, keyed entry, and emergency contact numbers posted on the door.

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem. The Overall Responsible Operator (ORO) used by the municipality for its municipal drinking water systems is Mr. Rakesh Sharma from GSS Engineering Consultants Ltd.. Mr. Scott McLeod, the Public Works manager for the municipality is designated as an alternate ORO if needed. It was noted that Mr. Rakesh Sharma's Class IV Water Treatment (WT) Certificate # 9425 and Class IV Wastewater Treatment (WWT) Certificate # 9916 both expired on December 31, 2024. In both cases renewal applications were not received by the Ontario Water Wastewater Certification Office (OWWCO) until December 31, 2024 (one by mail, one by fax). A WT certificate renewal was issued on January 9, 2025 and a WWT certificate renewal was issued on January 17, 2025, both now expiring on December 31, 2027. It is further noted that a Canada Post strike occurred between November 15th and December 17th, 2024, causing major delays and back ups in mail delivery into January 2025. The OWWCO issues renewal notices to water and wastewater operators three (3) months prior to certificate expiry to allow for application to be made and renewed prior to expiry. Upon inquiry, OWWCO staff indicated that application processing can generally take up to twenty-one (21) days. It is recommended that the municipality and it's engineering consultant ensure all expiry dates of any individual operator certificates, and all water and wastewater control documents associated with each of the facilities under their ownership (and/or) care are documented through various means. This will help to ensure applications for renewal (some of which can be required six (6) months prior to expiry) are submitted and can be processed within proper timelines to ensure re-issuance and compliance with legal requirements is maintained.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators-in-charge were designated for all subsystems.

The municipality currently designates the Operator on Call as the Operator In Charge (OIC) for both municipal residential drinking water systems within the municipality, unless the on-call operator is an OIT. The schedule is maintained at the municipal office.

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Were adjustments to the treatment equipment only made by certified operators?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.			



**Ministry of the Environment, Conservation and Parks
Drinking Water Inspection Report**

APPENDIX A

REFERENCE GUIDE FOR STAKEHOLDERS

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable

**Ministry of the Environment,
Conservation & Parks**

**Ministère de l'Environnement, de la Protection de
la nature et des Parcs**

Owen Sound District Office

Bureau de district d'Owen Sound

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Fax.: 519-371-2905

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Owen Sound ON N4K 0A5

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Téléc. : 519-371-2905

March 24, 2025

Sent by Email: cao@arran-elderslie.ca

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

Attention:

Ms. Silvia Kirkwood

Chief Administrative Officer

Dear Ms. Kirkwood:

Re: 2024/2025 Inspection Report 1-351849507, **Tara Drinking Water System**
Drinking Water Licence **No. 079-101, Issue #4,**
Drinking Water Works Permit **No. 079-201, Issue #5**

Please find attached the 2024/25 municipal drinking water system inspection report for the above mentioned facility.

The physical inspection for the Tara DWS was conducted on January 17, 2025 and reviews operations from December 19, 2023 to January 17, 2025.

The report normally includes an Inspection Summary Rating Record (IRR) as an appendix. This record forms part of the ministry's comprehensive, risk-based inspection process. The rating provides a quantitative measure of the inspection results for these specific drinking water system for the reporting year. An inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. The primary goals of this assessment are to encourage ongoing improvement of drinking water systems and to measure this progress from year to year.

I would like to remind you that Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems, including members of municipal councils. "Taking Care of Your Drinking Water: A guide for members of municipal council", a publication found on the [Drinking Water Ontario website](http://www.ontario.ca/environment-and-energy/municipal-drinking-water-ontario-website) ([http://www.ontario.ca/environment-and-energy/municipal-drinking-](http://www.ontario.ca/environment-and-energy/municipal-drinking-water-ontario-website)

water-systems-licencing-registration-and-permits), provides further information about these obligations.

Please note the IRR was not available as an appendix at the time of report issuance and will be sent as a separate email within the next week.

Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,



Ron Burrell
Provincial Officer
Phone: 519-374-0214
e-mail: ron.burrell@ontario.ca

Enclosure

cc: - Andrew Barton, Senior Public Health Mgr., Grey-Bruce Health Unit
- Nancy Guest, Administrative Assistant, Source Protection Program Branch
- Scott McLeod, Public Works Manager, Municipality of Arran-Elderslie
- Chris Legge, Water/Sewer Foreman, Municipality of Arran-Elderslie
- Marc Bechard, Water Compliance Supervisor, MECP
- Scott Gass, Owen Sound Acting District Manager, MECP



TARA DRINKING WATER SYSTEM

Physical Address: 217 RIVER ST, , ARRAN-
ELDERSLIE, ON N0H 2N0

INSPECTION REPORT

Entity: THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-
ELDERSLIE

Inspection Start Date: January 17, 2025

Site Inspection Date: January 17, 2025

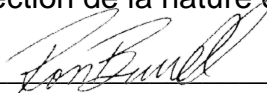
Inspection End Date: March 18, 2025

Inspected By: Ron Burrell

Badge #: 741

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parcs


(signature)

Ontario 

INTRODUCTION

Purpose

On January 17, 2025 Provincial Officer Ron Burrell inspected the Tara Drinking Water System. The inspection was conducted in conjunction with Water & Wastewater Foreman Chris Legge from the Municipality of Arran Elderslie. The system is classed as a Large Municipal Drinking Water System, with a population served of approximately 1,100. The inspection review period is from the date of the previous inspection of December 19, 2023 to January 17, 2025.

The rated capacity for the Tara DWS is 426 m³/day for Well #2, 458 m³/day for Well #3 and 852 m³/day for Well #4 (combined capacity of 1,736 m³/day) as authorized under MDWL No. 079-101, Issue #5.

The maximum flow rate during the review period occurred on May 29, 2024 with a flow of 758 m³. This is approximately 44% of the combined rated capacity of 1736 m³/day. However the max daily flow was entirely from Well #4 which represents approximately 89% of the Well #4 rated capacity of 852 m³/day as per Schedule C of MDWL 079-101. The average daily flow for the system in 2024 was 317 m³/day.

The owner is reminded to ensure that each individual rated capacity for Well #2 (426 m³/day), Well #3 (458 m³/day) and Well #4 (852 m³/day) as specified in Schedule C of MDWL 079-101 are not exceeded.

The Municipality is further reminded to ensure application for Municipal Drinking Water Licence 079-101 is made by July 7, 2025 as required in Schedule A.

The Overall Responsible Operator (ORO) used by the municipality for its municipal drinking water systems is Mr. Rakesh Sharma from GSS Engineering Consultants Ltd.. Mr. Scott McLeod, the Public Works manager for the municipality is designated as an alternate ORO if needed.

It was noted that Mr. Rakesh Sharma's Class IV Water Treatment (WT) Certificate # 9425 and Class IV Wastewater Treatment (WWT) Certificate # 9916 both expired on December 31, 2024. In both cases renewal applications were not received by the Ontario Water Wastewater Certification Office (OWWCO) until December 31, 2024 (one by mail, one by fax). A WT certificate renewal was issued on January 9, 2025 and a WWT certificate renewal was issued on January 17, 2025, both now expiring on December 31, 2027.

It is further noted that a Canada Post strike occurred between November 15th and December 17th, 2024, causing major delays and back ups in mail delivery into January 2025.

The OWWCO issues renewal notices to water and wastewater operators three (3) months prior to certificate expiry to allow for application to be made and renewed prior to expiry. Upon inquiry, OWWCO staff indicated that application processing can generally take up to twenty-one (21) days.

It is recommended that the municipality and it's engineering consultant ensure all expiry dates of

any individual operator certificates, and all water and wastewater control documents associated with each of the facilities under their ownership (and/or) care are documented through various means. This will help to ensure applications for renewal (some of which can be required six (6) months prior to expiry) are submitted and can be processed within proper timelines to ensure re-issuance and compliance with legal requirements is maintained.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1007001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (1)1;			
Question: Was the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials. Two of the three production wells (Well No. 4, Well No. 2) are located within separate pumphouses. Well No. 3 is located within 10m SW of the third pumphouse and is classified as GUDI. All three wells are maintained in a manner sufficient to prevent entry of surface water or foreign materials. The municipality trends raw water data and is aware that Well #3, the GUDI well occasionally shows bacteriological contamination present in the raw water.			

Question ID	DWMR1009001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were measures in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Measures were in place to protect the groundwater and/or GUDI source.			

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Flow monitoring was performed as required.

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions. The rated capacity for the Tara DWS is 426 m3/day for Well #2, 458 m3/day for Well #3 and 852 m3/day for Well #4 (combined capacity of 1,736 m3/day) as authorized under MDWL No. 079-101, Issue #5. The maximum flow rate during the review period occurred on May 29, 2024 with a flow of 758 m3. This is approximately 44% of the combined rated capacity of 1736 m3/day. However the max daily flow was entirely from Well #4 which represents approximately 89% of the Well #4 rated capacity of 852 m3/day as per Schedule C of MDWL 079-101. The average daily flow for the system in 2024 was 317 m3/day. It is noted that the calibration of the flow meters was completed by Tower Electronics Canada Inc. on April 29, 2024, and April 18, 2023 prior to that. The owner is reminded to ensure that each individual rated capacity for Well #2 (426 m3/day), Well #3 (458 m3/day) and Well #4 (852 m3/day) as specified in Schedule C of MDWL 079-101 are not exceeded. The Municipality is further reminded to ensure application for Municipal Drinking Water Licence 079-101 is made by July 7, 2025 as required in Schedule A.			

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required. There was one (1) Form 1 prepared during the review period for the installation of new watermain and appurtenances on Francis Street from Brooke to Matilda Streets (260 m) dated April 11, 2024.			

Question ID	DWMR1021001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 2 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 2 documents were prepared as required. There was one (1) Form 2 prepared during the review period for the addition of data loggers at Well #4 and Well #3 pumphouses dated February 5, 2024. The data loggers provide a redundancy in the unlikely event of SCADA failure.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required.			

Question ID	DWMR1023001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			

Question:

Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.

The minimum CT necessary to meet a 2-log inactivation of viruses for Well #2 and Well #3 as well as a 4-log inactivation of viruses in Well #4 has been determined to be 3.0 mg/l*min. (Calculations available in the OM) This has an equivalent minimum chlorine residual of 0.14 mg/L for Well #2, 0.21 mg/L for Well #3 and 0.52 mg/L for Well #4 necessary to achieve primary disinfection.

UV equipment must provide a minimum dosage of 40 mJ/cm² at 11.37 L/min to meet primary disinfection requirements for Well #3.

Records reviewed indicate primary treatment requirements were met at all times during the inspection review period.

Question ID	DWMR1026001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-6 (2);			
Question: If primary disinfection equipment did not use chlorination or chloramination, was the equipment equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 1-6 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection equipment was equipped with alarms or shutoff mechanisms that satisfied the standards.			

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required.			

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and			

recording data with the prescribed format?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.

Question ID	DWMR1037001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards			

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question: Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All continuous analysers were calibrated, maintained, and operated as required. Operators perform in-house calibration of online analyzers on a regular basis with their hand held HACH units. Trending on the weekly verifications is monitored closely to determine maintenance actions. Annual calibration of handheld colorimeters occurred on January 14, 2025 by Nichol Water Services and January 18, 2024 prior to that.			

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			

Question:

Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

Compliance Response(s)/Corrective Action(s)/Observation(s):

A qualified person responded as required and took appropriate actions.

Question ID	DWMR1039001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-6 (3);			
Question: If primary disinfection equipment that does not use chlorination or chloramination was used, did the owner and operating authority ensure the equipment had a recording device that continuously recorded the performance of the disinfection equipment?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment.			

Question ID	DWMR1109001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-6 (1); SDWA O. Reg. 170/03 1-6 (2);			
Question: If the system used equipment for primary disinfection other than chlorination or chloramination and the equipment malfunctioned, lost power, or ceased to provide the appropriate level of disinfection, causing an alarm or an automatic shut-off, did a certified operator respond as required and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A certified operator responded as required and took appropriate actions.			

Question ID	DWMR1042001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			

Question:

If UV disinfection was used, were duty sensors and reference UV sensors checked and calibrated as per the requirements of Schedule E of the Municipal Drinking Water Licence or at a frequency as otherwise recommended by the UV equipment manufacturer?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All UV sensors were checked and calibrated as required.

Schedule E of MDWL No. 079-101 issued January 2021 requires the duty reference sensor to be checked at least monthly against a reference UV sensor. Records reviewed indicate this requirement was met.

Schedule E further requires Reference UV sensors be checked against a Master Reference Assembly once every three (3) years. Records reviewed indicated the Reference Sensor was calibrated against a Master Reference assembly on February 20, 2023 by Trojan UV, meeting the requirement of the MDWL.

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			
Question: Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Treated microbiological sampling requirements were met.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			

<p>Question:</p> <p>Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Distribution microbiological sampling requirements were met.</p>

Question ID	DWMR1096001	Question Type	Legislative
<p>Legislative Requirement(s):</p> <p>SDWA O. Reg. 170/03 6-3 (1);</p>			
<p>Question:</p> <p>Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Records confirmed that chlorine residual tests were conducted as required.</p>			

Question ID	DWMR1084001	Question Type	Legislative
<p>Legislative Requirement(s):</p> <p>SDWA O. Reg. 170/03 13-2;</p>			
<p>Question:</p> <p>Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s):</p> <p>Inorganic parameter sampling requirements were met.</p> <p>The owners completed Schedule 23 and 24 (inorganic and organic) sampling for all three source wells on November 12, 2024. Previous to that, on November 13, 2023 for Well 2 & 3 (blended) and November 22, 2021, for all three production wells. The owner is required to sample Wells 2 & 3 as one set of samples on an annual basis as both sources are blended prior to point of entry into the distribution and Well #3 is considered a GUDI source. Well #4 is required to be sampled every 36 months for Schedule 23 and 24 parameters.</p>			

Question ID	DWMR1085001	Question Type	Legislative
<p>Legislative Requirement(s):</p> <p>SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);</p>			
<p>Question:</p> <p>Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg.</p>			

170/03 met?
Compliance Response(s)/Corrective Action(s)/Observation(s): Organic parameter sampling requirements were met. See previous question.

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met. HAA samples were taken during the inspection review period on the following dates: February 12th - 5.3 ug/L, May 13th - 5.3 ug/L, August 6th - 5.3 ug/L and November 12th, 2024 - 5.3 ug/L. It is noted that the method detection limit for HAA's is 5.3 ug/L.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met. Trihalomethane samples were taken during the inspection review period on the following dates: February 12th - 11 ug/L, May 13th - 8.2 ug/L, August 6th - 12 ug/L and November 12th, 2024 - 14 ug/L. The running annual average is 11.3 ug/L based on the last four quarterly sample results.			

Question ID	DWMR1088001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			

Question:

Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Nitrate/nitrite sampling requirements were met.

Nitrate/Nitrite sampling during the inspection review period occurred quarterly as required. Sampling was conducted on the following dates: February 12th, May 13th, August 6th and November 12th, 2024.

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Sodium sampling requirements were met.			
Sodium, required to be sampled once every sixty (60) months was sampled from Wells 2 and 3 (blended) and Well 4 on November 12, 2024. Results of 14.9 mg/L and 18.5 mg/L were obtained. Previous to that, samples were taken on November 18, 2019 with results of 16.8 mg/L and 15.7 mg/L.			

Question ID	DWMR1090001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met.			
Fluoride monitoring required once every sixty (60) months was most recently sampled on November 12, 2024 (1.2 mg/L at Well #2 & #3 and 0.48 mg/L at Well #4). Previous samples taken on November 18, 2019 returned results of 1.32 mg/L at Well #2 & #3 and 0.57 mg/L at Well #4. All results were below the Ontario Drinking Water Quality Standards (ODWQS) Maximum Acceptable Concentration (MAC) of 1.5 mg/L. Fluoride is naturally occurring in the area and any sample results exceeding the ODWQS are only required to be reported once every five years.			

Question ID	DWMR1094001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water quality sampling requirements were met.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			

Question:

Did the owner provide security measures to protect components of the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner provided security measures to protect components of the drinking water system.

Each of the three pumphouses are equipped with intruder alarms, keyed entry, and emergency contact numbers posted on the door.

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem. The Overall Responsible Operator (ORO) used by the municipality for its municipal drinking water systems is Mr. Rakesh Sharma from GSS Engineering Consultants Ltd.. Mr. Scott McLeod, the Public Works manager for the municipality is designated as an alternate ORO if needed. It was noted that Mr. Rakesh Sharma's Class IV Water Treatment (WT) Certificate # 9425 and Class IV Wastewater Treatment (WWT) Certificate # 9916 both expired on December 31, 2024. In both cases renewal applications were not received by the Ontario Water Wastewater Certification Office (OWWCO) until December 31, 2024 (one by mail, one by fax). A WT certificate renewal was issued on January 9, 2025 and a WWT certificate renewal was issued on January 17, 2025, both now expiring on December 31, 2027. It is further noted that a Canada Post strike occurred between November 15th and December 17th, 2024, causing major delays and back ups in mail delivery into January 2025. The OWWCO issues renewal notices to water and wastewater operators three (3) months prior to certificate expiry to allow for application to be made and renewed prior to expiry. Upon inquiry, OWWCO staff indicated that application processing can generally take up to twenty-one (21) days. It is recommended that the municipality and it's engineering consultant ensure all expiry dates of any individual operator certificates, and all water and wastewater control documents associated with each of the facilities under their ownership (and/or) care are documented through various means. This will help to ensure applications for renewal (some of which are required six (6) months prior to expiry) are submitted and can be processed within proper timelines to ensure re-issuance and compliance with legal requirements is maintained.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems. The municipality currently designates the Operator on Call as the Operator In Charge (OIC) for both municipal residential drinking water systems within the municipality, unless the on-call operator is an OIT. The schedule is maintained at the municipal office.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Were adjustments to the treatment equipment only made by certified operators?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.			



**Ministry of the Environment, Conservation and Parks
Drinking Water Inspection Report**

APPENDIX A

REFERENCE GUIDE FOR STAKEHOLDERS

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

DWS Name: ARRAN-ELDERSLIE DRINKING WATER SYSTEM
DWS Number: 220002725
DWS Owner: THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
Municipal Location: ARRAN-ELDERSLIE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Compliance Assessment Start Date: Jan-31-2025
Ministry Office: Owen Sound District Office

Maximum Risk Rating: 448

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Distribution System	0/4
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/21
Source	0/14
Treatment Processes	0/197
Water Quality Monitoring	0/112
Overall - Calculated	0/448

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

DWS Name:	ARRAN-ELDERSLIE DRINKING WATER SYSTEM
DWS Number:	220002725
DWS Owner Name:	THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
Municipal Location:	ARRAN-ELDERSLIE
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	Jan-31-2025
Ministry Office:	Owen Sound District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 448

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

DWS Name: TARA DRINKING WATER SYSTEM
DWS Number: 220002627
DWS Owner: THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDESLIE
Municipal Location: ARRAN-ELDESLIE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Compliance Assessment Start Date: Jan-17-2025
Ministry Office: Owen Sound District Office

Maximum Risk Rating: 504

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/42
Source	0/14
Treatment Processes	0/236
Water Quality Monitoring	0/112
Overall - Calculated	0/504

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

DWS Name: TARA DRINKING WATER SYSTEM
DWS Number: 220002627
DWS Owner Name: THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
Municipal Location: ARRAN-ELDERSLIE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Compliance Assessment Start Date: Jan-17-2025
Ministry Office: Owen Sound District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 504

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 100.00%



Staff Report

Council Meeting Date: May 26, 2025

Subject: PWRDS-2025-11 Pedestrian Crossing - Bruce Road 3 and Church Street, Paisley

Report from: Julie Hamilton, Coordinator of Infrastructure & Development

Attachments: Proposed Pedestrian Crossing – Church & Bruce Road 3

Recommendation

Be It Resolved that Council hereby receives for information Report PWRDS-2025-11-Pedestrian Crossing - Bruce Road 3 and Church Street, Paisley.

Background

In the summer of 2024, Bruce County conducted a pedestrian crossing review to assess whether a crossing was warranted at the intersection of Bruce Road 3 and Church Street in Paisley and, if so, to determine the appropriate requirements under the Ontario Traffic Manuals.

Analysis

The proposed pedestrian crossing drawing is attached for information. Staff were consulted during the design process and have no concerns with the proposed pedestrian crossing.

The next steps will be to implement this crossing once Bruce County operations crews can schedule the work. Bruce County will notify staff when the work is planned and coordinate a media release.

Bruce County is aware that there is a request to review a potential pedestrian crossing near the Legion. Once construction at the Paisley Inn is completed and parking stalls have been modified, the County will conduct a further pedestrian and traffic review—either internally or with a consultant. This will ensure that the

construction does not interfere with the traffic review and that regular traffic flows are reinstated with the new parking layout. The crosswalk at Bruce Road 3 and Church Street will be implemented before this study occurs so that it is incorporated and remains up to date.

To note the traffic study could potentially include a review for a one-way street in the Paisley Inn area as requested in the Notice of Motion. Further details will be included in the Notice of Motion report coming in June.

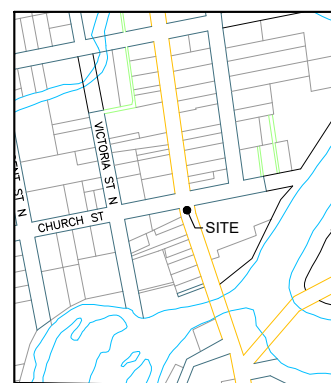
Link to Strategic/Master Plan

6.3 Facilitating Community Growth

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts at this time.


Approved by: Emily Dance, Chief Administrative Officer



BRUCE COUNTY
KEY PLAN
NTS

1. SIGNS TO BE INSTALLED 2m TO 3m FROM GROUND ELEVATION AT THE BASE OF THE SIGN POST TO THE BOTTOM OF THE SIGN.



FEB 2025	PRELIMINARY DESIGN	
DATE	DESCRIPTION	
REVISION / ISSUE		
Seal not valid unless signed and dated		
		
Title: BRUCE ROAD 3 & CHURCH STREET PROPOSED CROSSWALK		
Client:		
Design:	CDC	Scale: NTS
Drawn:	CDC	Approved:
Checked:	RME	
Date:	FEB 2025	Design Engineer
DRAWING No.		



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: May 26, 2025

Subject: FIN-2025-07 Investments

Report from: David Munro, Interim Treasurer

Appendices: Investment Policy

Schedule A – Ontario Regulation 438/97

Recommendation

Be It Resolved that Council hereby,

1. Receive Report FIN-2025-07 - Investments and approve the recommendations on the Principal Protected Note (PPN) and the Guaranteed Investment Certificate (GIC) that are maturing later this year to be invested with ONE Investment;
2. Approve the updated Investment Policy to allow investment with CIBC and/or One Investment.
3. Directs staff to bring a bylaw to the next available Council meeting to bring force and effect to the policy.

Report Summary

In 2021, the Municipality invested \$10.5 million in five Principal Protected Notes (PPNs). One of the PPNs matured in 2024, and was reinvested in a Guaranteed Investment Certificate (GIC) that is due to mature in September 2025. One of the four remaining PPNs expires in July of this year. Staff recommends that the principal amounts of both investments (that are maturing this year) be reinvested into investment products from One Investment.

Background

Arran-Elderslie has money reserved for future use. For example, as per the 2022 Audited Financial statements, the Municipality had \$8.5 million in our Water Reserve

and \$3.7 million in the Sewer Reserve. These two reserves alone add to \$12.2 million. Our reserves are in the form of either cash in the bank or PPNs and GICs.

In 2021, \$10.5 million was invested in five Principal Protected Notes (PPNs). PPNs protect the principal and strive for a return higher than a “normal” GIC (Guaranteed Investment Certificate). At the time of investment, in 2021, 3-year GICs were paying between 0.7% to 0.9% per year.

Each PPN has a different maturity date and investment potential gain is tied to a specific index.

Expiry Year (all July 9)	Amount	Investment potential gain
2024	\$1,500,000	Canadian Insurance Index
2025	\$2,500,000	Canadian Banks Index
2026	\$2,000,000	Canadian Telecoms Index
2027	\$2,000,000	Canadian Equity Yield
2028	\$2,500,000	Canadian Large Cap Index

ONE Investment

The *Municipal Act* allows Ontario municipalities to participate in joint municipal investment strategies. These amendments permitted municipalities to pool their investments in order to gain the opportunity to earn higher returns over the longer term, through access to diversified, high-quality investment portfolios.

ONE Investment is an option available to all municipalities for pooled investment options. ONE is operated by Local Authority Services (LAS), the business services arm of the Association of Municipalities of Ontario (AMO), and CHUMS Financing Corp., a subsidiary of the Municipal Finance Officers' Association of Ontario (MFOA). ONE Investment is an incorporated not-for-profit organization focused on one thing: providing investment options that support the needs of Ontario's municipalities.

ONE Investment brings Ontario's municipal sector together to benefit from the greater options and lower fees made possible by combining their investment power.

ONE historically offered a Canadian Government Bond Portfolio, with a Canadian Equity Portfolio added in 2007 and a Corporate Bond Portfolio in 2008. The Corporate Bond and Equity portfolios were launched as a result of 2005 amendments to the Municipal Act Eligible Investment Regulation (O. Reg. 438/97) allowing municipalities to invest in Canadian equities and longer term Canadian corporate bonds. The regulation, however, offers access to these investment types only through ONE Investment.

The program has continued to grow and now also welcomes investment from organizations within the broader Ontario public sector, including conservation authorities and municipal services boards. ONE Investment also offers a High Interest Savings Account (HISA) option with two Schedule 1 Canadian banks, that is fully liquid, and where municipal investments are CDIC insured. The HISA provides a competitive rate of return for municipal deposits premised on the collective investment power of the municipal sector.

In 2018, LAS and CHUMS sought an Ontario Securities Commission exemption that would permit them to provide investment advice to clients. To facilitate the exemption application, ONE Investment was incorporated as a non-profit. In November 2018, ONE Investment was granted the exemption and now offers investment management services, including professional investment advice.

Local co-mingled (pooled) government investments have proven to be highly successful and popular investment and cash management tools for municipalities. Participation in such pools is, in fact, recognized as a recommended practice for achieving portfolio diversification and liquidity by the Government Finance Officers Association of the United States and Canada.

Since 1993, ONE Investment has successfully met the needs of Ontario municipalities by providing safe and high-quality investment opportunities. Asset levels in ONE at October 2024 are more than \$4 billion. ONE provides professional investment services to more than 180 organizations, and performance has been competitive against other permitted alternative investments for Ontario municipalities.

All ONE portfolios are governed by formal investment guidelines requiring that monies be invested only in instruments allowed under the *Municipal Act*, with additional restrictions being established by the guidelines.

ONE currently uses the professional investment services of MFS Investment Services for its Government Bond, and Corporate Bond Portfolios, and Guardian Capital LP for its Canadian Equity Portfolio. Both organizations have billions in assets under management and have a long track record of managing large multi-customer investment pools.

The investment guidelines and manager activities for each investment portfolio are monitored by ONE staff (including a Chief Investment Officer), as well as the Investment Advisory Committee, comprised of experienced investment professionals and public sector experts. ONE also receives oversight from the ONE Investment Board of Directors, comprised of municipal finance professionals, municipal administrators, and elected officials, as well as a periodic industry review.

There is no requirement for municipalities to invest for a specified period in ONE Investment's portfolio; money can be invested, withdrawn or transferred at any time, although each of the portfolios has been established with a certain investment duration in mind. The minimum transaction amount is \$5,000 for any Portfolio. There are no penalties or fees for deposit or withdrawal at any time. Investors also have access to their account balances through a secure portion of the ONE website. Portfolio balances and unit pricing are updated daily for each investor and account.

Investment fees for all invested monies are calculated on a daily basis based on the total balance held in the account, and all performance figures provided by ONE are always posted net of fees. One Investment annual fee schedule is provided below:

- ONE Canadian Government Bond Portfolio - 40 Basis Points
- ONE Canadian Corporate Bond Portfolio - 45 Basis Points
- ONE Canadian Equity Portfolio - 50 Basis Points
- ONE High Interest Savings Account – No Fees

For the fees paid, each investor receives numerous benefits, including but not limited to:

- Professional investment management and advice
- Reduced risk through diversification and regular investment oversight
- Flexibility & liquidity of investments
- Accounting & performance reporting
- Regulatory compliance guarantee

Analysis

On July 9, 2024, the 2024 PPN matured and the gain over the three years was \$150,900. This represents a 10% gain (or a little over 3% per year).

The \$1,500,000 principal was reinvested in a one-year GIC @ 3.9% interest which matures on September 25, 2025.

The PPN that matures on July 9, 2025, will be a minimum value of \$2,500,000.

Therefore, Arran-Elderslie will have \$4 million (\$1,500,000 (from GIC) + \$2,500,000 (from PPN)) to re-invest.

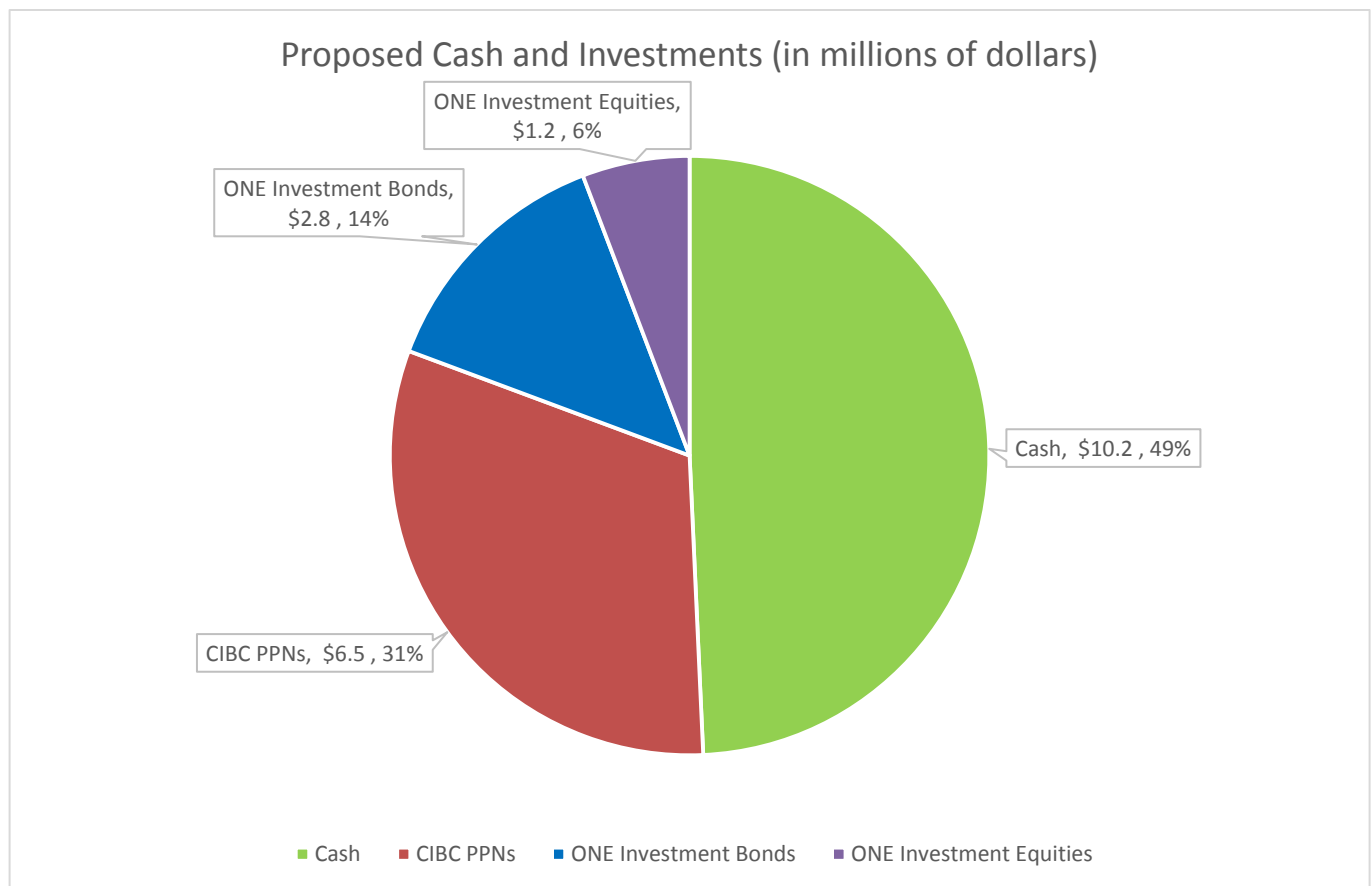
For now, staff recommends keeping the total investment amount the same at \$10.5 million. The Municipality has a large sum of money in the bank and may one day look at increasing the amount in longer-term investments.

Note, CIBC is allowed to sell the Municipality Principal Protected Notes (PPNs), but not bond or equity funds that, generally, have a higher rate of return.

The Province of Ontario has approved the purchase of bond and equity funds through ONE Investment. Historically, bond and equity funds have outperformed simpler investments like Guaranteed Investment Certificates (GICs). Staff recommends that the Municipality should utilize ONE Investment for investment advice, and to invest in their products.

Although there is risk to the principal amounts, our time horizon is long, and if the Municipality needs to sell, and the markets are down, the Municipality has the option to wait / borrow until the market comes back up. In addition, the investments are more liquid than Principal Protected Notes (PPNs).

Asset Allocation



For the CIBC PPN maturing in July 2025 and the GIC maturing in September 2025, staff recommends the following mix with ONE Investment (dollars in millions):

Investment Product	% of Investment	July CIBC PPN	September GIC
ONE Canadian Equity Portfolio	30%	\$0.750	\$0.450
ONE Canadian Corporate Bond Portfolio	35%	\$0.875	\$0.525
ONE Canadian Government Bond Portfolio	35%	\$0.875	\$0.525
Total	100%	\$2.500	\$1.500

This maneuvers the Municipality into equities, and the Municipality can continue to compare CIBC and ONE Investment performance.

Timing

Furthermore, instead of investing the entire amount on the date the previous investment matures, staff recommends spreading the investment over several months. Staff is also recommending that the entire amount of the maturing principle be transferred to ONE Investment High Interest Savings Account and then invested as follows:

July, \$2.5 million CIBC PPN maturing. Invest \$500,000 each month July - November 2025

September, \$1.5 million CIBC GIC maturing. Invest \$500,000 each month October – December 2025

Investment Policy

Staff has updated the Investment Policy to allow the Municipality to invest with CIBC and/or One Investment. The Investment Policy is attached as well as Ontario Regulation 438/97 which is referenced in the policy.

Gravel Pit road damage deposit

Note, for Council's information, the Municipality holds one gravel pit road damage deposit worth approximately \$15,000 in a Toronto Dominion (TD) GIC. The GIC automatically renews, and the interest earned is paid to the gravel pit owner.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

In summary, when the CIBC PPN matures in July 2025 and the GIC matures in September 2025, staff will invest the principal amounts with ONE Investment.

Approved by: Emily Dance, Chief Administrative Officer

Investment Policy, Municipality of Arran-Elderslie, May 26, 2025

1. PURPOSE:

This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of S. 418 to S. 420 of the Municipal Act, 2001 and of O.Reg. 438/97.

2. GOALS:

The goal of this policy is to invest all available funds of the municipality in a prudent manner so as to maximize the rate of return while minimizing the degree of risk and ensuring an adequate level of liquidity.

3. SCOPE:

This investment policy applies to any investment of the financial assets of the Municipality, including Revenue, Capital Reserve and Trust Funds.

4. OBJECTIVES:

The primary objectives in order of priority shall be:

- Adherence to statutory requirements;
- Preservation of capital;
- Maintaining liquidity; and
- Earning a competitive rate of return.

5. AUTHORIZED INVESTMENTS:

The eligible securities are prescribed under Ontario Regulation 438/97 (including any future revisions), attached as Schedule A to this policy. In addition, the Municipality restricts investments to be with the entities listed in sub-sections i, ii, and iii below, as well as CIBC, and/or in One Investment's High Interest Savings Accounts and Legal List Portfolios. The Treasurer will attempt where possible to diversify the investments, so the certificates are covered under the Bank of Canada Deposit Insurance Act.

Deposits guaranteed or endorsed by,

- i. A bank listed in Schedule I, II or III to the *Bank Act* (Canada),
- ii. A loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or

- iii. A credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994* applies.

To the extent possible, the Municipality shall attempt to match its investments with anticipated cash flow requirements.

6. GRAVEL PIT ROAD DAMAGE DEPOSITS

Gravel Pit Road Damage Deposits are invested in a manner that is mutually agreeable to the gravel pit owner and the Treasurer and may involve a Canadian Schedule 1 bank other than CIBC.

7. REPORTING REQUIREMENTS:

The Treasurer or designate has a specific responsibility to prepare and provide an annual investment report to Council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- a statement about the performance of the portfolio of investments of the municipality during the period covered by the report
- a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in the estimated proportion since the previous year's report
- a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality

8. AUTHORITY:

Responsibility for the investment program of the municipality is hereby delegated to the Treasurer, or designate, as appropriate.

Municipal Act, 2001

ONTARIO REGULATION 438/97

FORMERLY UNDER MUNICIPAL ACT

ELIGIBLE INVESTMENTS, RELATED FINANCIAL AGREEMENTS AND PRUDENT INVESTMENT

CURRENT Consolidation period: March 1, 2022 - e-Laws currency date (May 7, 2025)

Last amendment: 106/22.

This is the English version of a bilingual regulation.

Legislative History

Table of contents

PART I

ELIGIBLE INVESTMENTS AND FORWARD RATE AGREEMENTS

Investment under s. 418 of the Act

1. (1) This Part applies in respect of investments by a municipality under section 418 of the Act. O. Reg. 43/18, s. 2.

(2) A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Part. O. Reg. 43/18, s. 2.

Eligible investments

2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,
 - i. Canada or a province or territory of Canada,
 - ii. an agency of Canada or a province or territory of Canada,
 - iii. a country other than Canada,
 - iv. a municipality in Canada including the municipality making the investment,
 - iv.1 the Ontario Infrastructure and Lands Corporation,
 - v. a school board or similar entity in Canada,
 - v.1 a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
 - v.2 a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
 - vi. a local board as defined in the *Municipal Affairs Act* (but not including a school board or a municipality) or a conservation authority established under the *Conservation Authorities Act*,
 - vi.1 a board of a public hospital within the meaning of the *Public Hospitals Act*,

vi.2 a non-profit housing corporation incorporated under section 13 of the *Housing Development Act*,

vi.3 a local housing corporation as defined in section 24 of the *Housing Services Act, 2011*, or

vii. the Municipal Finance Authority of British Columbia.

2. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,

i. the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the *Trustee Act*, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and

ii. the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.

3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),

ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or

iii. a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

3.1 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada), or

ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*.

iii. REVOKED: O. Reg. 43/18, s. 3 (1).

4. Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.

4.1 Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.

4.2 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

4.3 Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

5. Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,

i. a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,

ii. a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, or

iii. a board of a public hospital within the meaning of the *Public Hospitals Act*.

6. Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.

6.1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational

governmental organization, other than the International Bank for Reconstruction and Development.

7. Securities that are arrangements for the sale of assets that entitle the purchaser to an undivided beneficial interest in a pool of assets.

7.1 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.

7.2 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.

8. Negotiable promissory notes or commercial paper, other than securities referred to in paragraph 7, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

8.1 Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.

10. Any security if the municipality acquires the security as a gift in a will or as a donation not made for a charitable purpose.

11. REVOKED: O. Reg. 43/18, s. 3 (5).

12. Shares of a corporation if,

- i. the corporation has a debt payable to the municipality,
- ii. under a court order, the corporation has received protection from its creditors,
- iii. the acquisition of the shares in lieu of the debt is authorized by the court order, and

iv. the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order. O. Reg. 438/97, s. 2; O. Reg. 265/02, s. 1; O. Reg. 399/02, s. 2; O. Reg. 655/05, s. 2; O. Reg. 607/06, s. 1; O. Reg. 39/07, s. 1; O. Reg. 373/11, s. 1; O. Reg. 74/16, s. 1, 2; O. Reg. 43/18, s. 3; O. Reg. 106/22, s. 1.

Eligible investments, continued

2.1 A security is prescribed for the purposes of subsection 418 (1) of the Act as a security that a municipality may invest in if,

- (a) the municipality invested in the security before January 12, 2009; and
- (b) the terms of the municipality's continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled "In the matter of the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al". O. Reg. 292/09, s. 1.

Ratings, financial indicators

3. (1) A municipality shall not invest in a security under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 or paragraph 4 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

- (a) REVOKED: O. Reg. 265/02, s. 2 (1).
- (b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;
 - (b.1) by Fitch Ratings as "AA-" or higher;
- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or
- (d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 3 (1); O. Reg. 265/02, s. 2 (1); O. Reg. 399/02, s. 3 (1); O. Reg. 655/05, s. 3 (1, 2); O. Reg. 607/06, s. 2; O. Reg. 39/07, s. 2; O. Reg. 43/18, s. 4 (1).

(2) A municipality shall not invest in a security under paragraph 3.1 or 4.1 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

- (a) by Dominion Bond Rating Service Limited as "A(low)" or higher;
- (b) by Fitch Ratings as "A-" or higher;

(c) by Moody's Investors Services Inc. as "A3" or higher; or

(d) by Standard and Poor's as "A-" or higher. O. Reg. 43/18, s. 4 (2).

(2.0.1) If a municipality's total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of \$250,000, the municipality shall not invest in any additional security under paragraph 4.2 of section 2 unless the credit union or central that issues, guarantees or endorses the security provides, within 30 days before the day the investment is made,

(a) audited financial statements indicating that the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central; or

(b) certification in writing that all of the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (1).

(2.0.2) For the purposes of subsection (2.0.1), the financial indicators to be met by the credit union or central are the following:

1. Positive retained earnings in its audited financial statements for its most recently completed fiscal year.
2. Regulatory capital of at least the percentage of its total assets set out in subsection (2.0.3) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.
3. Regulatory capital of at least the percentage of its total risk weighted assets set out in subsection (2.0.4) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.
4. Positive net income in its audited financial statements for three of its five most recently completed fiscal years. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (2-4).

(2.0.3) The percentage mentioned in paragraph 2 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 1 of subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (5).

(2.0.4) The percentage mentioned in paragraph 3 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 2 of

subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (6).

(2.0.5) A municipality shall not invest in securities under paragraph 4.3 of section 2 unless the credit union or central that issues or guarantees the security satisfies the conditions set out in subsection (2.0.1). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (7).

(2.1) A municipality shall not invest in a security under paragraph 6.1 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “AAA”;
- (b) by Fitch Ratings as “AAA”;
- (c) by Moody’s Investors Services Inc. as “Aaa”; or
- (d) by Standard and Poor’s as “AAA”. O. Reg. 655/05, s. 3 (4).

(3) A municipality shall not invest in a security under paragraph 7 of section 2 that matures more than one year from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “AAA”;
- (a.1) by Fitch Ratings as “AAA”;
- (b) by Moody’s Investors Services Inc. as “Aaa”; or
- (c) by Standard and Poor’s as “AAA”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (2); O. Reg. 655/05, s. 3 (5); O. Reg. 43/18, s. 4 (3).

(4) A municipality shall not invest in a security under paragraph 7 of section 2 that matures one year or less from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “R-1(high)”;
- (a.1) by Fitch Ratings as “F1+”;
- (b) by Moody’s Investors Services Inc. as “Prime-1”; or
- (c) by Standard and Poor’s as “A-1+”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (3); O. Reg. 655/05, s. 3 (6); O. Reg. 43/18, s. 4 (4).

(4.1) A municipality shall not invest in a security under paragraph 7.1 or 7.2 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “A(low)” or higher;
- (b) by Fitch Ratings as “A-” or higher;

(c) by Moody's Investors Services Inc. as "A3" or higher; or

(d) by Standard and Poor's as "A-" or higher. O. Reg. 43/18, s. 4 (5).

(4.2) REVOKED: O. Reg. 43/18, s. 4 (5).

(5) A municipality shall not invest in a security under paragraph 8 of section 2 unless the promissory note or commercial paper is rated,

(a) by Dominion Bond Rating Service Limited as "R-1(mid)" or higher;

(a.1) by Fitch Ratings as "F1+";

(b) by Moody's Investors Services Inc. as "Prime-1"; or

(c) by Standard and Poor's as "A-1+". O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (4); O. Reg. 655/05, s. 3 (8).

(6) If an investment made under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2 or paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2 falls below the standard required by this section, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (6).

(6.1) Subsection (6) does not apply with respect to an investment made by a municipality under paragraph 7 of section 2 on a day before the day this subsection comes into force. O. Reg. 292/09, s. 2 (3).

(6.1.1) If a municipality's total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of the limit mentioned in subsection (2.0.1) of this section and one of the following circumstances applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.2 of section 2 in excess of that limit and shall sell the investments in accordance with the plan:

1. The financial indicators mentioned in subsection (2.0.2) are not met.

2. The credit union or central fails to provide audited financial statements or a certification as mentioned in subsection (2.0.1). O. Reg. 43/18, s. 4 (7); O. Reg. 106/22, s. 2 (8).

(6.1.2) For the purposes of determining the value of investments under subsection (6.1.1), the value of all investments under subparagraph 3 iii of section 2 shall be counted

as part of the total first, followed by the value of all investments made under paragraph 4.2 of section 2. O. Reg. 43/18, s. 4 (7).

(6.1.3) If one of the circumstances in paragraph 1 or 2 of subsection (6.1.1) applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.3 of section 2 and shall sell the investments in accordance with the plan. O. Reg. 43/18, s. 4 (7).

(7) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made and as long as it continues, the investment ranks, at a minimum, concurrently and equally in respect of payment of principal and interest with all unsecured debt of the corporation. O. Reg. 265/02, s. 2 (2).

(8) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made, the total amount of the municipality's investment in debt of any corporation incorporated under section 142 of the *Electricity Act, 1998* that would result after the proposed investment is made does not exceed the total amount of investment in debt, including any interest accrued on such debt, of the municipality in such a corporation that existed on the day before the day the proposed investment is to be made. O. Reg. 265/02, s. 2 (2).

(9) Any investment made under paragraph 9 of section 2, including any refinancing, renewal or replacement thereof, may not be held for longer than a total of 10 years from the date such investment is made. O. Reg. 265/02, s. 2 (2).

(10) Subsections (7), (8) and (9) do not prevent a municipality from holding or disposing of a security described in paragraph 9 of section 2 issued by a corporation incorporated under section 142 of the *Electricity Act, 1998*, if the municipality acquired the security through a transfer by-law or otherwise under that Act. O. Reg. 655/05, s. 3 (9).

(11) If a municipality acquires a security under paragraph 10 of section 2 that is not otherwise prescribed under this Part, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (8).

(12) REVOKED: O. Reg. 292/09, s. 2 (4).

Investment limit

4. (1) A municipality shall not invest more than 25 per cent of the total amount in all sinking and retirement funds in respect of debentures of the municipality, as estimated

by its treasurer on the date of the investment, in short-term debt issued or guaranteed by the municipality. O. Reg. 438/97, s. 4 (1).

(2) In this section,

“short-term debt” means any debt, the terms of which provide that the principal and interest of the debt shall be fully repaid no later than 364 days after the debt is incurred. O. Reg. 438/97, s. 4 (2).

Conditions

4.1 (1) A municipality shall not invest in a security under paragraph 7 of section 2 or in a promissory note or commercial paper under paragraph 8 of section 2 unless, on the date that the investment is made,

(a) the municipality itself is rated, or all of the municipality’s long-term debt obligations are rated,

(i) by Dominion Bond Rating Service Limited as “AA(low)” or higher,

(i.1) by Fitch Ratings as “AA-” or higher,

(ii) by Moody’s Investors Services Inc. as “Aa3” or higher, or

(iii) by Standard and Poor’s as “AA-” or higher; or

(b) the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality’s agent for the investment in that security, promissory note or commercial paper. O. Reg. 265/02, s. 3; O. Reg. 399/02, s. 4; O. Reg. 655/05, s. 4 (1, 2); O. Reg. 43/18, s. 5 (1).

(1.1) A municipality shall not invest in a security under paragraph 7.1 or 8.1 of section 2 unless, on the date the investment is made, the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality’s agent for the investment in the security. O. Reg. 655/05, s. 4 (3); O. Reg. 43/18, s. 5 (2).

(1.2) Subsection (1.1) does not apply to investments in securities by the City of Ottawa if all of the following requirements are satisfied:

1. Only the proceeds of the sale by the City of its securities in a corporation incorporated under section 142 of the *Electricity Act, 1998* are used to make the investments.

2. The investments are made in a professionally-managed fund.

3. The terms of the investments provide that,

- i. where the investment is in debt instruments, the principal must be repaid no earlier than seven years after the date on which the City makes the investment, and
- ii. where the investment is in shares, an amount equal to the principal amount of the investment cannot be withdrawn from the fund for at least seven years after the date on which the City makes the investment.

4. The City establishes and uses a separate reserve fund for the investments.

5. Subject to paragraph 6, the money in the reserve fund, including any returns on the investments or proceeds from their disposition, are used to pay capital costs of the City and for no other purpose.

6. The City may borrow money from the reserve fund but must repay it plus interest. O. Reg. 655/05, s. 4 (3).

(2) The investment made under clause (1) (b) or described in subsection (1.1), as the case may be, must be made in the One Investment Program of the Local Authority Services and the CHUMS Financing Corporation with,

(a) another municipality;

(b) a public hospital;

(c) a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*;

(d) a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;

(d.1) a foundation established by a college mentioned in clause (d) whose purposes include receiving and maintaining a fund or funds for the benefit of the college;

(e) a school board;

(f) any agent of an institution listed in clauses (a) to (e);

(g) Local Authority Services;

(h) CHUMS Financing Corporation;

(i) Association of Municipalities of Ontario; or

(j) Municipal Finance Officers' Association of Ontario. O. Reg. 265/02, s. 3; O. Reg. 655/05, s. 4 (4); O. Reg. 607/06, s. 3; O. Reg. 292/09, s. 3; O. Reg. 52/11, s. 1; O. Reg. 74/16, s. 1, 3; O. Reg. 43/18, s. 5 (3-5).

School purposes

5. A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless,

(a) the money raised by issuing the security is to be used for school purposes; and

(b) REVOKED: O. Reg. 248/01, s. 1.

O. Reg. 438/97, s. 5; O. Reg. 248/01, s. 1.

Canadian dollars

6. (1) Subject to subsection (3), a municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 43/18, s. 6 (1).

(2) Subsection (1) does not prevent a municipality from continuing an investment, made before this Regulation comes into force, that is expressed and payable in the currency of the United States of America or the United Kingdom. O. Reg. 438/97, s. 6 (2).

(3) Subsection (1) does not apply in respect of securities listed in paragraphs 3, 3.1 and 4.2 of section 2, which may also be expressed or payable in the currency of the United States of America. O. Reg. 43/18, s. 6 (2).

Statement of policies and goals

7. (1) Before a municipality invests in a security prescribed under this Part, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. O. Reg. 438/97, s. 7; O. Reg. 43/18, s. 7.

(2) In preparing the statement of the municipality's investment policies and goals under subsection (1), the council of the municipality shall consider,

(a) the municipality's risk tolerance and the preservation of its capital;

(b) the municipality's need for a diversified portfolio of investments; and

(c) obtaining legal advice and financial advice with respect to the proposed investments. O. Reg. 265/02, s. 4.

(3) REVOKED: O. Reg. 655/05, s. 5.

(4) In preparing the statement of the municipality's investment policies and goals under subsection (1) for investments made under paragraph 9 of section 2, the council of the municipality shall consider its plans for the investment and how the proposed investment would affect the interest of municipal taxpayers. O. Reg. 265/02, s. 4.

Investment report

8. (1) If a municipality has an investment in a security prescribed under this Part, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. O. Reg. 438/97, s. 8 (1); O. Reg. 43/18, s. 7.

(2) The investment report referred to in subsection (1) shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
- (b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- (c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and
- (e) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

- 1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.
- 2. An investment described in paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2.
- 3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4; O. Reg. 43/18, s. 8 (1).

(2.2) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any investments under paragraphs 4.2 and 4.3 of section 2 are affected by the circumstances set out in paragraphs 1 and 2 of subsection 3 (6.1.1) during the period covered by the report. O. Reg. 43/18, s. 8 (2).

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition. O. Reg. 265/02, s. 5.

Inconsistencies, treasurer's duty

8.1 If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it. O. Reg. 655/05, s. 7.

Investments pre March 6, 1997

9. (1) Despite this Part, an investment by a municipality in bonds, debentures or other indebtedness of a corporation made before March 6, 1997 may be continued if the bond, debenture or other indebtedness is rated,

(a) REVOKED: O. Reg. 265/02, s. 6.

(b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

(b.1) by Fitch Ratings as "AA-" or higher;

(c) by Moody's Investors Services Inc. as "Aa3" or higher; or

(d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 9 (1); O. Reg. 265/02, s. 6; O. Reg. 399/02, s. 5; O. Reg. 655/05, s. 8; O. Reg. 43/18, s. 7.

(1.1) REVOKED: O. Reg. 43/18, s. 9 (1).

(2) If the rating of an investment continued under subsection (1) falls below the standard required by that subsection, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 9 (2).

FORWARD RATE AGREEMENTS

Forward rate agreements

10. (1) A municipality that enters into an agreement to make an investment on a future date in a security prescribed by section 2 may enter one or more forward rate agreements with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) in order to minimize the cost or risk associated with the investment because of fluctuations in interest rates. O. Reg. 655/05, s. 9.

(2) A forward rate agreement shall provide for the following matters:

1. Specifying a forward amount, which is the principal amount of the investment or that portion of the principal amount to which the agreement relates.
2. Specifying a settlement day, which is a specified future date.
3. Specifying a forward rate of interest, which is a notional rate of interest applicable on the settlement day.
4. Specifying a reference rate of interest, which is the market rate of interest payable on a specified future date on an acceptance issued by a bank listed in Schedule I, II or III to the *Bank Act* (Canada).
5. Requiring a settlement payment to be payable on the settlement day if the forward rate and the reference rate of interest are different. O. Reg. 655/05, s. 9.

(3) A municipality shall not enter a forward rate agreement if the forward amount described in paragraph 1 of subsection (2) for the investment whose cost or risk the agreement is intended to minimize, when added to all forward amounts under other forward rate agreements, if any, relating to the same investment, would exceed the total amount of the principal of the investment. O. Reg. 655/05, s. 9.

(4) A municipality shall not enter a forward rate agreement unless the settlement day under the agreement is within 12 months of the day on which the agreement is executed. O. Reg. 655/05, s. 9.

(5) A municipality shall not enter a forward rate agreement if the settlement payment described in paragraph 5 of subsection (2) exceeds the difference between the amount of interest that would be payable on the forward amount calculated at the forward rate of interest for the period for which the investment was made and the amount that would be payable calculated at the reference rate of interest. O. Reg. 655/05, s. 9.

(6) A municipality shall not enter a forward rate agreement except with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) and only if the bank's long-term debt obligations on the day the agreement is entered are rated,

- (a) by Dominion Bond Rating Service Limited as “A(high)” or higher;
- (b) by Fitch Ratings as “A+” or higher;
- (c) by Moody’s Investors Service Inc. as “A1” or higher; or
- (d) by Standard and Poor’s as “A+” or higher. O. Reg. 655/05, s. 9.

Statement of policies and goals

11. (1) Before a municipality passes a by-law authorizing a forward rate agreement, the council of the municipality shall adopt a statement of policies and goals relating to the use of forward rate agreements. O. Reg. 655/05, s. 9.

(2) The council of the municipality shall consider the following matters when preparing the statement of policies and goals:

1. The types of investments for which forward rate agreements are appropriate.
2. The fixed costs and estimated costs to the municipality resulting from the use of such agreements.
3. A detailed estimate of the expected results of using such agreements.
4. The financial and other risks to the municipality that would exist with, and without, the use of such agreements.
5. Risk control measures relating to such agreements, such as,
 - i. credit exposure limits based on credit ratings and on the degree of regulatory oversight and the regulatory capital of the other party to the agreement,
 - ii. standard agreements, and
 - iii. ongoing monitoring with respect to the agreements. O. Reg. 655/05, s. 9.

Report to council

12. (1) If a municipality has any subsisting forward rate agreements in a fiscal year, the treasurer of the municipality shall prepare and present to the municipal council once in that fiscal year, or more frequently if the council so desires, a detailed report on all of those agreements. O. Reg. 655/05, s. 9.

(2) The report must contain the following information and documents:

1. A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the

agreements.

2. A statement by the treasurer indicating whether, in his or her opinion, all of the forward rate agreements entered during the period of the report are consistent with the municipality's statement of policies and goals relating to the use of forward rate agreements.

3. Such other information as the council may require.

4. Such other information as the treasurer considers appropriate to include in the report. O. Reg. 655/05, s. 9.

PART II

PRUDENT INVESTMENT

Definitions

13. In this Part,

"Investment Board" means a municipal service board that is established under section 196 of the Act by a municipality for the purposes of this Part and includes, for the purposes of paragraph 3 of section 15, subsection 17 (3) and sections 21 and 23, the Toronto Investment Board; ("commission des placements")

"Joint Investment Board" means a municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of this Part; ("commission mixte des placements")

"Toronto Investment Board" means the board of the City of Toronto described in subsection 46 (2) of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006*. ("Commission des placements de Toronto") O. Reg. 43/18, s. 10.

Application

14. This Part applies in respect of investments by a municipality under section 418.1 of the Act. O. Reg. 43/18, s. 10.

Requirements under s. 418.1 (3) of the Act

15. A municipality must satisfy one of the following requirements on the day referred to in subsection 418.1 (3) of the Act in order to pass a by-law for the purposes of that subsection:

1. The municipality must have, in the opinion of its treasurer, at least,

- i. \$100,000,000 in money and investments that it does not require immediately, or
 - ii. \$50,000,000 in net financial assets, as indicated in Schedule 70 of the most recent Financial Information Return supplied to the Ministry of Municipal Affairs by the municipality under the Act and posted on the Ministry's website on the day the municipality passes the by-law under subsection 418.1 (2) of the Act.
2. The municipality must have entered into an agreement to establish and invest through a Joint Investment Board with one or more other municipalities, and all of the municipalities must have, in the opinion of each of their treasurers, a combined total of at least \$100,000,000 in money and investments that the municipalities do not require immediately.
3. The municipality must have entered into an agreement with the following parties to invest through an Investment Board or a Joint Investment Board that was established by another municipality or municipalities before the day the municipality passes the by-law:
- i. The Investment Board or Joint Investment Board, as the case may be.
 - ii. Any other municipalities investing through the Investment Board or Joint Investment Board on the day the municipality passes the by-law. O. Reg. 43/18, s. 10.

Limitation, school board securities

16. A municipality shall not invest money in a security issued or guaranteed by a school board or similar entity in Canada unless the money raised by issuing the security is to be used for school purposes. O. Reg. 43/18, s. 10.

Investments only through Investment Board or Joint Investment Board

17. (1) A municipality that satisfies the requirement set out in paragraph 1 of section 15 may invest money only by having an Investment Board that meets the following criteria do so on its behalf:

- 1. The Investment Board has been established by the municipality.
- 2. The Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board,

- i. the municipality's powers to make the investments, and
- ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) A municipality that satisfies the requirement set out in paragraph 2 of section 15 may invest money only by having a Joint Investment Board that satisfies the following criteria do so on its behalf:

1. The Joint Investment Board is the subject of an agreement referred to in paragraph 2 of section 15.
2. The Joint Investment Board has been given the control and management of the municipality's investments, together with that of all the other municipalities that are party to the agreement referred to under paragraph 2 of section 15, by each municipality delegating to the Joint Investment Board,

- i. the municipality's powers to make the investments, and
- ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(3) A municipality that satisfies the requirement under paragraph 3 of section 15 may invest money only by having an Investment Board or Joint Investment Board, as the case may be, that satisfies the following criteria do so on its behalf:

1. The Investment Board or Joint Investment Board is the subject of an agreement referred to in paragraph 3 of section 15.
2. The Investment Board or Joint Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board or Joint Investment Board,

- i. the municipality's powers to make the investments, and
- ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(4) The following persons may not be appointed as members of the Investment Board or Joint Investment Board:

1. An officer or employee of any municipality for which it invests.
2. A member of council of any municipality for which it invests. O. Reg. 43/18, s. 10.

(5) Subsection (4) does not apply to any treasurer of a municipality for which the board invests provided that treasurers do not make up more than one quarter of the members. O. Reg. 43/18, s. 10; CTR 12 AU 22 - 1.

Investment policy

18. (1) The council of a municipality shall adopt and maintain an investment policy in relation to investing under this Part. O. Reg. 43/18, s. 10.

(2) The investment policy shall include requirements with respect to the following:

1. The municipality's objectives for return on investment and risk tolerance.
2. The municipality's need for liquidity including, for greater certainty, the municipality's anticipated needs for funds for planned projects and the municipality's needs to have funds available for unanticipated contingencies. O. Reg. 43/18, s. 10.

(3) The investment policy may include other requirements with respect to investment matters that council considers to be in the interests of the municipality. O. Reg. 43/18, s. 10.

(4) At least annually, the council shall review the investment policy and update it, as necessary, as a result of the review. O. Reg. 43/18, s. 10.

Investment plan

19. (1) An Investment Board or Joint Investment Board shall adopt and maintain an investment plan in respect of all municipalities that have delegated to it,

(a) the municipality's powers to make investments; and

(b) the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) The investment plan shall deal with how the Investment Board or Joint Investment Board will invest each municipality's money and set out the Board's projections of the proportions of each municipality's portfolio of investments to be invested at the end of the year in each type of security selected by the Investment Board or Joint Investment Board and may include other requirements. O. Reg. 43/18, s. 10.

(3) At least annually, following each council's review of the investment policy under subsection 18 (4), the Investment Board or Joint Investment Board shall review the investment plan and update it, as necessary, as a result of the reviews. O. Reg. 43/18, s. 10.

Investment report

20. (1) An Investment Board or Joint Investment Board shall prepare and provide to the council of each municipality referred to in subsection 19 (1), each year or more frequently as specified by the council, an investment report. O. Reg. 43/18, s. 10.

(2) The investment report shall contain,

(a) a statement about the performance of the municipality's portfolio of investments during the period covered by the report;

(b) a statement by the treasurer of the municipality as to whether or not, in the opinion of the treasurer, all investments are consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19; and

(c) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 43/18, s. 10.

Inconsistencies, treasurer's duty

21. If an investment made by an Investment Board or a Joint Investment Board is, in the opinion of the municipality's treasurer, not consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19 of this Regulation or section 48.1 of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006*, as the case may be, the treasurer shall report the inconsistency to the council within 30 days after becoming aware of it. O. Reg. 43/18, s. 10.

Agents of the Investment Board

22. (1) Subject to subsections (2) and (3), an Investment Board or Joint Investment Board may authorize an agent to exercise any of the board's functions to the same extent that a prudent investor, acting in accordance with ordinary investment practice, would authorize an agent to exercise any investment function. O. Reg. 43/18, s. 10.

(2) An Investment Board or Joint Investment Board may not authorize an agent under subsection (1) unless a written agreement between the board and the agent is in effect and the agreement includes,

(a) a requirement that the agent comply with the requirements included in the investment policy or policies under section 18 and with the investment plan under section 19; and

(b) a requirement that the agent report to the board at regular stated intervals. O. Reg. 43/18, s. 10.

(3) An Investment Board or Joint Investment Board shall exercise prudence in selecting an agent, in establishing the terms of the agent's authority and in monitoring the agent's performance to ensure compliance with those terms. O. Reg. 43/18, s. 10.

(4) For the purpose of subsection (3), prudence in monitoring an agent's performance includes,

(a) reviewing the agent's reports;

(b) regularly reviewing the agreement between the Investment Board or Joint Investment Board and the agent and how it is being put into effect, including assessing whether the requirement described in clause (2) (a) is being complied with;

(c) considering whether directions should be provided to the agent or whether the agent's appointment should be revoked; and

(d) providing directions to the agent or revoking the appointment if the Investment Board or Joint Investment Board considers it appropriate to do so. O. Reg. 43/18, s. 10.

(5) This section does not prevent the investment, by the Investment Board or Joint Investment Board, in mutual funds, pooled funds or segregated funds under variable insurance contracts, and the manager of such a fund is not an agent for the purpose of this section. O. Reg. 43/18, s. 10.

Withdrawal from investment arrangement

23. A municipality may withdraw from investing through an Investment Board or Joint Investment Board that the municipality has not established if all of the following conditions are met:

1. All the municipalities investing through the board agree to the withdrawal.

2. The municipality has done one of the following:

i. Entered into an agreement with another municipality that has established an Investment Board, that Investment Board and any other municipalities investing through that Investment Board, to invest through that Investment Board.

- ii. Entered into an agreement with the municipalities that have established a Joint Investment Board, that Joint Investment Board and any other municipalities investing through that Joint Investment Board, to invest through that Joint Investment Board.
 - iii. Established an Investment Board on its own or established a Joint Investment Board with one or more other municipalities.
3. The municipality has given the Investment Board or Joint Investment Board through which it will be investing the control and management of the municipality's investments by delegating to the board,
- i. the municipality's powers to make the investments, and
 - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

Application of Part, withdrawal or dissolution

24. (1) This section applies if a municipality establishes an Investment Board or a Joint Investment Board,

- (a) in order to meet the condition set out in subparagraph 2 iii of section 23 with respect to withdrawing from investing; or
- (b) in order to meet a condition set out in Ontario Regulation 42/18 (Dissolution of and Prescribed Changes to Investment Board or Joint Investment Board) made under the Act. O. Reg. 43/18, s. 10.

(2) The municipality must satisfy the requirement set out in paragraph 1 or 2 of section 15 at the time of establishing the board and the reference in subparagraph 1 ii of section 15 to "the day the municipality passes the by-law under subsection 418.1 (2) of the Act" is deemed for the purposes of this section to be a reference to "the day the Investment Board is established". O. Reg. 43/18, s. 10.

(3) Subsections 17 (1) and (2) apply to the municipality. O. Reg. 43/18, s. 10.

(4) Sections 16 and 18 to 22 apply with respect to the investment of money by the Investment Board or Joint Investment Board. O. Reg. 43/18, s. 10.

Transitional matters, what may be done in advance

25. For greater certainty, before a municipality passes a by-law under subsection 418.1 (2) of the Act and before the effective date of the by-law,

- (a) the municipality may establish an Investment Board or Joint Investment Board and appoint the members;
- (b) the municipality may enter into an agreement described in paragraph 2 or 3 of section 15;
- (c) the municipality may adopt an investment policy under section 18;
- (d) an Investment Board or Joint Investment Board may adopt an investment plan under section 19; and
- (e) an Investment Board or Joint Investment Board may authorize an agent under section 22. O. Reg. 43/18, s. 10.

Transitional matters, s. 418.1 of the Act

26. (1) No municipality shall pass a by-law under subsection 418.1 (2) of the Act until January 1, 2019. O. Reg. 43/18, s. 10.

(2) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8 of this Regulation continues to apply to the municipality for the purposes of reporting in respect of any period up to and including the effective date of the by-law; and

(b) section 20 of this Regulation applies to an Investment Board or Joint Investment Board for the purposes of reporting in respect of any period following the effective date of the by-law. O. Reg. 43/18, s. 10.

(3) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8.1 of this Regulation continues to apply with respect to investments made on or before the effective date of the by-law; and

(b) section 21 of this Regulation applies with respect to investments made following the effective date of the by-law. O. Reg. 43/18, s. 10.

(4) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act, reports shall be made by the treasurer under subsection 12 (1) of this Regulation until reports have been made covering the periods up to and including the period ending on the effective date of the by-law. O. Reg. 43/18, s. 10.



Staff Report

Council Meeting Date: May 26, 2025

Subject: SRCLK.2025.19 – Appointment of Livestock Evaluator

Report from: Christine Fraser-McDonald, Clerk

Attachments: None

Recommendation

Be It Resolved that Council receives Report SRCLK.2025.19 for information; and

Further appoints Jake Sloan as the Livestock Evaluator for the Municipality of Arran-Elderslie; and

Directs staff to bring back a by-law at the next available Council to appoint Jake Sloan as as the Livestock Evaluator for the Municipality of Arran-Elderslie.

Background

The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) manages the Ontario Wildlife Damage Compensation Program (OWDCP) which provides compensation to eligible owners whose livestock or poultry have been injured or killed as a result of wildlife.

Municipalities have a responsibility to appoint valuers and handle claims related to livestock or poultry damage.

A livestock evaluator, or livestock valuer, is a person who assesses the value of livestock in the context of the [Ontario Wildlife Damage Compensation Program](#).

They investigate claims of livestock losses or injuries caused by wildlife and determine the amount of compensation owed to the owner. This includes livestock, poultry and bee colonies, beehives, or beehive related equipment that has been damaged by wildlife.

Damage claims are referred to the Clerk's Office or one of the Municipality's Livestock Valuers within 48 hours of discovering the incident. All claims are inspected by the Municipality's Livestock Valuer who will provide a report. The Municipality is responsible for claims where wildlife has killed or injured the livestock or poultry.

The Valuer completes a detailed written report of their findings and submits a copy to the Municipal Clerk and the owner. Within the report is the amount of compensation in accordance with the Ontario Wildlife Damage Compensation Program.

Analysis

Arran-Elderslie's current livestock evaluator has notified staff that they are unable to continue with their duties as the Livestock Valuer.

As per municipal policy the position was posted with Jake Sloan being the preferred candidate.

Staff are recommending that Jake Sloan be appointed as the Livestock Evaluator for the Municipality of Arran-Elderslie to fulfill its responsibilities under the Wildlife Damage Compensation Program.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

The livestock evaluator is paid \$50 per visit plus mileage. This is funded from Account 01-2041-4309 – Contract Livestock Claims.

An administrative allowance of \$50 per application will be provided by the Ministry to municipalities to help offset a portion of municipal application processing costs associated with investigating predation events caused by wildlife.

Approved by: Emily Dance, Chief Administrative Officer



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

By-law 39-2025

**Being a By-law to Appoint an Accounting Clerk for the
Municipality of Arran-Elderslie**

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

AND WHEREAS it is now deemed expedient to enact a new By-law appointing an Accounting Clerk for the Municipality of Arran-Elderslie;

AND WHEREAS The Council for The Corporation of the Municipality of Arran-Elderslie deems it expedient to appoint Kandice Snowdon as Accounting Clerk for the Municipality of Arran-Elderslie;

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

1. That effective May 26, 2025, Kandice Snowdon shall be appointed as the Accounting Clerk for the Municipality of Arran-Elderslie.
2. THAT this By-law shall come into full force and effect upon receiving the final passing thereof.

Read the first and second time this 26th day of May, 2025.

Read a third time and finally passed this 26th day of May, 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-Law 40-2025

Being a By-Law to Impose Special Annual Drainage Rates Upon Land in Respect of which Money is Borrowed under the *Tile Drainage Act*

WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such lands; and

WHEREAS Council has, upon their application, resolved to lend the owners the total sum of \$ 50,000 to be repaid with interest by means of the rates hereinafter imposed.

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

1. THAT the annual rate, as set out in Schedule 'A' attached hereto and forming a part of this by-law, are hereby imposed upon such lands as described for a period of ten years, such rates shall have priority lien status and shall be levied and collected in the same manner as municipal taxes.
2. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

READ a FIRST and SECOND time this 26th day of May 2025.

READ a THIRD time and finally passed this 26th day of May 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald

Property Owner Information*			Description of Land Parcel to Which the Repayment Charge Will be Levied				Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
Rudy, Luke	Rudy, Elaine	0	Lot: 12 & 13	Con: 13					
-	-						2025-Jun-01	\$ 50,000.00	\$ 6,793.40
972 Bruce Road 40			Dobbinton	ONT					
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THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-law 41-2025

BEING A BY-LAW respecting Building, Demolition, Conditional, Change of Use and Occupancy Permits, Payment of Fees, Inspections, Appointment of Chief Building Official and Inspectors and a Code of Conduct and to repeal previous By-laws

WHEREAS Section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23 as amended, empowers a Council to pass certain by-laws respecting permits for construction, demolition, occupancy, change of use, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

AND WHEREAS section 35 of the *Building Code Act, 1992*, S.O. 1992 c. 23, as amended, (the “**Act**”) provides that the Act and the *Building Code*, namely O. Reg 163/24, as amended (the “**Code**”), supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS subsection 3(1) of the Act provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality, except as otherwise provided in the Act;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction;

AND WHEREAS subsection 7.1(1) of the Act provides that the Council of each municipality shall establish and enforce a Code of Conduct for the Chief Building Official and Inspectors;

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

Part 1 CITATION AND DEFINITIONS

Short Title

1.1 This by-law shall be known as the “Building By-law”.

Definitions

1.2 Words or terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Code.

1.3 In this by-law:

“**Act**” means the *Building Code Act, 1992*, S.O. 1992, c.23, as amended;

“**Applicant**” means the Owner of a Building or property who applies for a permit, or any person authorized by the Owner to apply for a permit on the Owner’s behalf, or any person or corporation empowered by statute to cause the Construction or demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;

“**As Constructed Plans**” means Construction plans and specifications that show the Building and the location of the Building on the property as the Building has been

Constructed;

“**Building**” has the same definition as found in subsection 1(1) of the Act;

“**Change of Use**” means a change of use as referenced in section 10 of the Act;

“**Chief Building Official**” means the Chief Building Official appointed by a by-law of The Corporation of the Municipality of Arran-Elderslie for the purpose of enforcement of the Act;

“**Code**” means regulations made under section 34 of the Act, as amended from time to time, or any successor thereof;

“**Conditional Permit**” means a permit issued under subsection 8(3) of the Act;

“**Construct**” has the same definition as found in subsection 1(1) of the Act;

“**Demolish**” has the same definition as found in subsection 1(1) of the Act;

“**Farm Building**” means a farm building as defined in Div. A, Section 1.4.1.2 of the Code;

“**Inspector**” means an inspector appointed for the purpose of enforcement of the Act;

“**Municipality**” means The Corporation of the Municipality of Arran-Elderslie;

“**Occupancy Permit**” means a Permit authorizing occupation of a Building, or part of a Building, prior to its completion as set out in Div. C, Section 1.3.3. of the Code;

“**Owner**” means the registered owner of a property and includes a lessee, a mortgagee in possession, or any other person who proves to the satisfaction of the Chief Building Official that they are the authorized agent of the owner of the property;

“**Permit**” means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a Building or part of it, or, in the case of an Occupancy Permit, to occupy any Building or part thereof;

“**Permit Holder**” means the Owner to whom a Permit has been issued or where a Permit has been transferred, the new Owner to whom the Permit has been transferred;

“**Plumbing**” has the same definition as found in subsection 1(1) of the Act; and,

“**Sewage System**” means a sewage system as defined in Div. A, Section 1.4.1.2 of the Code.

Additional Definitions

- 1.4 Except as otherwise defined herein, any words or phrases used in this by-law defined by the Act or the Code shall be deemed to have an equivalent meaning.

Part 2 PERMITS

Classes of Permits

- 2.1 Classes of Permits with respect to the Construction, Demolition, Conditional, Change of Use, Sewage Systems, structural sign, after the fact, exterior heritage work and Occupancy Permits shall be set out in **Schedule “A”** of this by-law.

Application for Permit

- 2.2 To obtain a Permit, an Applicant shall file an application electronically or in writing on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs and Housing website, <https://www.ontario.ca/page/ministry-municipal-affairs-housing>, and supply any other information relating to the application, as required by the Chief Building Official.
- 2.3 Every application for a Permit shall be submitted to the Chief Building Official and shall contain the information prescribed in this by-law.

Building Permits

- 2.4 Where an application is made for a Building Permit under subsection 8(1) of the Act, the Applicant shall:
- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (b) include complete plans and specifications, documents, and other information as required by Div. C, Section 1.3.1.3.(5) of the Code and as prescribed in this by-law for the work to be covered by the Permit;
 - (c) identify and describe in detail the work and occupancy to be covered by the Permit for which the application is made;
 - (d) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
 - (e) include complete plans and where deemed required by the Chief Building Official, specifications as described in his by-law for the work to be covered by the Permit and show the occupancy of all parts of the Building;
 - (f) ensure that the application is accompanied by the required fees or deposit where applicable as contained in **Schedule “C”** of this by-law;
 - (g) state the names, addresses, telephone numbers and email addresses of the Owner and of the architect, engineer, designer, contractor or constructor, where applicable;
 - (h) ensure that the application is accompanied by a signed acknowledgment of the Owner that architect(s) and engineer(s) and/or other professionals as appropriate have been retained to carry out field reviews of the Construction where required by the Code. This written acknowledgment shall be completed by filling out a “Commitment to General Review Form” and submitting it to the Chief Building Official as part of the Permit application and prior to the issuance of a Permit; and,
 - (i) ensure that the application is signed by the Owner, or his or her authorized agent, who shall certify the truth of the contents of the application.

Demolition Permits

- 2.5 Where an application is made for a Demolition Permit under subsection 8(1) of the Act, the Applicant shall:
- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application; and
 - (b) ensure that the application is accompanied by proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services.

Conditional Permits

- 2.6 Where an application is made for a Conditional Permit under subsection 8(3) of the Act, the Applicant shall:
- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application;
 - (b) provide information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - (c) state the reason(s) why the Applicant believes that unreasonable delays in Construction would occur if a Conditional Permit is not granted;
 - (d) state the necessary approvals which must be obtained in respect of the proposed Building and the date by which such approvals will be obtained;
 - (e) include an agreement in writing between the Applicant, such other persons as the

Chief Building Official determines and the Municipality dealing with the matters outlined in subsection 8(3)(c) of the Act;

- (f) state the date by which complete plans, specifications or applicable law approvals will be filed with the Chief Building Official; and
 - (g) ensure that the application is accompanied by a security deposit, as prescribed by the Chief Building Official.
- 2.7 The Council of the Municipality hereby delegates to the Chief Building Official the authority to enter into agreements with respect to Conditional Permits pursuant to subsection 8(3.1) of the Act, subject to those agreements being signed by both the Chief Building Official and the Clerk of the Municipality.

Change of Use Permits

- 2.8 Where an application is made for a Change of Use Permit under subsection 10(1) of the Act, the Applicant shall:
- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application;
 - (b) describe the Building in which the occupancy is to be changed, by a description that will readily identify and locate the Building;
 - (c) identify and describe in detail the current and proposed occupancies of the Building or part of the Building for which the application is made; and,
 - (d) identify on the plans and specifications the current and proposed occupancy of all parts of the Building, and which contain sufficient information to establish compliance with the requirements of the Code, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing Sewage System, if any.

Occupancy Permits

- 2.9 An Occupancy Permit for Buildings described in Div. C, section 1.3.3.1.(1) of the Code, other than dwelling units, including additions and renovations to those Buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.1.(2) of the Code have been met and has authorized the occupancy of the Building or part thereof.
- 2.10 An Occupancy Permit for new residential Buildings described in Div. C, article 1.3.3.4. of the Code, including detached, semidetached and most townhomes, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.4.(3) of the Code have been met and has authorized the occupancy of the Building or part thereof.
- 2.11 An Occupancy Permit for Buildings described in Div. C, article 1.3.3.5. of the Code shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.5.(3) of the Code have been met and has authorized the occupancy of the Building or part thereof.
- 2.12 Every application for an Occupancy Permit shall be accompanied by a non-refundable fee as stipulated in **Schedule "A"** of this by-law.

Sewage System Permits

- 2.13 Where an application is made for a Sewage System Permit under subsection 8(1) of the Act, the Applicant shall:
- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application;
 - (b) contain the name, address, telephone number, and email address of the person installing the Sewage System;
 - (c) where the person installing the Sewage System is required to have a license under

the Act and the Code:

- i. the number and date of issuance of the license; and,
 - ii. the name of the qualified person supervising the work to be done under the Sewage System Permit.
- (d) contain a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
- i. the date the valuation was done;
 - ii. the name, address, telephone number and signature of the person who prepared the evaluation;
 - iii. a scaled map of the site showing:
 - 1. the legal description, lot size, property dimensions existing rights-of-way, easements, or municipal/utility corridors;
 - 2. the location and clearance of items listed in Article 8.2.1.5 and 8.2.1.6 of the Code;
 - 3. the location of the proposed Sewage System;
 - 4. the location of any unsuitable, disturbed, or compacted areas;
 - 5. proposed access routes for system maintenance;
 - iv. include documentation that identifies:
 - 1. depth of bedrock;
 - 2. depths to zones of soil saturation;
 - 3. soil properties, including soil permeability; and,
 - 4. soil conditions, including the potential for flooding.

Revisions to Permit

- 2.14 No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a Permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Substantial changes may constitute a revised submission and additional fees would be charged as per **Schedule “C”** of this by-law.

Revocation of Permit

- 2.15 In accordance with subsection 8(10) of the Act, the Chief Building Official may revoke a Permit that has been issued.

Abandoned Permit Application

- 2.16 Where an application for Permit remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the Chief Building Official to have been abandoned. Once the Chief Building Official deems an application to be abandoned, it may be cancelled, and a new application will be required for the proposed work.

Transfer of Permit Application and Permits

- 2.17 Where the ownership of land changes after a Permit application has been submitted and the fees paid or where a Permit has been issued, the Applicant for the Permit or the person to whom the Permit was issued, may submit a request to the Chief Building Official requesting a transfer of the Permit application and fees or the Permit by submitting the following:
- (a) the name and address of the person to whom the Permit application and fees or

- the Permit are to be transferred;
- (b) the name and address of any contractors that have changed from those listed on the Permit application or Permit;
 - (c) the name and address of architect(s) and professional engineer(s) responsible for the design and field review of Construction that have changed from those listed on the Permit application or Permit;
 - (d) the names and addresses of the previous and new Owner and the date the change in ownership took place; and
 - (e) the fee stipulated in **Schedule “A”** of this by-law.
- 2.18 The new Owner shall, upon transfer of a Permit, be the Permit Holder for the purpose of the Act and the Code.

Part 3 PLANS AND SPECIFICATIONS

Plans and Specifications

- 3.1 Sufficient information shall be submitted with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed Construction, Demolition, Change of Use, etc. will conform with the Act, the Code and any other applicable law.
- 3.2 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by a complete electronic set of plans, drawings and specifications in a format as prescribed by this by-law and the Chief Building Official. A complete set of printed plans may be requested at the discretion of the Chief Building Official.
- 3.3 Plans shall be drawn to scale, shall be legible and, without limiting the generality of the foregoing, shall include such plans and drawings as set out in **Schedule “B”** to this by-law, unless otherwise specified by the Chief Building Official.
- 3.4 The granting of a Permit, the review of the drawings and specifications or inspections made by the Chief Building Official shall not, in any way, relieve the Owner of a Building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law and the Code, including ensuring that the occupancy of the Building, or any part thereof, is in accordance with the terms of this by-law and the Code.
- 3.5 The Chief Building Official may require a digital set of As Constructed Plans of a Building or any class of Buildings be filed with the Chief Building Official on completion of the Construction under such conditions as may be prescribed in the Code, pursuant to subsection 7(1)(g) of the Act.
- 3.6 When required by the Chief Building Official, a surveyor’s certificate, prepared by a registered Ontario Land Surveyor, shall be submitted, and approved prior to commencement of the framing or above grade portion, and shall show the location of the foundation or foundations on the lot. Elevations for the top of foundation(s) may be required.
- 3.7 On completion of the Construction of a Building, part of a Building, or lot grading and drainage the Chief Building Official may require a set of As Constructed Plans including a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the Building.

Part 4 ALTERNATIVE SOLUTIONS

Alternative Solutions

- 4.1 Where a proposed material, system or building design differs from the “acceptable solution” in Division B of the Code, an application for an “alternative solution” may be made. The following information shall be provided to the Chief Building Official in support of the alternative solution:
- (a) a description of the proposed material, system or building design for which an alternative solution is requested;
 - (b) documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the Code in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in MMA Supplementary Standard SA-1, as stipulated in Div. A, section 1.2.1.1(1)(b) of the Code;
 - (c) documentation described in Div. C, article 2.1.1 of the Code and such other information or documentation as may be required by the Chief Building Official; and,
 - (d) each application for consideration of an alternative solution shall be accompanied by the non-refundable fee(s) as stipulated in **Schedule “C”** of this by-law.
- 4.2 The Chief Building Official may, at their discretion, refer an alternative solution proposal to a third party for review. The cost of the third party review will be the responsibility of the Applicant and/or Owner and all fees paid are non-refundable.

Part 5 FEES AND REFUNDS

Fees

- 5.1 Unless otherwise provided for in this by-law, all fees shall be set out in **Schedule “C”** of this by-law and are due and payable upon the submission of an application for a Permit or when otherwise requested by the Chief Building Official.
- 5.2 Applications for Permits shall not be considered to be complete until all Permit fees have been paid.
- 5.3 Where an application is made for a Conditional Permit, all fees shall be paid for the complete project.
- 5.4 An additional fee as outlined in **Schedule “C”** shall be paid where ownership changes on a property and a Permit is transferred.
- 5.5 If there are changes to plans, contractors, or professional services, a new plans review may, at the discretion of the Chief Building Official, be required and the Chief Building Official may require the issuance of a further Permit and/or payment of applicable fees as set out in **Schedule “C”** of this by-law.
- 5.5 The Chief Building Official may determine fees not otherwise described or included in **Schedule “C”** of this by-law.

Refunds

- 5.6 Where the Chief Building Official receives a written request for a refund of Permit fees paid, the Chief Building Official shall determine the amount of fees, if any, to be refunded in accordance with **Schedule “C”** of this by-law.
- 5.7 Notwithstanding section 5.6 of this By-law, no refund shall be given where the amount is less than \$100.00, as outlined in **Schedule “C”** of this by-law.

**Part 6
NOTICE REQUIREMENTS FOR INSPECTION**

General Requirements

- 6.1 A Permit Holder shall notify the Chief Building Official of each stage of Construction for which a mandatory notice is required under Div. C, article 1.3.5.1. of the Code.
- 6.2 The Permit Holder shall provide the notice of completion as prescribed by section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of section 11 of the Act and Div. C, article 1.3.3. of the Code are complied with.
- 6.3 A notice pursuant to this part of the by-law is not effective until received by the Chief Building Official.
- 6.4 Upon receipt of proper notice, the Inspector shall undertake a site inspection of the Building to which the notice relates in accordance with the time periods stated in Div. C, article 1.3.5.3. of the Code and section 11 of the Act.

**Part 7
REGISTERED CODE AGENCIES**

General Requirements

- 7.1 The Chief Building Official is authorized to enter into and sign contracts and service agreements with Registered Code Agencies, as defined in the Act, and appoint them to perform one or more of the specified functions described in section 15.15 of the Act.
- 7.2 Registered Code Agencies shall be used only during work overloads and for specialized projects.

**Part 8
FENCING**

General Requirements

- 8.1 Where, in the opinion of the Chief Building Official, a Construction or Demolition site presents a hazard to the public, the Chief Building Official may require the Owner to erect such fences as the Chief Building Official deems appropriate to the circumstances to prevent unauthorized entry to the site.
- 8.2 When required by the Chief Building Official a fence shall be erected and maintained enclosing the Construction/Demolition in accordance with the provisions of this by-law until the hazards are eliminated to the satisfaction of the Chief Building Official.
- 8.3 Notwithstanding any other By-law, the height of every fence erected in accordance with section 8.1 of this by-law shall be a minimum of 1.8 m and a maximum of 2.4 m, measured from the highest adjacent grade.
- 8.4 Every fence required under this by-law shall be located on the perimeter of the Construction/Demolition site as determined by the Chief Building Official and shall be constructed as follows:
 - (a) If the fence is of chain link construction, the chain link shall be fastened to 25mm diameter metal bars at the top and bottom which are securely fastened to metal posts at not over 3.0 metres on centre and embedded into the ground to provide a rigid support; or,

- (b) If the fence is of wood construction, the exterior face shall be 15.5mm suitably weatherproofed plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 89 x 89 posts spaced at not more than 2.4 metres on centre and embedded into the ground to provide a rigid support.
- 8.5 Notwithstanding any other By-law, other types of fencing that meets the intent of this section may be approved at the discretion of the Chief Building Official.
- 8.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the Construction/Demolition site provided that these openings are closed when the site is unattended.
- 8.7 Where work is carried out adjacent to or above property, roads, sidewalks or access to Buildings adequate protection shall be Constructed to protect the public and property from hazards or nuisance created by the work.

Part 9
CODE OF CONDUCT FOR BUILDING OFFICIALS

- 9.1 The Chief Building Official and each Inspector appointed by the Chief Building Official under this by-law shall be governed by the Code of Conduct as set out in **Schedule “D”** of this by-law.

Part 10
DELEGATION OF AUTHORITY

- 10.1 Council hereby delegates its authority which is established under subsection 3(2) of the Act to the Chief Building Official with respect to the appointment of Inspectors.
- 10.2 The Chief Building Official shall maintain a current list, which shall be provided to the Municipality’s Clerk, of all Inspectors appointed under section 3 of the Act for the purposes of enforcing the Act.

Part 11
ENFORCEMENT

- 11.1 Every person who contravenes any provision of this by-law, or is a party to such a contravention, is guilty of an offence and, upon conviction, is liable to a penalty in accordance with section 36 of the Act.

Part 12
SEVERABILITY

- 12.1 Should a court of competent jurisdiction, declare any section, subsection, clause, or provision of this by-law to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

Part 13
SCHEDULES

- 13.1 The Schedules attached to this by-law are a part of this by-law.

Part 14
EFFECTIVE DATE

- 14.1 This by-law shall come into force and effect on the day of passage by Council.

Read the first and second time this 26th day of May, 2025.

Read a third time and finally passed this 26th day of May, 2025.

Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald

SCHEDULE 'A'

CLASSES OF PERMITS

The various classes of Permits are as follows:

1. **Building Permit** (subsection 8(1) of the Act): This permit is for Construction, alteration or structural repair of Buildings and parts of Buildings including but not limited to Plumbing, heating, ventilation, air conditioning, Sewage Systems, Farm Buildings, designated structures and signs.
2. **Demolition Permit** (subsection 8(1) of the Act): A Demolition Permit is a permit to specifically Demolish a Building or part thereof.
3. **Conditional Permit** (subsection 8(3) of the Act): A Conditional Permit may be issued, at the sole discretion of the Chief Building Official.
4. **Change of Use Permit** (subsection 10(1) of the Act): A Change of Use Permit is required where a Change in Use of a Building or part of a Building would result in an increase in hazard as determined under Division C Article 1.3.1.4. of the Code and subsection 10(1) of the Act even though no Construction is proposed.
5. **Occupancy Permit**: An Occupancy Permit is required to occupy any Building in accordance with the requirements of Division C, Subsection 1.3.3. of the Code.
6. **Sewage System Permit**: A Sewage System Permit is required for all classes of Sewage Systems as defined in Classification of Systems in Division B, Sentence 8.1.2.1.(1) of the Code.

SCHEDULE 'B'

LIST OF PLANS OR DRAWINGS TO ACCOMPANY APPLICATIONS FOR PERMITS

The following list of plans and drawings may be required to be submitted by the Chief Building Official:

1. Site Plan (include fire route design with required signage);
2. Grading and Drainage Plans;
3. Floor Plans;
4. Foundation Plans;
5. Framing Plans;
6. Roof Plans;
7. Reflected Ceiling Plans;
8. Sections and Details;
9. Building Elevations;
10. Electrical Drawings (including Fire Alarm riser diagram);
11. Sprinkler Drawings (architectural plan of sprinkler layout, sprinkler room and sprinkler riser diagram);
12. Heating, Ventilation and Air Conditioning Drawings and calculations (SB-10 and/or SB-12 design as per building type);
13. Plumbing Drawings (including riser diagrams);
14. Architectural Drawings (including specific fire separation plan showing vertical and horizontal penetrations);
15. Structural Drawings;
16. Specifications and All Related Soil, Engineering and Architectural Reports; and,
17. *Building Code Matrix/Summary.*

To confirm, the Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a Permit.

Completeness of Plans and Drawings

Unless otherwise specified by the Chief Building Official, plans or working drawings showing and detailing the following information shall accompany all Applications.

Depending upon the nature, scope and scale of a project, other additional information may be required to demonstrate Code compliance at the discretion of the Chief Building Official.

Site Plans

A site plan drawing shall show:

1. Property boundaries and dimensions;
2. The location, use, height, and dimensions of any existing and proposed Building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and Buildings, common element lines, where applicable;
3. Relation of Buildings and finished grade to existing elevations and storm water drainage control plan on site, where applicable; and
4. All existing and proposed parking layouts, retaining walls, swimming pools, accessory Buildings and any other such physical additions necessary to the site.

When required by the Chief Building Official, site plans shall be referenced to an up-to-date survey to demonstrate compliance with the Act, the Code, or other applicable law and a copy of the survey shall be submitted to the Chief Building Official. The site plan in question shall show:

1. rights-of-way, easements, and municipal services;
2. lot size and the dimension of property lines and setbacks to any existing or proposed Buildings; and
3. existing and proposed finished ground levels.

Lot Grading, Drainage and Servicing Plans

Lot grading, drainage and servicing plan(s) shall show:

1. The property lines, Building location, sidewalks, driveways, curb cuts, swales, all utility services, and new/existing service connections;
2. Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow; and
3. Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.

Architectural Drawings

Architectural drawings shall show, where applicable:

1. Code matrix, where applicable;
2. Foundation plan and grade details;
3. Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
4. All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
5. Building elevations, cross sections and wall sections showing all floor-to-floor heights, materials, and thickness, etc.; and
6. Specifications.

Structural Drawings

Structural drawings shall show, where applicable:

1. All foundation, floor, roof, and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
2. All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
3. All lintel, column and beam locations and their size;
4. Engineered roof and floor truss designs, where applicable; and
5. Specifications.

Mechanical and Electrical Drawings

Mechanical and electrical drawings shall show, where applicable:

1. Mechanical drawings are to show the Plumbing, heating, ventilation, and air conditioning including legends and schedules for compliance with the Code. For Part 9 Buildings, this information can be shown on the same plan as the architectural.
2. Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the Code. For Part 9 Buildings, this information can be shown on the same plan as the architectural.
3. The location of all fire protection equipment such as early warning, detection, and suppression systems; and
4. Specifications.

Private Sewage System Plans

Private sewage system plans shall show:

1. A site evaluation identifying the soil percolation time and anticipated high ground water level elevation;
2. The private Sewage System design and construction drawing includes all components and a calculation of the total daily design sanitary sewage flow of the system;
3. The location, use, height, and dimensions of any existing and proposed Buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and Buildings;
4. Existing and proposed elevation contours of the Building site and adjacent properties;
5. Relation of Buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable; and,
6. All existing and proposed site services, parking layout, retaining walls, swimming pools accessory Buildings and any other such physical additions necessary to the site.

SCHEDULE ‘C’
FEES & CHARGES

DESCRIPTION	FEE
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
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

REFUND OF FEES

Refunds (where applicable)	
If Administrative Functions Only Performed	80%
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%

1. No refund shall be given where the amount is less than \$100.00.
2. No refund shall be given unless a written request has been made by the Owner or authorized agent and unless the Permit is returned to the Chief Building Official or the Municipal Clerk for cancellation.
3. No refund shall be made where the Chief Building Official has revoked a Permit under Subsection 8(10) of the Act.

SCHEDULE 'D'

CODE OF CONDUCT FOR BUILDING OFFICIALS

Purpose:

The purpose of this code is to promote appropriate standards of behavior, enforcement actions, honesty, and integrity among building officials and to prevent practices which may constitute an abuse of power including unethical or illegal practices, by building officials, in the exercise of their power or performance of their duties under the Act or the Code.

CODE OF CONDUCT:

In exercising powers and performing duties under the Act, all building officials shall:

1. Always act in the public interest, particularly with regard to the safety of Building works and structures.
2. Apply all relevant building laws, regulations and standards in an impartial, consistent, fair and professional manner, independent of any external influence by interested parties and without regard to any personal interests.
3. Abide with the provisions of the Act, the Code and other legislation, regulation or laws which regulate or govern building officials or their functions.
4. Not accept any personal benefit which may create a conflict with their duties or perform duties where a personal interest may create a conflict.
5. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
6. **Act honestly, reasonably and professionally in the discharge of their duties.**

ENFORCEMENT GUIDELINES:

All allegations concerning a breach of this Code of Conduct shall be made in writing.

The Chief Building Official will review any allegation of breaches of this Code of Conduct made against building officials. Where the allegations are against the Chief Building Official, the Chief Administrative Officer of the Municipality will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipality and is subject to relevant collective agreements, employment laws and standards.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

By-Law 42-2025

Being a By-law to Confirm the Proceedings of the Regular Council Meeting of the Municipality of Arran-Elderslie held May 26, 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 May 26, 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 May 26, 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 26th day of May 2025.

Read a third time and finally passed this 26th day of May 2025.

Mayor Steve Hammell

Clerk – Christine Fraser-McDonald