

## Council Meeting AGENDA

Monday, January 12, 2026, 9:00 a.m.

Municipal Council Chambers

1925 Bruce Road 10, Chesley

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	Pages
1. Call to Order	
2. Mayor's Announcements (If Required)	
3. Adoption of Agenda	
4. Disclosures of Pecuniary Interest and General Nature Thereof	
5. Minutes of Previous Meetings	
5.1 December 8, 2025 - Regular Council Minutes	1
6. Business Arising from the Minutes	
6.1 Motion Regarding the Water and Wastewater Public Corporations Act, 2025	20
• On December 8, 2025, Council directed staff by Motion 321-21-2025, to prepare a motion to the Ministry of Environment, Conservation and Parks regarding the Water and Wastewater Public Corporations Act, 2005. Staff have drafted the proposed motion for Council's consideration.	
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11.	Members Updates	
12.	By-laws	
12.1	By-law 01-2026 - Authorize County of Bruce to Collect Dedicated Gas Tax Funds By-Law	241
	<ul style="list-style-type: none"> <li>• This by-law authorizes the County of Bruce to collect Dedicated Gas Tax Funds from the Ministry of Transportation on behalf of Saugeen Mobility and Regional Transit (S.M.A.R.T) member municipalities.</li> </ul>	

12.2	By-law 02-2026 - Enter Into an Agreement with the Canadian Imperial Bank of Commerce	242
	<ul style="list-style-type: none"> <li>• This by-law authorized the Municipality of Arran-Elderslie to borrow up to \$2,000,000 from CIBC to cover current expenses until taxes and other revenues are collected for the year. This borrowing is in accordance with the Municipal Act.</li> </ul>	
12.3	By-law 03-2026 - To provide for a 2026 Interim Tax Levy	243
	<ul style="list-style-type: none"> <li>• This by-law establishes the 2026 Interim Tax Levy. All taxable properties will be subject to an interim tax, set at 50% of the previous year's taxes payable in two installments.</li> </ul>	
12.4	By-law 04-2026 - Being a By-law to Authorize the Execution of an Agreement with CC Nuclear Inc.	244
	<ul style="list-style-type: none"> <li>• This by-law authorizes the execution of an agreement with CC Nuclear Inc. to supply water and accept wastewater from its facility under monitoring requirements.</li> </ul>	
12.5	By-law 05-2026 - Enter into Site Plan Control Agreement 23 Sideroad 15 N	246
	<ul style="list-style-type: none"> <li>• This by-law authorizes the Municipality of Arran-Elderslie to enter into a Site Plan Control Agreement for the property located at 23 Sideroad 15 N, Dobbinton. This agreement ensures that any development on the property complies with municipal planning and supports orderly development within designated site plan control areas.</li> </ul>	
12.6	By-law 06-2026 - Delegate Authority for Site Plan Control	247
	<ul style="list-style-type: none"> <li>• This by-law delegates authority for site plan control applications and agreements. The CAO, or their designate, would be empowered to approve site plan control applications and agreements.</li> </ul>	

13. Closed Session (if required)
  - (x) a proposed or pending acquisition or disposition of land by the municipality or local board - Regent Street, Paisley and Unopened Road Allowance, Burgoyne
  - (x) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - Statement of Claim - Building Matter
  - (x) Labour relations or employee negotiations - Recruitment - Manager of Facilities, Parks and Recreation and CUPE Local 255.12 Negotiations
  - (x) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - BASWR

14. Resolution to Reconvene in Open Session
15. Adoption of Recommendations Arising from Closed Session (If Any)
16. Confirming By-law

16.1 By-law 08-2026 - Confirming By-law

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- purpose is to confirm and give legal effect to all resolutions, motions, and decisions made during that meeting.

17. Adjournment
18. List of Upcoming Council meetings
  - January 26, 2026
  - February 10, 2026
  - February 23, 2026



**MUNICIPALITY OF ARRAN-ELDERSLIE**  
**Council Meeting**  
**MINUTES**

**Monday, December 8, 2025, 9:00 a.m.**  
**Municipal Council Chambers**  
**1925 Bruce Road 10, Chesley**

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

**Staff Present:** Christine Fraser-McDonald, Clerk  
Emily Dance - Chief Administrative Officer  
Devan Acton - Administrative Assistant/Deputy Clerk  
Scott McLeod - Manager of Public Works  
Julie Fenton - Coordinator of Infrastructure and Development  
Jackson Penner - Chief Building Official & Manager of Building and Planning Services  
Nathan Van Myall - Project Manager  
Steve Tiernan - Fire Chief  
David Munro - Treasurer  
Joel McAllister - Manager of Facilities, Parks and Recreation  
Jennifer Isber-Legge - Economic Development and Communications Coordinator

**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)**

- Five long-term service awards will be presented for 2025. This is scheduled to take place today at 11:00 AM here in the Council Chambers.

- The Bridge Master Plan information session will be held on December 17th at 6:00 PM in the Council Chambers.
- As this is our final council meeting of the year, I want to take a moment to wish everyone a Merry Christmas.

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

Subsequent to further discussion, Council passed the following resolution:

**312-21-2025**

**Moved by:** Councillor Darryl Hampton

**Seconded by:** Councillor Ryan Nickason

Be It Resolved that the agenda for the Council Meeting of Monday, December 8, 2025 be received and adopted, as distributed by the Clerk.

**Carried**

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

None declared at this time.

### **5. Unfinished Business**

#### **5.1 2026 Budget**

On November 24, 2026 Mayor Hammell presented his budget to Council.

Pursuant to Ontario Regulation 530/22 s.7(3), Council may propose amendments to the submission.

Pursuant to Ontario Regulation 530/22 s.7(6) the Mayor has the authority to veto any Council proposed amendments, though Council may override such a veto with a 2/3 super-majority vote pursuant to Ontario Regulation 530/22 s.7(10).

Pursuant to Ontario Regulation 530/22 s.7(5), if Council does not pass a motion to amend within 30 days, the proposed 2026 Budget shall be deemed adopted on December 24, 2025.

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

#### **6.1 November 24, 2025 - Regular Council Minutes**

Subsequent to further discussion, Council passed the following resolution:

**313-21-2025**

**Moved by:** Councillor Darryl Hampton

**Seconded by:** Councillor Brian Dudgeon

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

**Carried**

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

**7.1 ADIE Committee Minutes - October 6, 2026**

Subsequent to further discussion, Council passed the following resolution:

**314-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Ryan Nickason

Be It Resolved that Council receives the Accessibility, Diversity, Inclusion, and Equity Committee Minutes of October 6, 2025 for information purposes.

**Carried**

**8. Public Meeting(s)**

**8.1 Zoning By-law Amendment - Horst - Z-2025-060**

Mayor Steve Hammell called the public meeting to order at 9:03 AM. He stated that the purpose of the public meeting was to consider a proposed amendment to the Arran-Elderslie Zoning By-law.

Megan Stansfield, Planner for the County of Bruce, presented her report.

This application proposes to rezone the property to permit a commercial catering business within a detached accessory building located at 538 Sideroad 5, in the geographic Township of Elderslie.

Comments were received from the following agencies:

Historic Saugeen Metis: No objection to the proposal

Saugeen Valley Conservation Authority: SVCA staff find the application to be acceptable and in conformity with the PPS and local planning policies.

Arran-Elderslie: Property is subject to Site Plan Control and requires a lot grading and drainage plan.

Saugeen Ojibway Nation: no comments were received but the area of the project is outside the area of high archaeological potential.

Public Comments No comments were received from the public at the time of writing this report.

There were no public comments received.

The Mayor asked Members of Council if they had any questions.

The Mayor asked if the applicant or agent were present and wished to make a submission.

The Mayor asked if any members of the public had any comments regarding the proposed application.

The applicants noted that the business has grown and they need to expand.

The Mayor asked the Clerk if any written submissions had been received. The Clerk confirmed that she had not received any correspondence regarding this proposal.

Members of Council and the public were provided a final opportunity for questions prior to the closing of the public meeting. Council had concerns regarding the potential entrance and sight lines.

The Mayor declared the public meeting closed at 9:19 AM.

Subsequent to further discussion, Council passed the following resolution:

**315-21-2025**

**Moved by:** Councillor Darryl Hampton

**Seconded by:** Councillor Brian Dudgeon

Be it resolved that Council approves Zoning By-law Amendment Z-2025-060 for Horst for the lands located at 538 Sideroad 5, Elderslie, and that the necessary by-law be brought forward to Council for adoption

**Carried**

## **8.2 Building Permit Fees Public Meeting**

Mayor Hammell called the Public Meeting to order. The purpose of this meeting is to consider the proposed Building Rates and Fees.

The Building Department is responsible for administering and enforcing the Ontario Building Code and the Building Code Act. To support this mandate, the Municipality has adopted a Rates and Fees By-law that sets out the applicable charges for projects subject to the Building Code Act. These fees are designed to achieve full cost recovery for the administration and enforcement of the Act.

To ensure our program remains consistent with provincial requirements under Bill 124 and aligned with the Municipality's strategic priorities, staff

have completed a review of the existing Rates and Fees. The attached staff report outlines their recommendations.

Chief Building Official Jackson Penner presented his report to Council.

The Clerk noted that there were no public submissions received.

The Mayor declared the public meeting to be closed at 9:49 AM.

Council will now consider a recommendation for the proposed building rates and fees.

Subsequent to further discussion, Council passed the following resolution:

**316-21-2025**

**Moved by:** Councillor Darryl Hampton

**Seconded by:** Councillor Moiken Penner

Be It Resolved that Council hereby approves Report CBO-2025-06 Proposed 2026 Fees and Charges for Building Services;

AND approves the 2026 Fees and Charges for Building Services as outlined in Appendix A;

AND FURTHER staff are directed to incorporate these fees into By-law 87-2025 and update Schedule C of By-law 41-2025, with the changes taking effect on January 1, 2026.

**Carried**

## **9. Presentations**

### **9.1 Grey Sauble Conservation Authority - Bill 68 - Proposed Changes**

Gloria Dangerfield, on behalf of Tim Lanthier, CAO for the Grey Sauble Conservation Authority, gave a presentation to Council regarding the proposed changes to Ontario's Conservation Authorities.

She noted that Bill 68 has received Royal Assent at this time and is in law now. It is the creation of a new agency called the Ontario Provincial Conservation Agency. The amalgamation is open for comment until December 22, 2025.

Council thanked Ms. Dangerfield for her presentation.

### **9.2 Neoen - Verbal Update - Alex Simakov**

Alex Simakov, Head of Policy & Partnerships, Canada for Neoen provided a verbal presentation regarding the proposed Community Benefit Agreement for the Tara BESS project. Details on the agreement can be found in Staff Report CAO-2025-43.

## 10. Correspondence

### 10.1 Requiring Action

#### 10.1.1 December 1, 2025 Correspondence from AECBA

Subsequent to further discussion, Council passed the following resolution:

**320-21-2025**

**Moved by:** Councillor Brian Dudgeon

**Seconded by:** Deputy Mayor Jennifer Shaw

Be it resolved that Council directs staff to send the proposed letter to the Arran-Elderslie Community and Business Association (AECBA) addressing concerns regarding the upcoming transition to the Ontario Recycling Program.

**Carried**

#### 10.1.2 Correspondence from Nottawasaga Valley Conservation Authority - Bill 68

Subsequent to further discussion, Council passed the following resolution:

**321-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be it Resolved the the Council of the Municipality of Arran-Elderslie supports the Nottawasaga Valley Conservation Authority comments regarding its opposition to Bill 68 and the changes to the Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities.

**Carried**

#### 10.1.3 BASWR 2026 Budget

Subsequent to further discussion, Council passed the following resolution:

**322-21-2025**

**Moved by:** Councillor Ryan Nickason

**Seconded by:** Councillor Peter Steinacker

Be it Resolved that the Council Municipality of Arran-Elderslie hereby approves the 2026 BASWR budget as presented.

**Carried**

## **10.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**323-21-2025**

**Moved by:** Councillor Ryan Nickason

**Seconded by:** Deputy Mayor Jennifer Shaw

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

**Carried**

10.2.1 Saugeen Valley Conservation Authority Board Minutes - September and October, 2025

10.2.2 Chesley and Area Joint Fire Board Minutes - September 23, 2025.

10.2.3 Grey Sauble Conservation Authority Board Minutes - October 2025

## **11. Staff Reports**

### **11.1 Public Works**

11.1.1 PWWS-2025-09 Legislative Update - Water and Wastewater Public Corporations Act, 2025

Coordinator of Infrastructure and Development, Julie Fenton, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**324-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be It Resolved that Council receives hereby receives for information Report PWWS-2025-09 Legislative Update - Water and Wastewater Public Corporations Act, 2025.

AND directs staff to draft a motion to the Ministry that would be shared with Ontario Municipalities emphasizing the need for local choice, thorough consultation, and transparency.

**Carried**

## **11.2 Clerks**

11.2.1 SRCLK-2025-32 Declaration of Municipal Property as Surplus – Lot at 4th Avenue SW & 7th Street SW, Chesley

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

Subsequent to further discussion, Council passed the following resolution:

**325-21-2025**

**Moved by:** Councillor Darryl Hampton

**Seconded by:** Councillor Brian Dudgeon

Be It Resolved that Council declare the municipally-owned property located at the intersection of 4th Avenue SW and 7th Street SW, Chesley, legally described as Roll #: 4103 390 004 15801, PT LOT 141,PLAN 132, PART 1, RP 3R-10939 as surplus to the needs of the Municipality of Arran-Elderslie;

AND THAT staff be directed to provide public notice and proceed with the disposition process in accordance with the Municipality's Sale of Land Policy and Section 270 of the Municipal Act, 2001.

**Carried**

## **11.3 CAO**

11.3.1 PLAN-2025-07 Legislative Update – Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**326-21-2025**

**Moved by:** Councillor Brian Dudgeon

**Seconded by:** Councillor Peter Steinacker

Be It Resolved that Council hereby receives for information Report Legislative Update – Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17).

**Carried**

#### 11.3.2 CBO-2025-05 Property Standards -Vacant Storefront (2)

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**327-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be It Resolved that Council hereby approves Report CBO-2025-05 Property Standards -Vacant Storefront (2)

AND supports the continued Economic Development focus to improve downtown areas to encourage commercial rentals;

AND FURTHER supports a continued property standard focus in the downtown core areas of Arran-Elderslie

**Carried**

#### 11.3.3 PLAN-2025-08 Proposed Consolidation of Ontario's 36 Conservation Authorities

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**318-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be It Resolved that Council hereby approves Report PLAN-2025-08 being the Proposed Consolidation of Ontario's 36 Conservation Authorities AND endorse and support the comments submitted by Grey Sauble Conservation Authority (GSCA) and Saugeen Valley Conservation Authority (SVCA).

AND directs staff to submit formal comments under the ERO opposing the proposed changes to the Conservation Authorities Act and the regional consolidation framework, citing concerns about loss of local service, governance, financial impacts, and program continuity.

AND FURTHER direct staff to circulate a motion to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all of Ontario's municipalities, MPPs, conservation authorities, AMO, and Conservation Ontario to express concerns on this proposal.

**Carried**

**319-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

WHEREAS the Conservation Authorities Act enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and

WHEREAS the Municipality of Arran-Elderslie is unique in that it contains two watershed jurisdictions within its boundaries, being served by both the Saugeen Valley Conservation Authority (SVCA) and the Grey Sauble Conservation Authority (GSCA); and

WHEREAS the municipalities within Grey and Bruce Counties established the North Grey Region Conservation Authority in 1957 and the Sauble Valley Conservation Authority in 1958, which amalgamated into the Grey Sauble Conservation Authority (GSCA) in 1985; and

WHEREAS the municipalities within Bruce, Grey, Huron, and Wellington Counties established the Saugeen Valley Conservation Authority in 1950, which has since grown through collaboration and amalgamation with neighbouring conservation entities to form the present-day SVCA; and

WHEREAS local municipalities currently provide approximately 44% of total GSCA and SVCA funding, while the Province of Ontario provides approximately 7%; and 1% respectively

WHEREAS municipalities have governed their respective conservation authorities for decades, tailoring programs and

services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers; and

WHEREAS conservation authorities collectively own and manage thousands of hectares of land, much of which was donated or sold by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and

WHEREAS Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency whose objects include overseeing conservation authorities and the transition to a regional watershed-based framework for conservation authorities in Ontario with municipal cost contribution yet to be defined; and

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 (“Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities”), proposing to reduce Ontario’s 36 conservation authorities to 7 regional entities as part of a broader restructuring; and

WHEREAS under this proposal, both the SVCA and GSCA would be consolidated into a new “Huron Superior Regional Conservation Authority” that is over 23,000 square kilometres in size and consists of 80 municipalities, and

WHEREAS the Province already has the authority to establish overarching legislation, regulations and standards through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks to address issues related to permitting, by establishing guidance, online permitting platforms and technical standards through legislation that could help build homes; and

WHEREAS the SVCA and GSCA have already undertaken significant modernization work aligned with provincial objectives, including Information Technology / Information Management, and leveraging technology to streamline planning and permit review processes,

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Arran-Elderslie calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; and

THAT the Municipality of Arran-Elderslie does not support the proposed “Huron-Superior Regional Conservation Authority” boundary configuration outlined in Environmental Registry Notice 025-1257 as the proposal lacks sufficient justification, would significantly diminish local governance, and fails to recognize the effectiveness and efficiencies already achieved within existing watershed-based models; and

THAT the Municipality of Arran-Elderslie affirms that large-scale regional consolidation is unnecessary, would introduce substantial transition costs, and would divert resources away from frontline watershed programs. The Council further asserts that restructuring at this scale would erode local decision-making, weaken municipal accountability, and disrupt long-standing community partnerships that are central to delivering responsive watershed management; and

THAT while the Municipality of Arran-Elderslie supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down approach structure without strong local accountability and governance risks creating unnecessary cost, red-tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; and

THAT the Municipality of Arran-Elderslie urges the Province to strengthen centralized standards, resources, and tools rather than undertaking broad structural amalgamation and to provide sustainable, predictable provincial funding across conservation authorities to enable local CAs to advance ongoing digitization and systemization work that has already resulted in improved efficiency and consistency in recent years; and

THAT the Municipality of Arran-Elderslie believes that the Province’s proposed new online permitting portal can be implemented within the existing conservation authority framework without requiring structural amalgamation; and

THAT the Municipality of Arran-Elderslie requests that the Ministry engage meaningfully and collaboratively with affected municipalities, conservation authorities, and local First Nations before advancing any consolidation, to ensure that any changes reflect both local needs and the practical realities of implementation; and

THAT this resolution be included in the Municipality’s ERO response and forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all of Ontario’s

municipalities, MPPs, conservation authorities, AMO, and Conservation Ontario.

**Carried**

#### 11.3.4 CAO-2025-43 Neoen Tara BESS Community Benefit Agreement

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**317-21-2025**

**Moved by:** Councillor Peter Steinacker

**Seconded by:** Deputy Mayor Jennifer Shaw

Be It Resolved that Council hereby approves Report CAO-2025-43 being the Neoen Tara BESS Community Benefit Agreement

AND confirms acceptance of \$1,100 per MW per year for the length of the project, with a total installed capacity of 400 MW resulting in an annual contribution of \$440,000 per year and a total compensation of up to \$8,800,000 over 20 years;

AND FURTHER confirm acceptance of the \$25,000 donation for the Tara Ball Diamond washroom upgrades in 2026.

AND FURTHER directs the appropriate Community Benefit Agreement and By-Law be brought forward in January, 2026 subject to final editorial review by the Municipal Solicitor.

**Carried**

#### 11.3.5 CAO-2025-42 Powerbank Community Benefit Agreement

CAO Emily Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**328-21-2025**

**Moved by:** Councillor Peter Steinacker

**Seconded by:** Councillor Moiken Penner

Be it resolved that Council hereby approves Report CAO-2025-42;

AND confirms acceptance of a Community Benefit contribution calculated at \$2,000 per megawatt (MW), representing approximately \$9,480 annually based on a 4.74 MW capacity, subject to Consumer Price Index (CPI) escalation, together with an initial payment of \$100,000 as a Community Benefit for the proposed Battery Energy Storage Facility located at 157 7th Avenue, Chesley;

AND FURTHER authorize Mayor and Clerk to execute a Community Benefit Agreement with 1000234813 Ontario Inc. subject to final editorial review by the Municipal Solicitor, together with the related Guaranty from Powerbank Corporation.

**Carried**

## **12. Members Updates**

### Shaw:

Deputy Mayor Shaw attended a GSCA Board meeting, all three parades, an ADIE committee meeting and a GSCA meeting.

### Hampton:

Councillor Hampton attended the Santa Claus parade, Chesley Horticultural society dinner.

### Dudgeon:

Councillor Dudgeon had nothing to report.

### Steinacker:

Councillor Steinacker attended the parade.

### Penner:

Councillor Penner attended the Tara Parade.

### Nickason:

Councillor Nickason attended all Christmas parades and a BASWR meeting.

### Hammell:

Mayor Hammell attended all three parades, Chesley Fire Board and a preliminary union negotiations meeting, and a County Council meeting.

## **13. New Business**

### **13.1 Resignation from ADIE Committee**

Councillor Steinacker indicated to Clerk Christine Fraser-McDonald that he is resigning from the Arran-Elderslie Accessibility, Diversity, Inclusion and Equity Advisory Committee effective November 25, 2025.

Under the Terms of Reference, the "Advisory Committee shall be comprised of seven (7) to nine (9) voting members, appointed by Council, and at least one (1) and a maximum of two (2) shall be a member of Council".

**329-21-2025**

**Moved by:** Councillor Peter Steinacker

**Seconded by:** Councillor Brian Dudgeon

Be It Resolved that Council acknowledge the resignation of Councillor Steinacker from the Arran-Elderslie Accessibility, Diversity, Inclusion and Equity Advisory Committee, effective November 25, 2025;

And further that Council appoint Mayor Steve Hammell as the Council representative to the Arran-Elderslie Accessibility, Diversity, Inclusion and Equity Advisory Committee, in accordance with the Terms of Reference which require at least one (1) and a maximum of two (2) members of Council on the Committee.

**Carried**

**14. By-laws**

**14.1 By-law 87-2025 - 2026 Fees and Charges**

Subsequent to further discussion, Council passed the following resolution:

**330-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Brian Dudgeon

Be It Resolved that By-law No. 87-2025 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 87-2025 being a By-law to Establish Fees and Charges for 2026, as set out in Schedules A to Schedule N as attached, with the inclusion of Schedule B - Building Permit Fees, is hereby adopted and shall be in full force and effect as of January 1, 2026.

**Carried**

**14.2 By-law 88-2025 - Zoning By-law Amendment - Horst - Z-2025-060**

Subsequent to further discussion, Council passed the following resolution:

**331-21-2025**

**Moved by:** Councillor Brian Dudgeon

**Seconded by:** Councillor Peter Steinacker

Be It Resolved that By-law No. 88-2025 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 88-2025 being a By-law to amend the zoning of the property located 538 Sideroad 5, in the geographic Township of Arran, to permit a food processing facility.

**Carried**

#### **14.3 By-law 89-2025 - Building Fees and Charges - Amend By-law 41-2025**

Subsequent to further discussion, Council passed the following resolution:

**332-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be It Resolved that By-law No. 89-2025 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 89-2025 being a By-law to amend Schedule C of By-law 41-2025 to update and establish Fees and Charges for Building Services.

**Carried**

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

Subsequent to further discussion, Council passed the following resolution:

**333-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

*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:

- personal matters about an identifiable individual, including municipal or local board employees - Item 1 - Community Working Group Appointments and Item 2 - Animal Control Expenses

- 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 - Item 3 - Minister of Infrastructure

Staff Authorized to Remain:

CAO Emily Dance and Clerk Christine Fraser-McDonald

**Carried**

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

Subsequent to further discussion, Council passed the following resolution:

**334-21-2025**

**Moved by:** Councillor Brian Dudgeon

**Seconded by:** Deputy Mayor Jennifer Shaw

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 1:29 PM.

**Carried**

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

Mayor Hammell confirmed that Council's discussion during the Closed Session was limited exclusively to the matters identified in the motion authorizing the session.

Following deliberation, Council provided direction to staff on Items 1 and 3 as listed under the Closed Session agenda.

Item 2 was received for information and has a subsequent motion to be passed in open Council.

Subsequent to further discussion, Council passed the following resolution:

**334-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Moiken Penner

Be It Resolved that Council appoints the following community applicant to the Chesley Community Working Group:

- Joanna Eaton

AND FURTHER that Council appoints the following community applicants to the Paisley Community Working Group:

- Madison Liu

- Alicia Mariano

AND FURTHER accepts the resignation of the following members:

Chesley Community Working Group:

- Allison Lancaster

Tara Community Working Group:

- Karen Kerker

Paisley Community Working Group:

- Karleigh Porter
- Emma Smith

**Carried**

**18. Confirming By-law**

**18.1 By-law 90-2025 - Confirming By-law**

Subsequent to further discussion, Council passed the following resolution:

**335-21-2025**

**Moved by:** Councillor Ryan Nickason

**Seconded by:** Councillor Moiken Penner

Be It Resolved that By-law No. 90-2025 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 90-2025 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, December 8, 2025.

**Carried**

**19. Adjournment**

Subsequent to further discussion, Council passed the following resolution:

**336-21-2025**

**Moved by:** Deputy Mayor Jennifer Shaw

**Seconded by:** Councillor Ryan Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 1:32 PM.

**Carried**

**20. List of Upcoming Council meetings**

- January 12, 2026
- January 26, 2026
- February 9, 2026
- February 23, 2026

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Steve Hammell, Mayor

---

Christine Fraser-McDonald, Clerk

**Resolution No.****Date: Monday, January 12, 2026****Moved by:****Seconded by:**

---

**WHEREAS** the Province of Ontario has enacted the Water and Wastewater Public Corporations Act, 2025, as part of Bill 60, establishing a new governance framework for municipal water and wastewater services;

**WHEREAS** water and wastewater services are essential public goods that should remain publicly owned and managed locally;

**WHEREAS** the Act authorizes the Minister of Municipal Affairs and Housing to designate a corporation responsible for providing water and wastewater services to any lower-tier municipality, necessitating the transfer of municipal assets, personnel, and operational authority to the designated entity;

**WHEREAS** the Municipality of Arran-Elderslie has, since December 1, 2000, demonstrated a proven record of effective in-house water and wastewater service delivery, characterized by financial sustainability, regulatory compliance, transparent governance, and strategic infrastructure management;

**WHEREAS** there are significant concerns with the Act related to transparency, potential loss of local autonomy, financial uncertainties, and increased administrative complexity;

**NOW THEREFORE BE IT RESOLVED:**

**THAT** any transition to a public corporation model for water and wastewater services should be determined voluntarily by municipalities, rather than mandated provincially;

**THAT** comprehensive consultation with municipalities is imperative prior to any designation under the Act, ensuring local priorities, challenges, and unique circumstances are thoroughly considered;

**THAT** the Province should enshrine key principles of governance, accountability, and financial management within the legislation itself, rather than relegating these matters to future regulations;

**THAT** maintaining public ownership and direct accountability for water and wastewater services remains paramount, with the primary objective of maximizing public value for residents;

**THAT** the Province must address the Act's financial ramifications, including impacts on municipal borrowing capacity, to protect municipal financial sustainability and infrastructure planning;

**THAT** municipal staff continue to monitor legislative developments, advocate for the preservation of local decision-making authority, and provide timely updates to Council as new information becomes available;

**THAT** this resolution be forwarded to the Premier of Ontario, the Ministry of Municipal Affairs and Housing, the Ministry of the Environment, Conservation and Parks, the Ontario Clean Water Agency, all Ontario municipalities, Members of Provincial Parliament, and the Association of Municipalities of Ontario (AMO).





Municipal Support Services Inc.  
132 Drive-In Crescent,  
Unit #1  
Owen Sound, ON  
N4K 5N7

**Municipality of Arran-Elderslie**  
**2025 Council Report**  
**Municipal By-law Enforcement & Animal Control**  
**Report**  
Prepared by: Municipal Support Services  
Submitted to: Christine Fraser-Mcdonald  
Prepared by: Jenna Inglis - Executive Assistant



Municipal Support Services Inc.  
132 Drive-In Crescent,  
Unit #1  
Owen Sound, ON  
N4K 5N7

## 1. Purpose of Report

The purpose of this report is to provide the Mayor and Council with a statistical summary of municipal by-law enforcement and animal control activity within the Municipality of Arran-Elderslie for the reporting period of **January 1, 2025 to December 31, 2025**.

This report outlines the volume of incidents responded to, types of animal control and enforcement matters addressed, and enforcement actions taken by Municipal Support Services (MSS) in support of public safety, regulatory compliance, and responsible animal ownership.

## 2. Scope of Services

During the reporting period, Municipal Support Services provided contracted municipal by-law enforcement and animal control services within the Municipality of Arran-Elderslie. Services included, but were not limited to:

- Response to public complaints and service requests
- Proactive patrols and inspections



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- Animal control response, including dogs at large and aggressive dog investigations
- Issuance of warnings, Provincial Offence Notices, and compliance-related enforcement actions
- Public education and voluntary compliance efforts

### 3. Year-End Statistics

#### Overall Activity

#### Animal Control – Dogs

- **Total incidents responded to:** 75
- **Dogs at large calls:** 13
- **Aggressive dog investigations:** 12
- **Dog bites / attacks:** 12
- **Dogs impounded:** 15 (4 from same family)

#### Other Animal Calls

- **Stray / abandoned animals:** 7
- **Livestock / wildlife related calls:** 7

**Completed kennel inspections:** 4

**Miscellaneous / Redirected:** 5



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## 4. By-law Enforcement

- **Total by-law complaints:** 127 complaints
- **Most common complaint types:**

#1: Parking complaints (51 total recorded)

#2: Property standards (38 total recorded)

#3 Noise complaints: (14 total recorded)

Other complaints included illegal dumping, civil matters, and non-enforceable issues (24 total).

## 5. Enforcement Actions:

- **Tickets issued:** 104 tickets for overnight parking
- **Hours completed of overnight parking patrols:** 492 hours.



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Owen Sound, ON  
N4K 5N7

## 6. Conclusion

Municipal Support Services remains committed to providing consistent, professional, and responsive municipal by-law enforcement and animal control services to the Municipality of Arran-Elderslie.

The 2025 reporting period reflects a strong level of service delivery, with officers responding to a high volume of public complaints, proactive patrols, and enforcement matters while maintaining a continued focus on public safety, regulatory compliance, and community education.

Through ongoing collaboration with municipal staff, Council, and community members, MSS will continue to support proactive enforcement, responsible animal ownership, and service excellence. We look forward to maintaining this partnership in the year ahead.

Respectfully submitted on behalf of Municipal Support Services Inc.,

**Jenna Inglis**

Executive Assistant



Municipal Support Services Inc.

132 Drive-In Crescent,

Unit #1

Owen Sound, ON

N4K 5N7



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# AMO Annual Conference

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## AMO Annual Conference

### AMO 2026

The AMO 2026 Conference will return to Ottawa August 16 – 19.

Attendees will be able to book accommodations starting January 6, 2026, 10:00am EST.

Full details, including all policies, are in the Hotel tab.

Conference registration will open in February, 2026.

[Hotel and Travel Information](#)

December 18, 2025

**Re: Township of Chatsworth Resolution:  
Proposed Changes to Conservation Authorities in Ontario**

Please be advised at Township of Chatsworth Council held on December 17, 2025 the following resolution was carried:

THAT CAO Clerk's Report 2025-29 be hereby received for information; and

WHEREAS the Conservation Authorities Act enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and

WHEREAS the municipalities within Grey and Bruce Counties established the North Grey Region Conservation Authority in 1957 and the Sauble Valley Conservation Authority in 1958 which amalgamated into the Grey Sauble Conservation Authority (GSCA) in 1985; and

WHEREAS local municipalities currently provide approximately 44% of total GSCA funding, while the Province of Ontario provides approximately 7%; and

WHEREAS municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers; and

WHEREAS conservation authorities collectively own and manage thousands of hectares of land, much of which was donated or sold by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and

WHEREAS Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency whose objects include overseeing conservation authorities and the transition to a regional watershed-based framework for conservation authorities in Ontario with municipal cost contribution yet to be defined; and

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities"), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring; and

WHEREAS under this proposal, the Grey Sauble Conservation Authority (GSCA) would be consolidated into a new “Huron-Superior Regional Conservation Authority” that is over 23,000 square kilometres in size and consists of 80 municipalities; and

WHEREAS the Province already has the authority to establish overarching legislation, regulations and standards through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks to address issues related to permitting, by establishing guidance, online permitting platforms and technical standards through legislation that could help build homes; and

WHEREAS the GSCA has already undertaken significant modernization work aligned with provincial objectives, including Information Technology / Information Management, and leveraging technology to streamline planning and permit review processes processing 100% of major permits within the provincial timelines in 2024.

**NOW THEREFORE BE IT RESOLVED:**

THAT the Township of Chatsworth calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; and

THAT the Township of Chatsworth does not support the proposed “Huron-Superior Regional Conservation Authority” boundary configuration outlined in Environmental Registry Notice 025-1257 as the proposal lacks sufficient justification, would significantly diminish local governance, and fails to recognize the effectiveness and efficiencies already achieved within existing watershed-based models; and

THAT the Township of Chatsworth affirms that large-scale regional consolidation is unnecessary, would introduce substantial transition costs, and would divert resources away from frontline watershed programs. The Council further asserts that restructuring at this scale would erode local decision-making, weaken municipal accountability, and disrupt long-standing community partnerships that are central to delivering responsive watershed management; and

THAT while the Township of Chatsworth supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down approach structure without strong local accountability and governance risks creating unnecessary cost, red-tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; and



**TOWNSHIP OF CHATSWORTH**  
**316837 Highway 6, RR 1**  
**Chatsworth, Ontario N0H 1G0**  
**Telephone 519-794-3232 – Fax 519-794-4499**

THAT the Township of Chatsworth requests a funding framework to be provided to member municipalities on what the financial model will look like for Ontario Provincial Conservation Agency (OPCA) moving forward. Chatsworth further calls on the Province to clarify what commitments they will make in terms of funding the current costs of CA's along with any unexpected costs that could come with this significant of a transition and change; and

THAT the Township of Chatsworth urges the Province to strengthen centralized standards, resources, and tools rather than undertaking broad structural amalgamation and to provide sustainable, predictable provincial funding across conservation authorities to enable local CAs to advance ongoing digitization and systemization work that has already resulted in improved efficiency and consistency in recent years; and

THAT the Township of Chatsworth believes that the Province's proposed new online permitting portal can be implemented within the existing conservation authority framework without requiring structural amalgamation; and

THAT the Township of Chatsworth requests that the Ministry engage meaningfully and collaboratively with affected municipalities, conservation authorities, and local First Nations before advancing any consolidation, to ensure that any changes reflect both local needs and the practical realities of implementation; and

THAT this resolution be included in the Municipality's ERO response and forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all of Ontario's municipalities, MPPs, conservation authorities, AMO, and Conservation Ontario.

Should you require additional information please contact the undersigned at 519-794-3232 ex. 134 or [tyler.zamostny@chatsworth.ca](mailto:tyler.zamostny@chatsworth.ca).

Sincerely,

Tyler Zamostny  
Deputy Clerk



December 18, 2025

Minister of Environment, Conservation and Parks  
 College Park  
 5<sup>th</sup> Floor.  
 777 Bay St.  
 Toronto, ON M7A 2J3  
 Email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

Honourable Minister McCarthy,

**Re: Municipality of Meaford Response to Proposed Consolidation of Ontario's Conservation Authorities**

Please be advised that the Council of the Municipality of Meaford adopted the following resolution at its meeting on December 15, 2025.

Moved by: Councillor Uhrig  
 Seconded by: Deputy Mayor Keaveney

**Whereas the Conservation Authorities Act enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and**

**Whereas the municipalities within Grey and Bruce Counties established the North Grey Region Conservation Authority in 1957 and the Sauble Valley Conservation Authority in 1958 which amalgamated into the Grey Sauble Conservation Authority (GSCA) in 1985; and**

**Whereas local municipalities currently provide approximately 44% of total GSCA funding, while the Province of Ontario provides approximately 7%; and**

**Whereas municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local**



**watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers; and**

**Whereas conservation authorities collectively own and manage thousands of hectares of land, much of which was donated or sold by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and**

**Whereas Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency whose objects include overseeing conservation authorities and the transition to a regional watershed-based framework for conservation authorities in Ontario with municipal cost contribution yet to be defined; and**

**Whereas the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities"), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring; and**

**Whereas under this proposal, the Grey Sauble Conservation Authority (GSCA) would be consolidated into a new "Huron-Superior Regional Conservation Authority" that is over 23,000 square kilometres in size and consists of 80 municipalities; and**

**Whereas the Province already has the authority to establish overarching legislation, regulations and standards through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks to address issues related to permitting, by establishing guidance, online permitting platforms and technical standards through legislation that could help build homes; and**

**Whereas the GSCA has already undertaken significant modernization work aligned with provincial objectives, including Information Technology / Information Management, and leveraging technology to streamline**



**planning and permit review processes processing 100% of major permits within the provincial timelines in 2024;**

**Therefore be it resolved that the Municipality of Meaford calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; and**

**Be it further resolved that the Municipality of Meaford does not support the proposed "Huron-Superior Regional Conservation Authority" boundary configuration outlined in Environmental Registry Notice 025-1257 as the proposal lacks sufficient justification, would significantly diminish local governance, and fails to recognize the effectiveness and efficiencies already achieved within existing watershed-based models; and**

**Be it further resolved that the Municipality of Meaford affirms that large-scale regional consolidation is unnecessary, would introduce substantial transition costs, and would divert resources away from frontline watershed programs. The Council further asserts that restructuring at this scale would erode local decision-making, weaken municipal accountability, and disrupt long-standing community partnerships that are central to delivering responsive watershed management; and**

**Be it further resolved that while the Municipality of Meaford supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down approach structure without strong local accountability and governance risks creating unnecessary cost, red-tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; and**

**Be it further resolved that the Municipality of Meaford urges the Province to strengthen centralized standards, resources, and tools rather than undertaking broad structural amalgamation and to provide sustainable, predictable provincial funding across conservation authorities to enable local CAs to advance ongoing digitization and systemization work that has**



**already resulted in improved efficiency and consistency in recent years; and**

**Be it further resolved that the Municipality of Meaford believes that the Province's proposed new online permitting portal can be implemented within the existing conservation authority framework without requiring structural amalgamation; and**

**Be it further resolved that the Municipality of Meaford requests that the Ministry engage meaningfully and collaboratively with affected municipalities, conservation authorities, and local Indigenous communities before advancing any consolidation, to ensure that any changes reflect both local needs and the practical realities of implementation; and**

**Be it further resolved that this resolution be included in the Municipality's ERO response and forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all of Ontario's municipalities, MPPs, conservation authorities, AMO, and Conservation Ontario.**

Carried - Resolution #2025-46-09

Yours sincerely,

A handwritten signature in black ink, appearing to read "A. Penner".

**Allison Penner**

Deputy Clerk / Manager, Legislative Services  
 Municipality of Meaford  
 21 Trowbridge Street West, Meaford  
 519-538-1060, ext. 1110 | [apenner@meaford.ca](mailto:apenner@meaford.ca)



cc: The Honourable Doug Ford, Premier of Ontario  
All Ontario Municipalities  
All Ontario Members of Provincial Parliament  
All Ontario Conservation Authorities  
Association of Municipalities of Ontario (AMO)  
Conservation Ontario  
Submission to Environmental Registry Notice 025-1257



December 17, 2025

Ontario Minister of Environment, Conservation and Parks  
 5th Floor, 777 Bay Street  
 Toronto, Ontario M7A 2J3

Sent via email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

To Hon. Todd McCarthy

**Re: Grey Highlands Resolution 2025-732**

Please be advised that the following resolution was passed at the December 17, 2025 meeting of the Council of the Municipality of Grey Highlands.

**2025-732**

**That Council receive report CAO.25.10, Conservation Authorities Act proposed changes for information; and**

**Whereas the Conservation Authorities Act (1946) empowers municipalities such as Grey Highlands to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and**

**Whereas the Municipality of Grey Highlands is a unique vast rural area that contains three watershed jurisdictions within its boundaries, being served by the Saugeen Valley Conservation Authority (SVCA), the Grey Sauble Conservation Authority (GSCA), and the Nottawasaga Valley Conservation Authority (NVCA); and**

**Whereas local municipalities, including Grey Highlands, currently provide a significant portion of total conservation authority funding, while the Province of Ontario provides a much smaller share; and**

**Whereas municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers; and**

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
 519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

**Whereas conservation authorities collectively own and manage thousands of acres of land, much of which was donated by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and**

**Whereas Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency, a Crown corporation that would assume governance responsibilities and consolidate Ontario's 36 conservation authorities into seven regional authorities, with municipal cost apportionment yet to be defined; and**

**Whereas the Province already possesses the authority to establish overarching legislation, regulations, and standards through the Conservation Authorities Act and the Ministry of the Environment, Conservation and Parks; now**

**Therefore be it resolved that the Council of the Municipality of Grey Highlands calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; and**

**That while Grey Highlands supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; and**

**That Grey Highlands supports efforts to balance expertise, capacity, and program delivery across the province, and requests that the Province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives; and**

**That a copy of this resolution be sent to the Ontario Minister of Environment, Conservation, and Parks, to the local MP and MPPs, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, Saugeen Valley Conservation Authority, Grey Sauble Conservation Authority, Nottawasaga Valley Conservation Authority and all municipalities in Ontario.**

A recorded vote was requested by Deputy Mayor Nielsen.

**By a vote of 7-0, CARRIED.**

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
 519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

If you require anything further, please contact this office.

Sincerely,

Amanda Fines-VanAlstine  
Manager of Corporate Services/Municipal Clerk  
Municipality of Grey Highlands

cc. MP, Alex Ruff [alex.ruff@parl.gc.ca](mailto:alex.ruff@parl.gc.ca)  
MPP, Paul Vickers [paul.vickers@ontario.ca](mailto:paul.vickers@ontario.ca)  
Association of Municipalities of Ontario [resolutions@smo.on.ca](mailto:resolutions@smo.on.ca)  
Rural Ontario Municipal Association [roma@toma.on.ca](mailto:roma@toma.on.ca)  
Saugeen Valley Conservation Authority [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca)  
Grey Sauble Conservation Authority [t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)  
Nottawasaga Valley Conservation Authority [admin@nvca.on.ca](mailto:admin@nvca.on.ca)  
All municipalities in Ontario



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 237897 Inglis Falls Road  
 Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

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## GSCA Submission to ERO Posting 025-1257

December 18, 2025

Via Environmental Registry of Ontario

**Subject:** Comments on ERO Posting No. 025-1257 – Proposed Boundaries for Regional Consolidation of Ontario’s Conservation Authorities

### To Whom It May Concern:

Grey Sauble Conservation Authority (GSCA) appreciates the opportunity to comment on the proposed consolidation of Ontario’s conservation authorities. We share the Province’s objectives of improving efficiency, consistency, and modernization in service delivery. GSCA has already implemented significant improvements, including digital permitting, streamlined processes and enhanced customer service, and we remain committed to advancing these objectives.

However, GSCA does **not support the proposed consolidation into the Huron-Superior Regional Conservation Authority**. This model would create a geographically vast entity (over 23,500 km<sup>2</sup> and 80 municipalities) combining watersheds with little shared hydrology, climate, or economic alignment.

Such a structure risks:

- **Loss of Local Accountability and Rural Voice:** GSCA currently operates with strong municipal representation and local decision-making. Under the proposed model, local priorities could be overshadowed by urban centres hundreds of kilometers away.
- **Increased Costs and Bureaucracy:** No cost-benefit analysis or feasibility assessment has been provided. Transition costs (IT integration, HR harmonization, rebranding) and additional layers of governance will likely increase municipal cost apportionment and offer little in the way of savings to GSCA’s member municipalities.
- **Reduced Responsiveness:** Larger administrative structures often slow processes, contrary to the Province’s stated goal of streamlining approvals.
- **Disruption of Community Partnerships:** GSCA manages 29,000 acres of land, much of it donated by local residents with the expectation of local stewardship. GSCA also works with a network of dedicated volunteers and partners. Consolidation into a vast regional conservation authorities risks eroding these relationships and the trust that has been built locally.

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### Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

**GSCA supports modernization without amalgamation, through:**

- Province-wide standards and policies for permitting.
- Provincially developed and updated technical guidelines.
- Refined Key Performance Indicators (KPIs) to ensure that Provincial objectives are being met.
- Shared digital platforms and tools.
- Sustainable provincial funding to enable modernization and service delivery.

**Responses to ERO Consultation Questions**

**1. Key factors for a successful transition and outcome of regional consolidation:**

GSCA does not support the proposed regional consolidation of conservation authorities and is firmly of the opinion that the Government's objectives would be better served without adding red-tape and bureaucracy. However, if consolidation proceeds, success depends on:

- Pausing the current consolidation proposal to allow the Ontario Provincial Conservation Agency time to develop a well thought out business plan, including cost-benefit analysis and feasibility assessments.
- Clear provincial leadership and phased implementation to avoid service disruption.
- Retention of local knowledge and staff expertise, which is critical for ongoing program management.
- Retention of local offices and staff, including management, to provide continuance of local partnership, accessibility and front-line service.
- Continuation of locally prioritised and tailored programming to reflect local community needs.
- Transparent governance frameworks that preserve municipal influence and watershed identity.
- Dedicated provincial funding for all transition costs.
- Robust communication strategies to keep municipalities, stakeholders, and the public informed and engaged throughout the process.

**2. Opportunities or benefits of a regional conservation authority framework**

GSCA is of the opinion that these benefits can be achieved through collaboration, shared systems and voluntary service agreements without the cost and complexity of consolidation. The potential benefits of such service agreements could include:

- Shared technical expertise and modern tools across multiple watersheds.

- Consistent permitting standards and digital platforms that improve predictability for applicants. These should be provided by the Province regardless of consolidation.
- Opportunities for joint procurement and shared services to reduce duplication.

### **3. Suggestions for governance structure at the regional level**

The current governance structure provides the most representative and accountable system by offering each funding partner a meaningful voice at the governance table. GSCA has eight (8) participating municipalities represented by eleven (11) Board Directors appointed from each of the participating municipalities. This system provides a well-balanced structure that allow the participating municipalities the opportunity to design programs and policies that align with local municipal priorities, align with local municipal budgets, and represent the needs of the local community. If the Province proceeds with consolidation, the following governance structure may provide the next best option:

- A streamlined board (10–20 members) with representation grouped by upper-tier municipalities or counties to maintain fairness and efficiency.
- Utilizing the existing Upper Tier and Single Tier frameworks for local governance and apportionment to provide a more manageable option. That is, members of the Regional CA Board would be appointed from local upper tier or single tier municipalities within the Region's jurisdiction.
- In this model, it is recommended that apportionment would also move to the Upper Tier / Single Tier level.
- Clear protocols for communication between regional boards and municipalities.
- The creation of Regional Boards provides an opportunity to include other community groups within the Board structure, including local Indigenous representation and local industry representation. If this option is considered, it is recommended that the additional representatives would be excluded from budget votes.

### **4. Maintaining a transparent and consultative budgeting process**

The current budget process provides for the most transparent, accountable, accessible and consultative budgeting process as each participating municipality is afforded the opportunity to review draft budgets and representation at the Board table is such that individual municipal input is factored into budget decisions. This will be lost by the proposed consolidation model.

If consolidation moves forward, the following process should be utilized:

- A standardized regional budget framework with clear timelines and assumptions.
- Locally developed operating and capital budgets for each local office that are factored into the regional budget framework. These budgets can be reviewed and presented to sub-regional (local) budget advisory committees to ensure local priorities are considered.

- Publicly accessible budget documents and early consultation aligned with municipal budget cycles.
- Transparent levy apportionment formulas and regular financial reporting to all member municipalities.

## 5. Maintaining and strengthening relationships with local communities and stakeholders

Relationships with local communities and stakeholders have been developed over years or decades. Unless local offices, staff and leadership are maintained, not only will relationships weaken, they are at risk of disappearing altogether.

- Retain local offices and staff presence to ensure accessibility and responsiveness.
- Maintain clear communication channels and decision-making processes for local issues.
- Preserve local branding and identity to sustain trust and engagement.

### Closing Statement

GSCA urges the Province to prioritize modernization through shared standards, tools, and funding rather than large-scale structural amalgamation. We remain committed to working collaboratively to achieve efficiency and consistency while preserving the watershed-based governance model that has served Ontario effectively for decades.

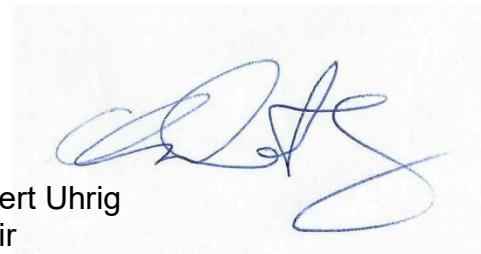
#### Submitted by:

Grey Sauble Conservation Authority  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Thank you,



Tim Lanthier  
 Chief Administrative Officer  
 Grey Sauble Conservation Authority



Robert Uhrig  
 Chair  
 Grey Sauble Conservation Authority

**Motion No.: FA-25-097**  
**December 17, 2025**

**Moved By:** Jon Farmer  
**Seconded By:** Scott Mackey

**WHEREAS** the Province of Ontario has posted Environmental Registry Notice No. 025-1257 (“Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities”), proposing to reduce Ontario’s 36 conservation authorities to 7 regional entities as part of a broader restructuring; and

**WHEREAS** Bill 68 (Schedule 3) has effectively created the Ontario Provincial Conservation Agency whose objects include overseeing conservation authorities and the transition to a regional watershed-based framework for conservation authorities in Ontario with municipal cost contribution yet to be defined; and

**WHEREAS** the Conservation Authorities Act enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and

**WHEREAS** the municipalities within the northern portions of Bruce and Grey Counties established the North Grey Region Conservation Authority in 1957 and the Sauble Valley Conservation Authority in 1958 which amalgamated into the Grey Sauble Conservation Authority (GSCA) in 1985; and

**WHEREAS** GSCA generates approximately 50 percent of its own revenues and local municipalities provide approximately 43% of total GSCA funding, while the Province of Ontario provides less than 7%; and

**WHEREAS** under this proposal, the Grey Sauble Conservation Authority (GSCA) would be consolidated into a new “Huron-Superior Regional Conservation Authority” that is over 23,000 square kilometres in size and consists of 80 municipalities; and

**WHEREAS** municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers; and

**WHEREAS** conservation authorities collectively own and manage thousands of hectares of land, much of which was donated or sold by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and

**WHEREAS** no governance model has been provided to ensure that local municipalities are still able to make local decisions related to the functioning and programs of the conservation authorities; and

**WHEREAS no business plan, cost-benefit analysis, or feasibility assessment has been provided to justify the proposed consolidation; and**

**WHEREAS the Province already has the authority to establish overarching legislation, regulations and standards through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks to address issues related to permitting, by establishing guidance, online permitting platforms and technical standards through legislation that could help build homes; and**

**WHEREAS the GSCA has already undertaken significant modernization work aligned with provincial objectives, including Information Technology / Information Management, and leveraging technology to streamline planning and permit review processes processing 100% of major permits within the provincial timelines in 2024.**

**NOW THEREFORE BE IT RESOLVED:**

**THAT the Board of Directors of the Grey Sauble Conservation Authority calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; and**

**THAT the Board of Directors of the Grey Sauble Conservation Authority does not support the proposed “Huron-Superior Regional Conservation Authority” boundary configuration outlined in Environmental Registry Notice 025-1257 as the proposal lacks sufficient justification, would significantly diminish local governance, and fails to recognize the effectiveness and efficiencies already achieved within existing watershed-based models; and**

**THAT the Board of Directors of the Grey Sauble Conservation Authority affirms that large-scale regional consolidation is unnecessary, would introduce substantial transition costs, and would divert resources away from frontline watershed programs. The Council further asserts that restructuring at this scale would erode local decision-making, weaken municipal accountability, and disrupt long-standing community partnerships that are central to delivering responsive watershed management; and**

**THAT while the Board of Directors of the Grey Sauble Conservation Authority supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down approach structure without strong local accountability and governance risks creating unnecessary cost, red-tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; and**

**THAT the Board of Directors of the Grey Sauble Conservation Authority urges the Province to strengthen centralized standards, resources, and tools rather than undertaking broad structural amalgamation and to provide sustainable, predictable provincial funding across conservation authorities to enable local CAs to advance ongoing digitization and systemization work that has already resulted in improved efficiency and consistency in recent years; and**

**THAT the Board of Directors of the Grey Sauble Conservation Authority believes that the Province's proposed new online permitting portal can be implemented within the existing conservation authority framework without requiring structural amalgamation; and**

**THAT the Board of Directors of the Grey Sauble Conservation Authority requests that the Ministry engage meaningfully and collaboratively with affected municipalities, conservation authorities, and local First Nations before advancing any consolidation, to ensure that any changes reflect both local needs and the practical realities of implementation; and**

**THAT this resolution be included in the Grey Sauble Conservation Authority's ERO response and forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, local MPPs, all of Ontario's municipalities, conservation authorities, AMO, and Conservation Ontario.**

**Carried**

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# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

### GENERAL BOARD MEETING MINUTES

Friday, November 14, 2025, 10:00 a.m.

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

**Board Members Present:** Kym Hutcheon, Deputy Mayor, Brockton, Chair

Ed McGugan, Councillor, Huron-Kinloss, past Chair

Warren Dickert, Deputy Mayor, Hanover

Scott Mackey, Mayor, Chatsworth

John Divinski, Councillor, Saugeen Shores

Joel Loughead, Councillor, Grey Highlands (via Zoom)

Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice Chair (via Zoom)

Monica Singh-Soares, Councillor, Southgate (via Zoom)

**Absent members:** Doug Townsend, Councillor, West Grey

Mike Hinchberger, Councillor, Kincardine

**Others Present:** Matt Meade, Bruce County (via Zoom)

Stephan Labelle, Manager

#### **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 Ed McGugan; Seconded by John Divinski

That the agenda be accepted as presented.

**Carried**

#### **4. Minutes of the Previous Meeting – October 10, 2025**

**Motion** Moved by Scott Mackey; Seconded by Warren Dickert

That the minutes from October 10, 2025 be approved as presented.

**Carried**

#### **5. Delegations**

Stephanie Stewart - Bruce, Dufferin, Grey, Wellington (BDGW) Regional Transit Study update

Stephanie provided an update on BGDW Regional Transit Study. She reported that Grey County Council approved continued operation of the Grey Transit Route (GTR) and the Guelph Owen Sound Transit (GOST) connection until August 31, 2026, without increasing its financial contribution beyond the \$145,000 previously committed for 2026. Additional costs will be covered by the Ontario Transit Investment Fund (OTIF). Ridership has been recovering following September schedule adjustments. She stressed the importance of sustaining ridership levels until a long-term regional model is implemented in 2030. She also outlined the progress of the transit study, noting that consultants are preparing open houses, stakeholder meetings, focus groups, and pop-up events across all four participating counties. Naming the study was discussed with several alternatives proposed to better reflect participating counties. She reassured the board that SMART will maintain its independence throughout the process, with any future integration to

occur only through mutual agreements. She also confirmed that previous transit studies have already been provided to consultants to avoid duplication and that the study will explore long-term funding strategies, including the possibility of pooled gas-tax allocation. The study will also propose a new governance structure with equal representation from all counties and SMART.

## 6. Business Arising from the Minutes

### A. Host Municipality

The board discussed the selection of a host municipality for SMART's gas tax administration. It was noted that Bruce County's CAO had discussed the matter but were waiting to see whether Grey County would take it on. Some members also questioned whether all Grey County municipalities had formally reviewed the hosting request at their council tables, indicating the need for clearer communication. After further discussion, the board agreed that Bruce County is the most appropriate municipality to approach.

**Motion** Moved by Ed McGugan; Seconded by John Divinski

That the Manager send a letter to the Bruce County Warden and Chief Administrative Officer (CAO) to determine its interest in serving as the Host County for SMART.

**Carried**

## 7. Correspondence – none

## 8. New Business

### A. Personal use of Saugeen Mobility phones

The board reviewed recent challenges related to staff cell phones used for SMART operations. In one case, a device remained locked to a former employee's Google account, which prevented SMART from access until the individual returned. Another phone belonged to a former employee and contained personal banking details, creating privacy and liability concerns. The proposed policy requires that SMART phones be used strictly for professional purposes, remain fully accessible to management, and contain no personal data with formalized offboarding procedures.

**Motion** Moved by Jennifer Shaw; Seconded by Ed McGugan

That the Personal use of Saugeen Mobility phones policy be adopted as presented.

**Carried**

## 9. Reports and Recommendations

### A. Report on September 2025 operations

**Motion** Moved by Ed McGugan; Seconded by Warren Dickert

That the report on September 2025 operations be accepted as presented.

**Carried**

### B. BDGW Regional Transit Study Partnership Agreement

The board reviewed the partnership agreement associated with SMART's participation in the BDGW Regional Transit Study. The agreement outlines SMART's responsibilities, including supporting Grey County, maintaining consistent messaging regarding transit initiatives, and providing required documentation. Board members sought clarification on whether consistent messaging would limit SMART's ability to express disagreement. Termination clauses remain available should the organization determine that continued participation is no longer appropriate. Despite questions about why Wellington County was not listed in certain sections (it will eventually be integrated into the study), there were no significant concerns.

**Motion** Moved by Joel Lougheed; Seconded by John Divinski  
That the Board endorse the Manager to sign the partnership with the network.  
**Carried**

#### C. Engagement Agreement

The board reviewed the upcoming public engagement schedule for the GDGW Regional Transit Study, which will include in-person sessions in multiple communities and a virtual event scheduled for January 12th. A workshop for councilors will take place prior to the public session. The board discussed whether SMART should host its own client-focused sessions but concluded that directing riders to the virtual meeting may be more inclusive given accessibility barriers and SMART still maintain a visible presence at regional events.

#### 10. Closed Session – none

#### 11. Adjournment & Upcoming Meeting Date – Friday, December 19, 2025, 10:00 a.m.

**Motion** Moved by Scott Mackey; Seconded by Monica Singh-Soares

That the Board meeting be adjourned as of 11:56 a.m.

**Carried**

Signed by:



12/19/2025

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Kym Hutcheon, Chair

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12/19/2025

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Cassandra Cesco, Recording Secretary

# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

**GENERAL BOARD MEETING MINUTES**  
 Wednesday, December 10, 2025, 10:00 a.m.  
 via Zoom

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

**Absent members:** Jennifer Shaw, Deputy Mayor, Arran-Elderslie

**Others Present:** Stephan Labelle, Manager

**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 Doug Townsend; Seconded by Ed McGugan

That the agenda be accepted as presented.

**Carried**

**4. Minutes of the Previous Meeting – November 14, 2025 - deferred**

**5. Delegations – Carolyn Laitinen, Executive Director Home & Community Support Services**

Coordination and the potential partnership between Home and Community Support Services (HCSS) and Saugeen Mobility and Regional Transit (SMART) were discussed. The discussion focused on exploring opportunities for alignment while maintaining service integrity and accessibility. It was agreed that further discussions are required and that this work should continue.

**Motion** Moved by Ed McGugan; Seconded by Scott Mackey

That the Manager continue discussions with HCSS on coordination and potential partnership.

**Carried**

**Motion** Moved by Mike Hinchberger; Seconded by Scott Mackey

That the Manager prepare a draft letter, for the Chair's review and consideration, outlining the current position of SMART within the BDGW Regional Transit Study.

**Carried**

**6. Business Arising from the Minutes – deferred**

**7. Correspondence – deferred**

8. New Business - deferred

9. Reports and Recommendations - deferred

10. Closed Session – none

11. Adjournment & Upcoming Meeting Date – Friday, December 19, 2025, 10:00 a.m.

**Motion** Moved by Mike Hinchberger; Seconded by John Divinski

That the Board meeting be adjourned as of 10:58 a.m.

**Carried**

Signed by:



12/19/2025

Kym Hutchison, Chair

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12/19/2025

Stephan Labelle, Recording Secretary

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# Safe N' Sound Emergency Shelter Feasibility Study

June 25, 2024

Prepared by:



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## 1.0 Introduction

The purpose of this report is to confirm the feasibility of Safe N Sound establishing emergency housing in Owen Sound. The report is intended to:

1. Define the need for emergency housing in Owen Sound,
2. Determine the overall feasibility and likelihood of success in Safe N' Sound establishing emergency housing, and
3. Develop a business plan for achieving the desired project, if determined to be feasible.

### Purpose and Target Group

Safe N Sound is interested in providing emergency housing for individuals experiencing homelessness in Grey County to meet their immediate, short-term accommodation needs. The shelter would offer a safe and secure environment, provide essential services such as food, clothing, hygiene facilities and a place to sleep, provide assistance to help transition individuals to more stable, long-term housing options, and offer support and connections to other services to help stabilize their housing.

## 2.0 Summary of Demand for Emergency Housing

Based on the needs assessment, it is estimated that approximately 55 people require emergency housing per night in Grey County, with adults being the largest group of individuals requiring emergency housing. The County has the capacity to provide emergency housing for approximately 35 people per night. As such, it currently relies on Safe N Sound to provide an overnight warming program from November 1 to March 31 to help meet the needs of those not accessing emergency housing. While the warming program protects individuals from immediate harm due to extreme weather, it is not a substitute for the year-round comprehensive support provided in emergency housing which aims to address both immediate and longer-term needs. As such there remains a need for emergency shelter for approximately 20 people per night.

When stakeholders were engaged in the summer of 2023, they consistently indicated while the County's motel program is an asset in the community, the motel program is not able to meet the current need in the community, both in terms of number rooms/beds, as well as support services for individuals with higher/more complex needs. People noted that there is no place for individuals without shelter to go past 3pm and no food security services on Sundays. Most stakeholders and almost all individuals with lived experience consulted believe that a formal shelter facility is needed to meet the need for emergency accommodation in Owen Sound.

The profile of people experiencing homelessness points to the need to consider the following when planning to address emergency shelter needs:

- There is a need for emergency shelter among youth, single adults, and families, but adults likely make up the largest group needing emergency shelter
- Low barrier shelter options are needed for individuals with mental health and substance use issues and others who currently face service restrictions and are without any shelter options



- Accessible shelter options are needed for people with physical limitations
- Considerations are required to support cultural safety among Indigenous people in need of shelter
- Specific considerations should be given support a safe, accessible and inclusive shelter environments for individuals who are not cis-gendered.

## 3.0 Program Design and Services

### Operating Model

Based on engagement with stakeholders and best practices it is recommended that if a shelter were established, that it be a low-barrier housing focused shelter. This means that the shelter would minimize entry requirements, have minimal rules and regulations and be open to individuals with substance use issues, individuals with pets or partners, and focus on quickly moving individuals into permanent housing.

### Service Model

Based on engagement with stakeholders and best practices, the following is recommended as a service model if Safe N Sound were to pursue an adult emergency shelter.

#### Access

- The potential shelter should be able to adequately serve people with high needs, without barriers.
- The potential shelter should use service restrictions sparingly, with as short a timeline as possible, with a focus on being rehabilitative and still assisting people in the process of being housed.

#### Intake and Assessment

- The potential shelter should be open 24 hours a day, 7 days a week, to provide safe accommodation at any time.
- Safe N Sound should provide a non-judgmental, welcoming atmosphere where individuals feel respected and valued.
- The potential shelter should have structured practices to divert people away from shelter when it is safe and appropriate to do so.
- The intake procedures should seek to understand immediate needs and put the importance of achieving housing quickly front and centre.



## Basic Needs Provision

- The potential shelter should provide clean, safe sleeping areas with adequate privacy. There should be separate areas for men, women, and non-binary individuals to ensure comfort and safety.
- The potential shelter should offer nutritious meals and snacks.
- The potential shelter should provide access to showers, toilets, laundry facilities, and personal hygiene supplies.

## Health and Wellness Services

- The potential shelter should facilitate access to medical professionals to address immediate health concerns and longer-term conditions and facilitate access to mental health supports.
- The potential shelter should provide harm reduction services, including needle exchange programs, overdose prevention, and referrals to detox programs.

## Case Management and Support Services

- A case manager should be assigned to each resident to develop a personalized plan addressing housing, employment, and other needs.
- The potential shelter should facilitate access to assistance with legal issues such as identification recovery, eviction prevention, and accessing benefits.
- Only programming that supports being housing-focused should be delivered within the shelter.

## Housing Support and Transition Planning

- The shelter should take a housing-focused approach by prioritizing moving individuals into stable housing as quickly as possible.
- On every shift frontline shelter staff should engage shelter guests in moving closer to housing acquisition
- Individualized plans should be co-developed with longer-term shelter guests for how they will exit the shelter for housing

## Safety and Security

- Staff should be trained in de-escalation techniques, trauma-informed care, and cultural competency as well as housing-focused services, harm reduction, motivational interviewing, and assertive engagement.
- The potential shelter should have security protocols to ensure the safety of both residents and staff, including controlled entry.



### **Data Collection and Evaluation**

- The potential shelter should maintain detailed records of services provided and outcomes for residents.
- Safe N Sound should regularly evaluate the effectiveness of the shelter's services through feedback from residents and staff and adjust programs as necessary.

### **Collaboration and Partnerships**

- Safe N Sound should collaborate with local non-profit service providers and government programs to provide comprehensive services.

## **4.0 Location and Planning Policy Considerations**

Through discussions with stakeholders, there was a general sense that the location of an emergency shelter should be in a central where there is greater access to services such as meal programs, health supports, housing support, employment etc. For people currently experiencing homelessness, most felt that downtown was the best location.

Based on a review of Owen Sound's Zoning By-Law, a shelter may fall under the description of a Group Residence or a Crisis Residence, although it would not clearly fit into the latter category if the average length of stay is more than one month.

A Group Residence is defined as a group home in which greater than ten people are living under supervision. For reference, a group home is defined as:

‘Group Home’ means a single housekeeping unit in which three to ten people (excluding supervisory staff or the receiving family) live under supervision and who by reasons of their emotional, mental, social, or physical condition or legal status, require a group living arrangement for their well-being. The group home must be licensed or approved under an Act of the Parliament of Canada or the Province of Ontario.

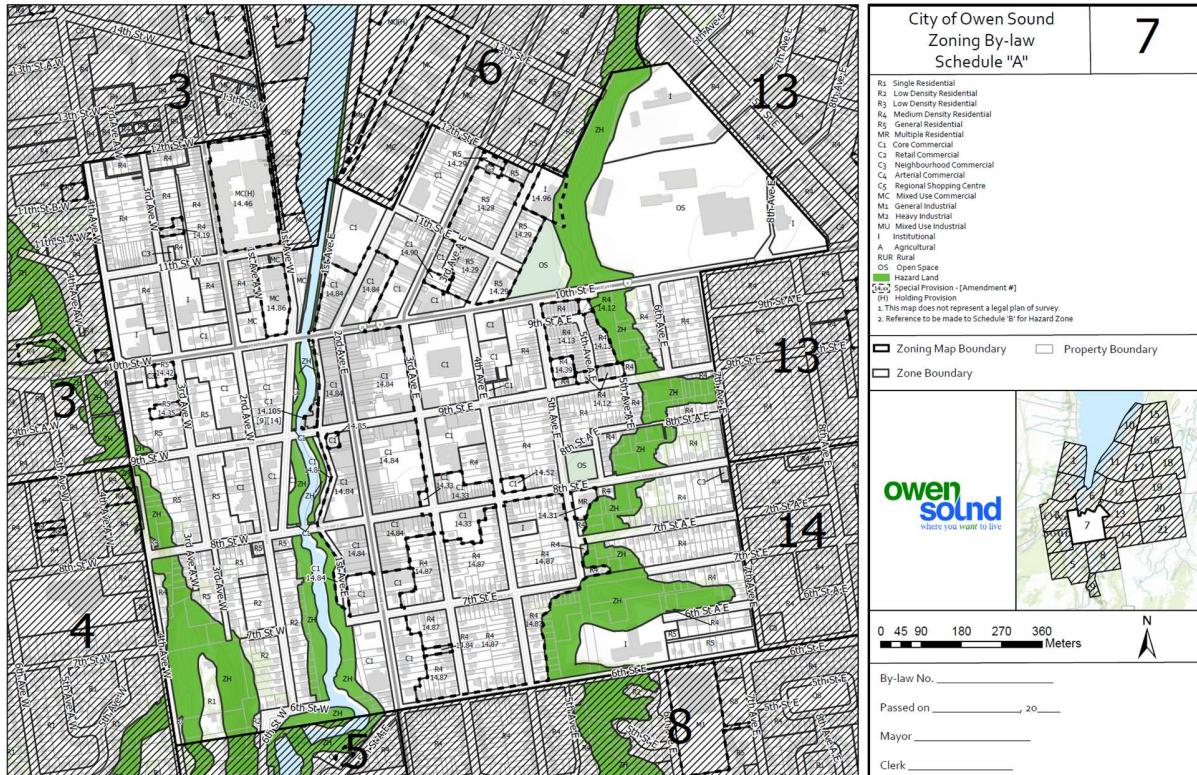
The potential emergency shelter would not be licensed as a group home by the federal or provincial government.

A ‘Crisis Residence’ means a lot and / or building or part thereof established as a single housekeeping unit used for the short term accommodation of three or more persons exclusive of staff living under supervision, who normally would have a permanent residence elsewhere, who by reasons of their emotional, mental, social, or physical condition or legal status require a temporary living arrangement for their well being. For purposes of this definition, short term shall mean averaging one month or less in time.

The Zoning By-law includes a land use category for Sensitive Land Use which means a lot is zoned for uses within the Residential, Institutional, or Open Space categories. A sensitive land use receptor is a building or structure that is being used for a dwelling, school, long-term care facility, hospital, day nursery, crisis residence, group home or group residence.



Group Homes are permitted as-of-right in any residential zone, but Crisis Residences are not. Both Group Homes and Crisis Residences are permitted for the most part in all commercial & mixed zones (C1, C2, C3, C4, MC), and in institutional zones (I). This generally includes the Downtown area, as well as some surrounding areas.



## 5.0 Facility

### Number of Beds

Based on the consultants' experience analyzing daily shelter data, aiming for a 70% average occupancy rate provides sufficient capacity to meet the total need most nights considering fluctuations in demand. As such, based on an average need of approximately 20 beds, a potential shelter in Owen Sound should ideally have approximately 28 beds.

## Space Requirements

Based on typical space standards and best practices for shelter design, a 28-bed shelter should be approximately 7,000 square feet. The following provides a breakdown of the estimated space required for each function within a potential emergency shelter.

## **Entry and Reception Area**

- Vestibule: 100 sq. ft.
- Client Intake Area: 150 sq. ft.
- Seating Area: 200 sq. ft.
- Reception Office: 120 sq. ft.

## **Living and Activity Spaces**

- Gathering Place/Day Activity Room: 400 sq. ft. (co-located with dining area)
- Dining Area: 400 sq. ft. (co-located with gathering place)
- Activity Space/Temporary Beds Spaces: 500 sq. ft. (includes computer area, multi-purpose room)

## **Professional and Administrative Spaces**

- Space for Visiting Professionals: 120 sq. ft.
- Case Worker Offices (3):  $3 \times 120 \text{ sq. ft.} = 360 \text{ sq. ft.}$
- Administrative Support Spaces (3):  $3 \times 100 \text{ sq. ft.} = 300 \text{ sq. ft.}$
- Staff Washroom: 80 sq. ft.

## **Facilities and Utilities**

- Commercial Kitchen: 400 sq. ft.
- Common Washrooms for Newly Arrived Clients: 200 sq. ft.
- Laundry Facilities: 150 sq. ft.
- Indoor Storage: 200 sq. ft.
- Janitorial Room: 100 sq. ft.
- Heat Treatment Room: 150 sq. ft.

## **Sleeping Accommodations**

- Quadruple Sleeping Accommodation Rooms (6 rooms, 4 beds each):  $6 \times 250 \text{ sq. ft.} = 1500 \text{ sq. ft.}$  (including washrooms and showers)
- Single Rooms (2):  $2 \times 120 \text{ sq. ft.} = 240 \text{ sq. ft.}$
- Additional Washrooms/Showers: 200 sq. ft.

## **Common Space**

- Circulation, mechanical/electrical (20% of the above) = 1,200 sq. ft.



## 6.0 Construction Costs and Capital Funding Sources

### Construction Costs

A preliminary estimate of the cost to construct a new purpose-built emergency shelter is outlined below. Costs may be lower if Safe N Sound were to purchase an existing building and re-purpose and renovate it into an emergency shelter.

Soft costs	\$500,000
Hard costs and land	\$2,350,000
Non-rebatable HST	<u>\$112,290</u>
Total costs	\$2,962,290

### Potential Capital Funding Sources

Funding the construction of emergency housing typically requires a combination of funding sources. Some potential funding sources include:

- Reaching Home: Canada's Homelessness Strategy – Construction, renovation, and purchase of shelter facilities are eligible for funding. Competition for the funding is high, and typically applicants are only able to secure small amounts of capital through this program.
- National Housing Co-Investment Fund – Offers financial contributions and low-cost loans for the development of affordable housing and emergency shelters, although the challenges associated with accessing this fund can be significant. The application process is complex and time-consuming. Organizations often need to secure outside expertise to assist with the application process. The fund has specific requirements related to affordability, energy efficiency, and accessibility which can be difficult to meet for emergency shelter projects. Competition for the fund is high and projects need to demonstrate significant community impact and alignment with the program's strategic objectives. Applicants must secure other sources of funding to match the investment from the fund, and these funds need to be secured before receiving Co-Investment funding.
- Homelessness Prevention Program – Costs to construct, convert an existing property, or acquire a building to be converted for emergency shelter can be funded through this program. This is a provincial program which is delivered through municipal Service Managers, in this case County of Grey. The amount of funding available through this program is limited. Funding is often largely committed year-over-year for homelessness services, leaving limited funding available for capital costs.
- Foundations and Charitable organizations – Some foundations provide grants for capital projects such as Ontario Trillium Foundation and United Way.
- Fundraising – Shelters generally need to raise a portion of the funds for major capital projects through fundraising.



## 7.0 Operating Costs and Funding Sources

### Operating Costs

The annual costs to operate a 28-bed shelter on a 24/7 basis are estimated to be approximately \$840,000 per year.

### Potential Operating Funding Sources

For the 2023/2024 fiscal year, Safe N Sound had income of \$521,000, including \$150,000 from the County of Grey for the winter overnight program, \$100,000 from the County of Grey through the Homelessness Prevention Program and \$24,000 from the County of Grey Social Services to help cover the costs of mortgage payments.

Most of the expenses currently born by the drop-in centre could be shared with the emergency shelter if drop-in services were delivered in a shared space. This includes:

- Legal and Professional Fees – \$5,000
- Facilities and equipment expenses – \$73,000
- Programs expenses – including food – \$17,000
- Administration costs – \$33,000
- Salary and wages – \$434,000.

The organization would need to raise approximately \$319,000 more a year to cover the costs of operating a shelter.

Potential sources of funds include:

- Homelessness Prevention Program and Municipal Funding – There may be potential for Safe N Sound to access additional Homelessness Prevention Program funding of municipal social services funding through the County of Grey. However, that this time there is no indication that the County would be willing to provide additional funding to Safe N Sound to operate a shelter.
- Reaching Home – Essential services related to the provision of emergency shelter beds are eligible for funding. However, services that prevent or reduce homelessness are typically prioritized for funding and projects selected for funding must not create a dependence on, or expectation for ongoing funding.
- United Way – Local United Way chapters often fund emergency shelter operations as part of their community impact programs.
- Ontario Trillium Foundation – OTF provides grants to support community-based non-profits, including those aimed at addressing homelessness. These grants are initiative based, rather than ongoing funding.
- Other grants and foundations – Grants are often have grants that can be accessed to support shelter services.



- Fundraising – Most emergency shelters rely on fundraising for a portion of their revenues.

## 8.0 Community Support and Potential Partnerships

Overall, local community organizations were supportive of a shelter in Owen Sound. Several stakeholders identified opportunities to support emergency accommodation services:

- The SOS team: medical care, peer support, mental health and addiction support, harm reduction education, housing system navigation
- Paramedic Services, Grey County: outreach at shelter
- CMHA: peer support program
- Salvation Army: clothing, food, spiritual support.

Other opportunities which could be pursued, might include:

- United Way: potential funding, communications
- Grey Bruce Public Health (Harm Reduction, Sexual Health Program): safe opioid supply, health service navigation
- OSHaRE: meals
- M'Wikwedong Indigenous Friendship Centre: cultural supports.

## 9.0 Legal Status

Safe N Sound is a registered non profit, with charitable status, and their letter's patent permits the organization to operate as an emergency shelter.

## 10.0 Risks

Establishing and operating an emergency shelter involves several risks, with financial risks being the most significant for Safe N Sound:

- Insufficient Financial Resources for Capital Costs – Establishing an emergency shelter requires significant upfront capital for acquiring or leasing space, possibly renovations, and purchasing necessary equipment and furnishings. There might be inadequate funding from government, other grants, and donations to cover these initial costs, which could hinder the feasibility of the establishment of an emergency shelter or compromise the quality of the facility if one were established.
- Ongoing Expenses – Emergency shelters incur significant operational costs, particularly in staff wages and salaries due to the 24 hour nature of the service. Sustaining these expenses requires reliable and consistent funding streams. However, a Safe N Sound would likely need to have significant reliance on uncertain funding sources, such as donations or short-term grants, which



can lead to financial instability. Any shortfall in expected funds could jeopardize the shelter's operations. At this time there is no indication that the County would be willing to increase the funding it provides to Safe N Sound to operate a shelter or act as a financial backstop so that a shelter could maintain its operations even during periods of funding shortfall.

Other operational risks include:

- Staffing – An emergency shelter may face challenges recruiting and retaining qualified staff. However, Safe N Sound has experience providing overnight services, which lends capacity to delivering emergency shelter services.
- Safety and security – Ensuring the safety of both service users and staff can be challenging. Balancing these needs requires staff well-trained in de-escalation techniques, trauma-informed care, and cultural competency, clear and consistent policies and communication, and thoughtful use of surveillance cameras. Safety measures and policies should be regularly reviewed and adapted based on feedback from staff and service users, as well as incident reviews.
- Accessibility issues due to service restriction policies – If service restriction policies limit access to an emergency shelter, it would be unable to fulfill its objectives and would necessitate additional redundant services.
- Approach does not meet the needs of diverse subpopulations – A generalized approach may not meet the specific needs of diverse subpopulations, such as youth, women, Indigenous peoples or some individuals with mental health or substance use challenges. Consideration of the needs of diverse subpopulations that are part of the target population for an emergency shelter would be required.
- Dependence and prolonged experience of homelessness – If the emergency shelter does not remain steadfast in its housing focus there is a risk service users could become dependent on the shelter and a risk that an emergency shelter would not contribute to reducing the length of time someone spends experiencing homelessness. An emergency shelter is not a solution to homelessness in and of itself, it is a means of providing access to services and supports to meet immediate basic needs and assist with re-housing.

Community-related risks include:

- Community resistance – Local residents and business may oppose the establishment of an emergency shelter in their area. If there is a negative perception of the shelter it can affect the shelter's reputation and reduce community support and donations.
- Lack of support from County for establishment of shelter – If Safe N Sound does not have the support of the County, which is designated by the province of Ontario as the service manager responsible for homelessness system planning, it would face several significant risks in operating an emergency shelter, including financial risks, potential challenges coordinating with other services. Safe N Sound may also reduce its ability to influence policy and design-making related to homelessness if it is seen as engaging in activities which do not align with the County's strategies for addressing homelessness. At this time, Safe N Sound has not received indication from the County that it would be supportive of it establishing an emergency shelter.

## 11.0 Conclusion

The feasibility study confirms that there is a need for emergency housing in Owen Sound, with approximately 20 individuals left without adequate shelter each night. The current measures, including the winter warming program and motel accommodations, are insufficient to meet this demand, especially for individuals with complex needs.

Despite this need, significant financial risks and the lack of support/endorsement from the County present substantial challenges for Safe N Sound. While potential funding sources for both capital and operating costs have been identified, obtaining sufficient financial resources remains highly challenging. There is a high risk that the available capital funding from government grants, foundations, and donations will be inadequate. Likewise, covering the operating costs of an emergency shelter requires reliable and consistent funding streams. However, current available funding sources are uncertain and inconsistent, which may lead to financial instability. The ability to secure sufficient and consistent funding for both capital and operational expenses is critical and will likely determine the overall success and sustainability of the shelter.

# Safe N' Sound Emergency Shelter Needs Assessment

June 18, 2024

Prepared by:



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# 1.0 Introduction

## Emergency Housing Feasibility Study

This needs assessment was prepared as the first phase in the completion of an Emergency Housing Feasibility Study for Safe N Sound. The Feasibility Study is being conducted to:

1. Define the need for emergency housing in Owen Sound,
2. Determine the overall feasibility and likelihood of success of Safe N Sound establishing emergency housing, and
3. Develop a business plan for achieving the desired project.

## Area of Study

The needs assessment considers the need for emergency shelter in Grey County as a whole. This area aligns with the service area used for homelessness system planning by the County of Grey, which is designated by the provincial government as the Consolidated Municipal Service Manager.

## Estimating Shelter Needs

Estimating the need for emergency shelter can be difficult. It depends on the number of people experiencing homelessness, without safe alternatives such as staying with family or friends, and the length of time people use shelter before moving to housing.

Emergency shelter should be available for everyone seeking shelter, who cannot be diverted, and individuals living unsheltered/sleeping rough. This was reinforced by the Ontario Superior Court of Justice's ruling in January 2023 that the City of Waterloo could not evict individuals living in an encampment on city-owned land when there is no adequate indoor shelter space. This ruling is one of several rulings that have been issued across Canada that correspond with a housing-focused, and human rights-based approach to homelessness.

A variety of sources can be used to help inform the need for emergency shelter, including homelessness enumeration data, By-Name List data and shelter usage data, among others. This needs assessment attempts to use this data to estimate the total shelter needs, but does not contemplate (other than through engagement of stakeholders) how those needs should be addressed, such as a formal shelter facility, hotels, host homes or other models. This will be discussed further in the second phase of the project.



## 2.0 Indicators of the Number of People Experiencing Homelessness and Demand for Emergency Shelter Services

The number of people experiencing homelessness in a community provides one indicator of the need for emergency shelter. However, it is best practice for people experiencing homelessness to be diverted from shelter, for example to stay with family or friends or in self-funded motels, if it is safe and feasible for them to do so. If no safe alternatives are available, it is best practice that emergency shelter be provided to avoid health and safety risks associated with being unsheltered/rough sleeping.

### **Homelessness Enumeration Data**

The most recent homelessness enumeration in Grey County, conducted on October 18, 2021, identified 142 people experiencing homelessness (County of Grey, 2022). Of these, 11 were staying in self-funded motels, 58 were staying with others, 20 were staying in County funded motels, 27 were unsheltered, nine were in an institution (hospital, jail, treatment), and 17 were unsure where they were staying or refused to disclose. Homelessness enumeration data is considered to be the minimum number of people experiencing homelessness at a given time, as homelessness enumerations will miss some individuals and families experiencing homelessness. This data suggests that, at a minimum, there were 47 people in need of emergency shelter at that time (based on the number of people staying in County funded motels and unsheltered).

### **By-Name List Data**

A By-Name List is a comprehensive list of every person in a community experiencing homelessness, who consents to having their name on the list. Since the inception of Grey County's By-Name List in January 2021, 566 households have been added to the list. In the one-year period between July 2022 and July 2023, 285 households were identified as experiencing homelessness and consented to having their name on the By-Name List. Of these, 157 new households were added during the year. As of July 31, 2023, 127 households were actively experiencing homelessness and on the By-Name List. An average of 13 households transition off the BNL into housing on a monthly basis. Over the past year, the number of newly added households each month is approximately equal to the number of households transitioning off the BNL into housing, which suggests an ongoing and consistent need for emergency shelter, based on the current availability of housing and supports in the community. It should be noted that people may be missing from the By-Name List because they are not accessing the Coordinated Access System or do not wish to share their personal information so they can be added to the list. Groups that may be more likely to be missed from the List include Indigenous, 2SLGBTQIA+, youth.

### **Demand for the Short Term Shelter Program**

213 unique individuals and 182 unique families accessed the Short Term Shelter Program (hotel program) in the year ending July 2023. Another 219 unique individuals and 38 anonymous individuals were turned away due to lack of space. It should be noted that there may be overlap between the two groups as someone may have later received emergency hotel services when a space opened up.



With the purchase of a motel to provide emergency housing, the County expects to see between 350 and 400 unique individuals accessing the program within a year<sup>1</sup>.

Grey County provided approximately 10,165 nights of accommodation through the Short Term Shelter Program in the 2023 calendar year, which is approximately 28 occupied beds per night.

The average length of stay in the Short Term Shelter Program from prior to July 2023 was 20.68 days. Based on the average length of stay and the number of unique individuals and families that accessed the Short Term Shelter Program, a minimum average of 22 individuals and families were accessing the program on average at any given time, which assumes each individual and family only had one stay during the year. Assuming individuals and families had similar lengths of stays and average of 12 individuals and 10 families were accessing the program at any given time. Assuming the individuals who were turned away would have had similar lengths of stay and a similar proportion of individuals and families, another 6.5 individuals and 5.5 families would have required emergency shelter per day to meet the total demands of people seeking shelter.

Households leave shelter for a variety of reasons. Some households are discharged due to time limits; 16 households were discharged during the year due to time limits. 142 (of 405 discharges, 35%) households are known to have left shelter for positive housing destinations upon discharge. Some of the remaining households may seek shelter again in the future after exiting from shelter.

Safe N Sound staff reported that many of the participants who do avail of the motel program end up back with them at a later date because they breached the motel/hotel rules. The motels can be like a revolving door where an individual stays for a week or so before being kicked out. This can happen to the same individual multiple times depending on how many chances they get and how many motels they get banned from.

### **Safe N Sound Out of the Cold Evening Program**

Safe N Sound ran an evening Out of the Cold warming program daily from November 1, 2023 to March 31, 2024. The program saw an average of 24 overnight users per night. Combined, the Short Term Shelter Program and Safe N Sound's Out of the Cold Evening Program provided overnight service to an average of 56 people per night in December 2023.

Some 213 unique people accessed Safe N Sound's night services over the 5-month period from November 1, 2023 to March 31, 2024. Of that 213 people, 110 were from the area (mainly Owen Sound) and had been in and out of homelessness for some time. 66 of those individuals were chronically homeless and used Safe N Sound's services consistently. Most of these people are now living in tents in and around Owen Sound.

Of the 66 individuals who used the overnight program consistently:

- 24 were adult females, 7 who were Indigenous, none of whom were seniors
- 42 were adult males, 7 who were Indigenous, including one senior male
- 1 was a male youth – this individual was also Indigenous.

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<sup>1</sup> <https://www.grey.ca/news/grey-county-move-forward-motel-purchase-emergency-housing-program>



Safe N Sound conducted a survey of individuals who used their warming program from November 1, 2023 to March 31, 2024. Of the 39 individuals who responded to the survey 12 reported that if they were unable to stay at Safe N Sound they would stay on the streets, another 12 reported they would squat on private property, nine reported that they would stay in the motel program, six would stay with a friend or family and eight were unsure.

### Outreach

Some of the individuals turned away from shelter would be forced to sleep rough/unsheltered. Outreach attempts to provide services to individuals in community who are neither housed nor in the Short Term Shelter Program. The Grey County SOS Mobile Outreach had interactions with approximately 330 unique individuals between May 1<sup>st</sup> and July 2023 and another 21 individuals received outreach in encampments. This data reinforces that there likely an ongoing unmet need for emergency shelter among those sleeping rough. It should be noted, however, that there are various reasons that people do not access emergency shelter. These can include being turned away due to space capacity, being restricted from services, or choosing not to access emergency shelter for a variety of reasons, including rules, perceptions of safety, etc.

## 3.0 Profile of People Experiencing Homelessness

The profile of individuals and families experiencing homelessness can help inform the needs that should be addressed through emergency shelter.

The 2021 homelessness enumeration identified three youth under the age of 18 and 19 youth age 18-25. The largest groups were those in the 26-39 and 40-59 age categories, each with 56 people. Seven people over the age of 60 were identified. This suggests that there may be a need for emergency shelter among both youth and adults, but that adults likely make up the largest group needing emergency shelter.

The largest gender demographic was cis-gender males, with 98 respondents. There were 40 cis-gender females and one respondent indicated they do not identify as cis-gendered, 4 respondents declined to answer. This suggests a need for approximately two thirds of emergency shelter beds to accommodate cis-gender males and 27% to accommodate cis-gender females. This also points to the importance of planning to meet the needs of individuals who are not cis-gendered, and require specific consideration to support a safe, accessible and inclusive environment.

While 16% of respondents to the homelessness enumeration survey identified as Indigenous, it is recognized that this number is very low compared to the actual number of Indigenous individuals and families experiencing homelessness. As such, it is important to consider cultural safety among Indigenous peoples when planning to meet emergency shelter needs.

Many individuals surveyed as part of the homelessness enumeration reported contributing factors that increase their vulnerability and need:

- 39% of homelessness enumeration respondents identified as having a medical illness or condition

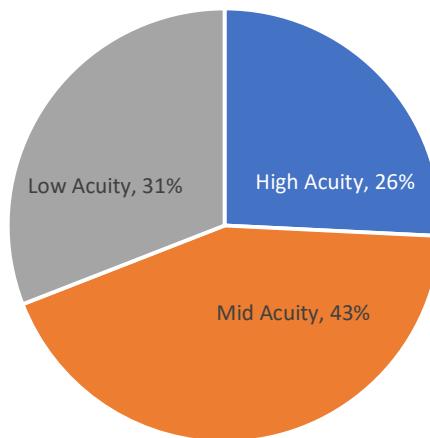


- 37% identified as having a physical limitation
- 44% identified as having a learning or cognitive limitation
- 58% identified as having a mental health concern
- 50% identified as having a substance misuse/use concern.

The enumeration identified 27 individuals in need of intensive housing supports who were currently unsheltered/sleeping rough. These factors point to the need for low-barrier approach to emergency shelter.

Data from the By-Name List reinforces this need. Just over one quarter of people on the By-Name List have been assessed to have a high level of vulnerability/support need, another 43% with moderate acuity and 31% with low acuity. Individuals with low acuity typically either do not require assistance or only require “light-touch” supports to resolve their homelessness. Those with moderate acuity may need some additional supports and individuals with high acuity often require intensive supports to resolve their homelessness.

#### **Households by Acuity Level, Based on the By Name List as of August 2023**



Note: n=97. Does not include 10 households with no assessment completed

## **4.0 Households at High Risk of Homelessness**

In addition to those currently experiencing homelessness, there are individuals in the community at high risk of homelessness who may experiencing homelessness in the future. Having a very low income is a strong risk factor for homelessness. Based on the 2021 census, there were 565 households with very low incomes in Grey County, (20% of under of the Area Median Household Income or incomes of less than or equal \$15,600). These households are considered at high risk of homelessness, as any change in income, expenses or their current housing could lead to homelessness. In addition, there are another 2,110 households in core housing need that could also be considered at risk, given that they can't afford



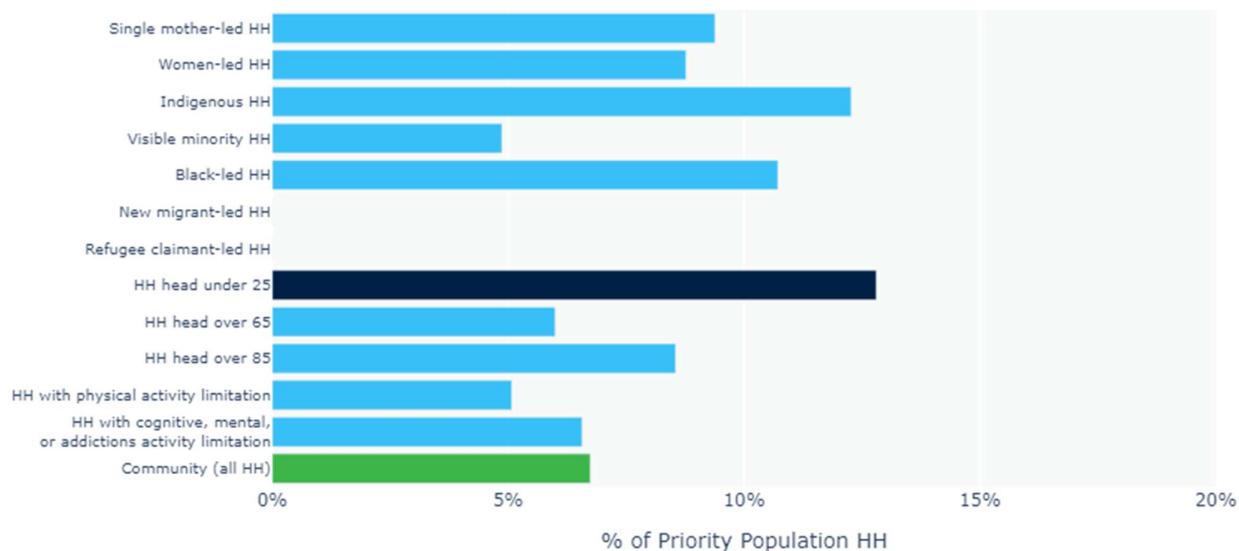
alternative appropriately sized housing in the community. It should also be noted that noted that income data from the 2021 Census was based on total income for 2020, when the federal government was distributing the Canada Emergency Response Benefit (CERB) during the first phase of the Covid-19 pandemic. It is widely acknowledged that CERB increased incomes in the 2021 Census, particularly for the lowest-earning households, and temporarily decreased the number of households in core housing need.

#### Households in Core housing Need by Household Size and Income Category

Income Category (Max. affordable shelter cost)	Total
Very Low Income (\$390)	565
Low Income (\$975)	2,060
Moderate Income (\$1560)	50
Median Income (\$2340)	-
High Income (>\$2340)	-
Total	2,675

The following chart compares the rates of Core Housing Need across populations that are at high risk of experiencing housing need. Households led by individuals under 25 and Indigenous households have particularly high rates of core housing need.

#### Percentage of Households in Core Housing Need by Priority Population, 2021



The majority of households in core housing need are one-person households. There are also some two-person households, but relatively few larger households.

#### Households in Core housing Need by Household Size and Income Category

Income Category (Max. affordable shelter cost)	1 Person HH	2 Person HH	3 Person HH	4 Person HH	5+ Person HH	Total



Very Low Income (\$390)	510	55	-	-	-	565
Low Income (\$975)	1,405	470	110	35	40	2,060
Moderate Income (\$1560)	-	-	15	20	15	50
Median Income (\$2340)	-	-	-	-	-	-
High Income (>\$2340)	-	-	-	-	-	-
<b>Total</b>	<b>1,915</b>	<b>525</b>	<b>125</b>	<b>55</b>	<b>55</b>	<b>2,675</b>

#### Drop-In Usage

Forty-four regular Safe N Sound drop-in users did not use overnight services between November 1, 2023 and March 31, 2024, and only used day services i.e. meal services, harm reduction, access to clean clothes, washing clothes, online court advocacy and support, needle exchange program, Naloxone provision and training, SOS Support (first aid and medical support), referral to other community services and Phone access. Many of that group were housed, but out of that number six individuals sought assistance with housing (5 male, 1 female).

## 5.0 Indicators of Supply of Emergency Accommodation, and Housing for People Experiencing Homelessness

#### Short Term Shelter Program and Emergency Housing

During the winter of 2022/2023 the Short Term Shelter Program operated up to 47 rooms a night at times to accommodate overflow needs during inclement weather. During the Summer of 2023 it is operating at 15 rooms a night in order to remain on budget for the winter season.

In the Winter of 2023/2024 the County purchased a motel in Owen Sound for emergency housing. The motel has 22 rooms, and many will be double occupancy, so the total occupancy may be closer to 44 individuals. The motel will provide approximately 10,000 nights of accommodation yearly, through single, double, and family occupancy<sup>2</sup>. With the purchase, Grey County will be able to offer upwards of 13,000 nights of accommodation to residents experiencing homelessness throughout the year. This is an average of 35 beds per night.

#### Transitional Housing

Twelve units of transitional housing targeting individuals experiencing homelessness opened in December 2023. Some of the individuals who were identified as experiencing homelessness in November were housed in December.

#### Grey County Housing

<sup>2</sup> <https://www.grey.ca/news/grey-county-move-forward-motel-purchase-emergency-housing-program>



Grey County Housing owns and operates 995 units of Rent Geared to Income housing and in partnership with nine local non-profit housing providers supports with over 450 additional rental units. Grey County financially supports an additional 72 beds within Housing with Related supports provider accommodations and 32 Rent Supplements monthly. Grey County offers one in 10 units to households off of the By-Name List (BNL). On average in a year there is turnover of 70 units resulting in seven offers to the BNL directly to Grey County housing.

## 6.0 Community Perspectives on the Need for Emergency Shelter

As part of completing the needs assessment, we engaged with a number of community stakeholders and members to help identify current and future needs, and gaps, in providing emergency housing services in Owen Sound.

### 6.1 Who We Engaged

Our team reached out and spoke to a range of local stakeholders, Municipal and County staff, and people with lived experience. Overall, we held conversations with 47 people.

Stakeholder Group	Method of Engagement	People Engaged
Safe N Sound Executive Director	Interview	1
Safe N Sound Front Line Staff	Meeting/focus group	5
Grey County Staff	Meeting/focus group	4
City of Owen Sound Community Services Staff	Meeting/focus group (virtual)	2
City of Owen Sound By-law Enforcement	Interview (virtual)	1
Homelessness Service Providers (8)	One-on-one interviews (virtual)	12
People with Lived Experience	One-on-one interviews	22

Homelessness Service Providers engaged include:

- CMHA
- Grey Bruce Public Health
- Paramedic Services
- Salvation Army
- SOS Team
- United Way Bruce Grey
- Women's Centre Grey Bruce
- YMCA

### Acknowledgements

We would like to thank everyone who took the time to have conversations with us for sharing your knowledge and experiences. We would like to especially thank all the participants at Safe N Sound,



OSHARE, and people currently participating in the County's short-term shelter program for sharing your unique experiences and insights into current emergency housing needs in Owen Sound.

## 6.2 What We Heard

Throughout our various conversations in the summer of 2023 we heard a range of insights on the current needs, gaps, and opportunities related to providing emergency accommodation in Owen Sound. Feedback is summarized below.

### What we have

Stakeholders identified a range of services currently available to support people experiencing homelessness in Owen Sound.

- 911/211
- City Hall
- CHO Homes (CMHA)
- CMHA
- Farmer's Market
- Grey County
- Hanover drop-in
- Harm reduction program
- Hospital/Emergency Room
- M'wik
- Motel program (County)
- OSHARE
- Outreach to encampment
- Public health
- RGI Housing
- Safe N Sound
- Salvation Army
- SOS
- United Way
- Women's shelter, human trafficking beds
- YMCA

For individuals currently experiencing homelessness, they indicated seeking support from:

- Safe N Sound
- CMHA
- OSHARE
- Salvation Army
- YMCA
- United Way

### Who is experiencing homelessness

Overall stakeholders describe a sense that the number of people experiencing homelessness in Owen Sound and Grey County has increased, largely since the COVID-19 pandemic.

Many stakeholders identify people with severe mental health and addictions challenges as being more likely to be experiencing homelessness and facing more barriers in accessing housing. Several stakeholders also highlighted a growing opioid crisis in the community.

Other individuals identified as more likely to be experiencing homelessness include Indigenous people, youth, people with developmental disabilities, people involved in the justice system, 2SLGBTQIA+ people, racialized people, and older adults/seniors. Some stakeholders note that they are seeing more men (between ages of 25-45 years). Some stakeholders also point to seeing people who are unable to meet their basic health needs (may have been in hospital but are not able to care for themselves).



Generally, stakeholders indicate that they mostly see people who have been experiencing homelessness for some time but do see a small number of people who are homeless for the first time.

### What is Working

Stakeholders identify several strengths including the BNL, 211, STSP, outreach services, shelter space in the winter, and telemedicine program (focus on mental health supports in collaboration with CMHA). People also identify a range of services such as OSHaRE and the SOS Team. It was also noted that there are programs almost every day and people know about and are accessing Safe N Sound.

For the most part people feel that there are many programs for people to access food. Some did note that there are no options on Sundays.

### What are the barriers people are facing

Stakeholders highlight that it is often individuals who have had other systems “fail” such as health care, corrections, addiction services, and CAS, that ultimately creates the most barriers to emergency accommodation and results in chronic homelessness. For some individuals, it's noted, programs such as the County's motel program (STSP), and other housing solutions (i.e., RGI housing) can be really helpful however for individuals who need significant supports there are few options. Stakeholders also note that if someone doesn't want to be in a ‘program’ (such as the STSP program), there are no options.

“When systems fail, they come here” – Safe N Sound

Stakeholders also identify people with developmental disabilities and people using drugs as also having particular barriers in accessing housing. Some people also expressed that past experiences or a “bad reputation” can also create barriers in accessing emergency housing. Lack of ID can also be a barrier.

Service restrictions can also be a barrier for some individuals, leaving no options in the community for emergency housing.

An overall lack of affordable housing is also emphasized as a key barrier. As well as long-term supportive housing options. Housing with supports for people with mental health and addictions, with developmental disabilities, and also for people who cannot meet their basic needs on their own (i.e., people released from hospital) were all identified.

Access to supports is a significant barrier for individuals facing homelessness in Owen Sound. Stakeholders point to a lack of mental health supports, lack of addiction services, lack of supports for people with developmental or cognitive disabilities, lack of primary medical care, and a lack of supports to help people maintain their housing once they are housed.

Transportation across the County is also an additional barrier in trying to access housing outside Owen Sound.

Income can also create challenges, even if someone is able to get on ODSP, there are still unable to afford current rents for suitable housing.

For individuals currently experiencing homelessness, current barriers identified include lack of affordable and safe housing, mental health and addiction issues, lack of transitional housing and



programming, low income (ODSP not enough to afford housing, lack of support for people with disabilities, lack of emotional supports, and discrimination.

#### Is everyone getting shelter who needs it

For many stakeholders they highlight that some people can access emergency housing and “we” are able to support them effectively. When asked if “everyone is getting shelter who needs it”, the response is unanimously “no”.

People generally agree that it is people with several medical, mental health, and/or addictions that are most challenging to find emergency accommodation.

Outcomes that may result from a lack of access to emergency options include trauma and generations of impact on people and families. “Everything is impacted by homelessness – health, income, education”. Stakeholders also share that it can create stigma towards people who are homeless and shame for people experiencing homelessness.

People also point to the risks of sleeping outside including safety and physical health risks. Stakeholders also highlight that for people with mental health issues, these can become much worse when people are staying on the street/outdoors and often people stop seeking supports. Women can be a particular target as well, stakeholders share instances of women getting involved in sex trafficking, and concerns violence against women who are sleeping outside.

“Really takes a toll on people, physically and mentally, their whole being just declines so fast”

For people with lived experience, the majority of people (18 of 22) indicated that they were in need of emergency accommodation within the past year and most (approximately 15) indicated that they were not able to access emergency shelter.

#### Is a formal shelter needed

Most stakeholders felt that a shelter in Owen Sound is needed. Many stakeholders reflected on the current level, or crisis, of homelessness and seem to agree while long term housing and support options are needed, there is an immediate need for access to emergency accommodation. People note that there is no place for individuals to go past 3pm.

While the County’s motel program is an asset in the community, stakeholders highlight that it is not able to meet the current need in the community (both in terms of number rooms/beds, as well as support services for individuals with higher/more complex needs).

What a ‘shelter’ looks like however brings a range of suggestions. Several stakeholders feel that a low-barrier model is needed, and that 24/7 operation is best. Stakeholders suggest that the shelter be ‘open’ to everyone, not really identifying a target population. Stakeholders also point to the need for support services at the location including mental health, nurse/medical, support with ID, housing, supports for trauma, and programs for addictions and employment, in addition to trained staff. Other aspects stakeholders identified to include in a shelter was lockers, laundry, kitchen facilities, laundry facilities, office space, rooms for counselling/supports. Stakeholders also describe the benefits of people able to connect with individuals in one location.



Stakeholders also point to the need for supportive housing for people with complex needs. Several stakeholders noted the new housing development on 14<sup>th</sup> street (12 24/7 transitional housing units) as a welcomed asset, however, at the time of the interviews noted that it was not yet operational and was still in need of the support services to realize the supportive housing model intended.

Some stakeholders also point to risks associated with communal-style shelters (i.e., can cause or bring trauma), and suggest that the motel-model can provide a low-barrier options with privacy and independence, and can house multiple populations.

Some also feel there is a need in the community for a safe injection site.

Some stakeholders emphasize the need to “have a plan”, that any form of emergency accommodation should be housing focused.

“Need a place for people to connect to resources, a place to first connect and build relationships”

Almost all individuals with lived experience stated that a shelter is needed (21 out of 22). When asked what this should look like several people thought it should be downtown Owen Sound. Other suggestions were to have space to store belongings (i.e., lockers), and that there should be supports on site (i.e., mental health, addictions, housing), a place to wash your clothes, and have access to food.

Several people also expressed a preference for private space over communal space.

“A safe place where people feel welcome and have access to resources”.

#### What is needed

While many stakeholders point to the need for more affordable/RGI and supportive housing options in the area, there is a recognition that people need solutions “today”, people are sleeping outside in risky and unhealthy environments, and people are dying while on the street, and so there is a need for immediate solutions as well longer-term housing solutions.

Several stakeholders also highlight a lack of addiction services in Owen Sound and note that they do not feel the community is addressing the opioid crisis effectively. Some suggested a safe injection site is needed.

With respect to supportive housing, it is noted that there is a need to provide intensive supports to respond to complex behaviour and healthcare needs. Stakeholders also highlight the need for supports to help people maintain their housing once living independently. It was noted that the vast majority of people on the BNL are chronically homeless and so most people need supports to live alone.

In addition to shelter, some stakeholders also highlighted the need for access to basic services such as washrooms, water (drinking, showering), laundry facilities. Stakeholders also felt that with more resources, there could be more done to do harm mitigation for people living outside.

Some stakeholders also noted the need for additional outreach services.

Stakeholders also emphasized a desire to see more political engagement (from all levels), that there is a need for “big solutions” given such a multi-faceted issue. Further collaboration with system partners



such as corrections was also identified. It was also noted that approaches to addressing homelessness need to continue to have a DEI lens. Additional education in the community to address stigma was also suggested.

For people with lived experience needs include “safe place to sleep and store personal belongings”, as well as more affordable housing options. Individuals referenced Tiny Homes and shipping container housing models as potential examples. Others suggest spaces for tents where they won’t get taken down. The need for overnight and 24-hour centres was also identified as a need.

People also expressed a need for more immediate support for addictions and mental health, and for more “face to face outreach and resources available on the streets”. Other needs identified include food, more job availability, and more support for women.

#### What outcomes do we want in 5 years

As part of each stakeholder interview/group meeting, people were asked “As a community, what would you like to achieve in five years to improve outcomes for people who are homeless or at risk in Owen Sound?”.

“I hope less people die”

“I hope that people are able to be autonomous about where and how they choose to live and that they can have the supports they need to do that in a good way”

“Have a place where people can come to sleep”

“Would like to see agencies working together”

“Alternative forms of housing”

“Safe injection space”

“Low-barrier mental health supports”

“More resources for people struggling with mental health and addiction”

“Don’t want to see people living without shelter in our community”

“I know we are working hard on this, but hoping for more”

“Buy-in and engagement in Coordinated Access”

“Great to have a shelter, beyond women’s shelter that everyone can access”

“People have their needs met”

“More variety in supportive housing”



"Would like a continuum: off the street with a bed and food, then find a pathway to meet individual needs"

"Ending cycle of homelessness"

## 7.0 Conclusions of Estimated Need for Emergency Shelter

Homelessness Enumeration data, By-Name List data, and data on usage and turnaways from the Short Term Shelter Program, and data from Safe N Sound's Out of the Cold Evening Program all suggest that the total need for emergency shelter in Grey County is greater than the existing capacity of emergency shelter beds, particularly in non-winter months, even with the County's purchase of the hotel. With the purchase of the hotel, the County has the capacity to provide approximately 35 beds per night. The Homelessness Enumeration and By-Name List data suggests that between 40 and 45 households may be in need of emergency shelter per day, including those receiving shelter and those staying unsheltered/sleeping rough. However, the fact that the Short Term Shelter Program provided an average of 35 beds in December 2023 and Safe N Sound say another 24 people per night, the total demand for shelter can be up to 56 people per night.

Stakeholders consistently indicated that not everyone who needs it is currently getting shelter. People generally agreed that it is people with medical, mental health, and/or addictions are most challenged to find emergency accommodation.

The profile of people experiencing homelessness points to the need to consider the following when planning to address emergency shelter needs:

- There is a need for emergency shelter among youth, single adults, and families, but adults likely make up the largest group needing emergency shelter
- Low barrier shelter options are needed for individuals with mental health and substance use issues and others who currently face service restrictions and are without any shelter options
- Accessible shelter options are needed for people with physical limitations
- Considerations are required to support cultural safety among Indigenous people in need of shelter
- Specific considerations should be given support a safe, accessible and inclusive shelter environments for individuals who are not cis-gendered.

While the County's motel program is an asset in the community, stakeholders highlight that it is not able to meet the current need in the community, both in terms of number rooms/beds, as well as support services for individuals with higher/more complex needs. People noted that there is no place for individuals without shelter to go past 3pm, and no food security services on Sundays. Most stakeholders and almost all individuals with lived experience consulted believe that a formal shelter facility is needed to meet the need for emergency accommodation in Owen Sound. It should be noted that this feedback was received prior to the County purchasing the motel and some of this may have changed since then.



It should also be noted that many of households in need of emergency accommodation have been experiencing homelessness for some time and would be better served by longer term housing options with supports rather than emergency shelter if it were available. Many stakeholders noted a lack of supportive housing for people with complex needs.

## 8.0 Appendix: Summary of Lived Experience Interviews

Interview	Can you share with me your current housing situation?	In the past year, were you in need of emergency accommodation? Were you able to access it?
1	Couch surfing, 3 years	Yes, got into treatment centre and is on the list for County Housing
2	Sleeping on cardboard at CMHA, was previously paying rent to stay on a friend's couch	Yes, still in need
3	Lived everywhere (in Owen Sound), occasionally stayed with friends, has a shack for the winter months	Yes, unable to access shelter
4	In search of housing with roommate, unable to receive housing with Safe N sound due to age (62 years old)	Yes, initially accessed YMCA housing program, but felt overcharged, also received an apartment through Barry's construction (Grey/Bruce rental) for \$1000 monthly, was sleeping outside for awhile
5	Couch surfs during winter months, otherwise stays behind library or near St. Andrews church	Yes, unable to access shelter
6	Stays with friends on the street	Yes, accessed YMCA housing program but can only stay limited time, tried to access Safe N Sound (transitional units), however, it is usually full and has a long waiting list
7	Living on the street	Yes, unable to access shelter
8	Couch surfing or living in a tent, however the tent continues to get stolen/taken down	Yes, accessed a motel room through YMCA housing, but was kicked out, also had an interview at the "Whitehouse" but never got an apartment
9	Couch surfing, 'bouncing around'	Yes, called 211 everyday but there was never availability
10	Living on and off the streets for 4 years, currently living outside	No, unable to get into women's centre
11	Couch surfing, living in car	Yes, has previously accessed YMCA housing program, however is currently not accessing services in hopes of getting into treatment/rehab
12	Living in a tent	No, had a place to live with mom but got kicked out
13	Renting a room in a house	Yes, accessed Y Housing for 2 weeks which provided food and helped in finding resources Received current room through Safe N Sound
14	Lost housing after mother went into coma, currently on the streets	No, their 'file' is not in Simcoe County and can therefore not get housing and did not get into housing program

15	Living outside or sometimes crashing on friend's couch	Most programs are always full, wasn't able to access Grey County motel program, could only stay for one week (Diamond) and is currently on the housing list
16	No address, just got out of correctional centre	Yes, tried to get housing through 211, was kicked out of YMCA motel room
17	Currently living in an apartment	Yes, stayed in a motel and trailer Reached out to Community Connections and County in Owen Sound
18	Currently staying in a motel	Yes, connected to programs through the County, is currently working on getting into an in-patient program
19	Currently staying in a motel, was staying in a private apartment but was evicted	Yes, was referred to the County by SOS, was given a place to sleep but couldn't stay during the day Has also connected with Y employments
20	Housed	No
21	Housed	No
22	Housed	No

Support Services (Q5)	Gaps & Barriers (Q3)	Needs (Q6)
<ul style="list-style-type: none"> <li>- *Safe N Sound (10)</li> <li>- *CMHA (5)</li> <li>- Library (consults counsellors) (1)</li> <li>- *OSHaRE (6)</li> <li>- AA/NA/CA (1)</li> <li>- YMCA housing (2)</li> <li>- Lutheran Church (2)</li> <li>- *Salvation Army (2)</li> <li>- St. Andrews Church (2)</li> <li>- Farmers Market (1)</li> <li>- Hospital (2)</li> <li>- Grey Bruce Housing (1)</li> </ul>	<ul style="list-style-type: none"> <li>- Housing is unsafe</li> <li>- Unaffordable</li> <li>- No availability</li> <li>- Addictions/mental health issues</li> <li>- Lack of programming for Transitional housing</li> <li>- ODSP – unreasonable compensation given cost of living</li> <li>- Lack of emotional support system, loss of friends/family (children) as a result of homelessness</li> </ul>	<ul style="list-style-type: none"> <li>- Face to face outreach, resources being available on the streets</li> <li>- Food</li> <li>- Safe place to sleep and store personal belongings (more beds/shelters)</li> <li>- More low-income housing</li> <li>- Housing and support for women</li> <li>- Shelters need longer hours</li> <li>- More overnight/24 hour centers</li> <li>- Increase to shelter allowance</li> </ul>



<ul style="list-style-type: none"> <li>- Y Housing (1)</li> <li>- *YMCA centre</li> <li>- OW (1)</li> <li>- Y employment (1)</li> <li>- New Directions (1)</li> <li>- County (2)</li> <li>- SOS team (2)</li> <li>- Grey Bruce GBHA (1)</li> <li>- *United Way</li> </ul>	<ul style="list-style-type: none"> <li>- Can't get housing with criminal record</li> <li>- Lack of support for people living with disabilities</li> <li>- No access to phones, makes communication difficult</li> <li>- Discrimination facing women and mothers</li> <li>- Location, people are being sent hours away</li> <li>- Current addicts are being placed with people trying to remain sober in group homes/apartments</li> <li>- Some places don't allow guests after 8 pm</li> </ul>	<ul style="list-style-type: none"> <li>- Need more immediate support for addictions/mental health crisis</li> <li>- Landlords won't rent to people accessing services (Safe N Sound)</li> <li>- Spaces where tents won't be torn down</li> <li>- Need more long-term housing, some programs only offer limited stay</li> <li>- Need more job availability</li> <li>- Tiny homes, shipping container model</li> </ul>
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\*Indicates organizations people feel comfortable receiving emergency shelter supports from (Q8)

Is Shelter Needed? (Q7)	What Should it Look Like/Include? (Q8)
Yes	<ul style="list-style-type: none"> <li>- Shelter should be in a central location accessible to all, should be a safe injection site and should have mental health professionals on hand</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- There need to be more local shelters in which you can safely store personal belongings (including drugs)</li> <li>- "Drug counsellors"</li> <li>- People occupying beds should be actively looking for other housing</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- A local shelter that acts as a place to sleep eat and wash your clothes</li> <li>- There should be private spaces opposed to communal spaces</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Convert old school into shelter, prohibit people who are drunk/high from entering</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Shelter located in a central/downtown area, there are many unused buildings that could be used as temporary shelters to provide extra beds</li> </ul>
Unsure	N/A

Yes	<ul style="list-style-type: none"> <li>- Place across from Town hall, should resemble the warm/homey feeling of Safe N Sound, privacy and security are priorities and people should have access to rehabilitation services (therapy)</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Local (in Owen Sound)</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Shelter should be somewhere downtown or close to OSHARE and accessible to those that need it most</li> <li>- Need places where people can store their belongings</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Need for addiction and mental health support</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- A safe place where people feel welcome and have access to resources</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Supports for those struggling with addiction</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Should be accessible to women and men and should be in a central location in Owen Sound</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Should resemble the Busby Centre in Barrie and be equipped with drug kits</li> <li>- Should be in Owen Sound and be a safe place to sleep and have something to eat</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Should be a healthy place for people to stay</li> <li>- People who stay there need to be respectful of the space and keep it clean</li> <li>- Needs to have enough staff and resources</li> <li>- Have personal support workers who can help people move to transitional/supportive/permanent housing</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Shelter is definitely needed</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Need for individual space</li> <li>- Doesn't want strict rules, except for meetings in the mornings</li> </ul>
I think so	<ul style="list-style-type: none"> <li>- People need somewhere to go when they are in crisis</li> <li>- People need help getting connected to landlords</li> <li>- Designated areas for tents with washroom area</li> </ul>
Yes	<ul style="list-style-type: none"> <li>- Should be more shelters in Owen Sound, should have mental health/addiction counselling/programs onsite</li> </ul>



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FOR IMMEDIATE RELEASE

Safe 'N Sound Grey Bruce Announces New Shelter Building in Owen Sound

Owen Sound, ON – January 7, 2026 – Safe 'N Sound is proud to announce the purchase of a new building that will soon become a year-round shelter space in Owen Sound. Thanks to \$500,000 in federal funding, disbursed through the Rural and Remote stream of Reaching Home: Canada's Homelessness Strategy, as administered by United Way Simcoe Muskoka, this dedicated shelter will provide a warm, safe place to rest for individuals experiencing homelessness.

Located at 612 2nd Avenue East, Owen Sound, the shelter will serve nighttime needs, while daytime drop-in and support services will continue at our current location. Once complete, the building will include 26 beds to support some of the most vulnerable members of our community. Along with space for other agencies, such as SOS (Supportive Outreach Services), Brightshores, M'Wikwedong, CMHA and others, to meet with their service users in the mornings.

"This milestone was built by many people over two decades: staff, Board members, Participants, partners, and neighbours who poured their hearts into making it possible," said Annette Pedlar, Executive Director of Safe 'N Sound. "We are creating a place where people are received with dignity, warmth, and care. It is a proud step toward a community where everyone has a safe place to sleep. This achievement is significant, yet our work is not done. With ongoing community education, collaboration, and advocacy, we are working toward a future where every neighbour has a place to call home and support to thrive."

The building requires renovations before it can open its doors, and while an exact opening date is still to be confirmed, Safe 'N Sound is hopeful the shelter will be operational by early 2026.

"This is a pivotal moment for our community which reflects a shared understanding that homelessness is a systems issue requiring real infrastructure and low-barrier responses rooted in dignity, equity, and care," said Rachel Paterson, Board Chair of Safe 'N Sound. "Guided by the voices of our Participants, our feasibility study, and aligned with provincial housing goals, we are grateful for the opportunity to create a shelter on these Lands which will offer safety, connection, and belonging. This space will serve as a long-term community hub of support and possibility for Participants, strengthening wellbeing and pathways forward for years to come."

This milestone would not have been possible without the support of our community. In addition to government contributions, ongoing fundraising efforts and local generosity have played a key role in bridging the gap toward purchasing and renovating the space. Support from The County of Grey, Community Foundations Grey Bruce, and 100 Women Who Care Grey Bruce also helped ensure this vision could become a reality.



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“Reaching Home provides funding to communities to deliver projects based on local priorities that achieve clear outcomes,” said Gregor Robertson, Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada. “With this funding, Safe ‘N Sound in Grey Bruce can offer vulnerable community members experiencing homelessness a warm, safe place to rest.”

While this is a major step forward, Safe ‘N Sound will continue to rely on community support to fund day-to-day operations and vital services. The journey toward a more inclusive and compassionate Grey Bruce region is a shared one, and we’re so grateful to walk it together.

### **Supporting Quotes**

“Safe ‘N Sound has taken a leadership role in developing this much needed service in our community. This shelter will provide safe and dignified shelter for members of our community who have nowhere else to turn. I applaud Safe ‘N Sound for their continued compassion and commitment to supporting those in need in Grey County.” – Andrea Matrosovs, Grey County Warden

“The creation of an overnight shelter in Owen Sound will give those experiencing homelessness another place to turn in their greatest time of need. This facility is a welcome compliment to the existing homelessness and outreach services in the community. We appreciate having Safe ‘N Sound as a dedicated partner in our ongoing efforts to reduce homelessness in Grey County.” – Anne Marie Shaw, Director of Community Services, Grey County

### **Media Contacts:**

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 Fundraising & Communications Manager, Safe ‘N Sound  
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Rachel Paterson  
 Chair of the Board of Directors  
[chair@safensoundgreybruce.ca](mailto:chair@safensoundgreybruce.ca)



**Joint Health and Safety Committee**  
**Minutes**

**November 13, 2025**  
**10:00 am**

Members Present	Scott McLeod Julie Fenton Corey Mannerow Steve Tiernan Ben Overeem Lewis Catto Chris Stephen - CUPE Representative & Co-Chair
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**1. Call to Order**

Co-Chair Tiernan called the meeting to order at 10:07 a.m.

**2. Adoption of Previous Minutes**

**2.1 JHSC - October 30, 2025**

**JHSC-2025-11-13-01**

**Moved By** Ben Overeem

**Seconded By** Chris Stephen - CUPE Representative & Co-Chair

Be It Resolved that the Joint Health and Safety Committee hereby approves the minutes of the meeting dated October 30, 2025.

**Carried**

**3. Business Arising from the Minutes**

**3.1 PHSIA vs WHSC**

For municipalities in Ontario, the Public Services Health & Safety Association (PSHSA) is the primary, sector-specific association for prevention programs and consulting, while the Workers Health & Safety Centre (WHSC) is a key provider of general and specialized training for all sectors, including municipal employees.

For municipal specific training needs we will utilize PSHSA and for general training needs to meet industry standards, we will utilize WHSC, or other accredited training academies.

The committee discussed Propane Handling needs for the recreation department. Full Time Workers will be certified using in-person training session to obtain their three year ticket. Seasonal part-time's will be trained using the online course, and their supervisors will then provide them with a practical training session.

#### **4. New Business**

##### **4.1 2026 Meeting Schedule**

January 8, 2026 11:00 a.m.

April 16, 2026 10:00 a.m.

July 9, 2026 10:00 a.m.

October 8, 2026 10:00 a.m.

The committee agreed to these dates. Julie will send out calendar invites. A memo will be sent to all staff providing meeting dates and committee member contact details.

#### **5. Incident/Accident Reports**

The committee discussed the procedure for completing incident/accident reports. The worker should complete the report as soon as practicable after the incident and discussed with their supervisor. The report can be completed together with the worker and supervisor, but the worker must be involved. There is an SOP in the Health and Safety Policy manual that outlines the procedures for Incident/Accident Reports.

#### **6. Next Meeting Date**

January 8, 2026, 11:00 a.m.

**7. Adjournment**

**JHSC-2025-11-13-02**

**Moved By** Lewis Catto

**Seconded By** Chris Stephen - CUPE Representative & Co-Chair

Be It Resolved that the Joint Health and Safety Committee meeting is adjourned at 10:30 a.m.

**Carried**



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Julie Fenton, Infrastructure & Development Coordinator

Report Number: CBO-2026-01

Subject: Building Permit Fees - Wind Turbines

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## Recommendation

Be It Resolved that Council hereby approves Report CBO-2026-01;

AND approves the correction of the building permit fee for Industrial Wind Turbines from \$100,000 to \$1,000,000;

AND FURTHER direct staff to schedule a Public Meeting as per the Building Code Act to amend Building Permit Fees to Industrial Wind Turbines to authorize the correction.

## Background

The Municipal Fees and Charges By-Law – Schedule B – Building Permit Fees, contains fees and charges related to building and development within Arran-Elderslie.

In 2020, By-Law 04-2020 amended the Building Permit Fees, and intended to impose a permit fee of \$1,000,000 per Wind Turbine. At the December 8, 2025 Council meeting, during the passing of the amended Schedule B, a clerical error was noted that imposed a fee of only \$100,000 per Wind Turbine.

## Analysis

Under the Building Code Act, municipalities are empowered to set building permit fees through by-laws, provided those fees are intended to recover the reasonable costs of administering and enforcing the Act. Section 7 of the Act specifically allows councils to pass by-laws prescribing permit fees, with the



stipulation that these fees must not exceed the anticipated costs related to the provision of services such as plan review, inspections, and enforcement of building standards.

Industrial wind turbine projects are highly complex, and municipalities face significant administrative and infrastructure challenges associated with these projects. The submission of an application of this scale would require specialized engineering and plans review and municipal staff would need to engage in a thorough and highly technical evaluation of the proposed wind turbine project. This involves assessing complex structural designs, electrical systems, and safety protocols unique to industrial wind turbines, ensuring that the engineering plans comply with provincial building codes and local regulations, including wind load calculations, foundation integrity, environmental protection measures, and emergency access requirements. These types of reviews often require consultation with external experts, including engineers with experience in renewable energy infrastructure, to verify that all design elements meet safety and performance standards. The comprehensive nature of this review is essential ensuring public safety and but also for mitigating potential risks associated with large-scale energy developments within the community.

A \$1 million permit fee per turbine is considered a reasonable approach for cost recovery, reflecting the scale and impact of these projects and ensuring that local taxpayers are not subsidizing private energy developments.

The imposing of the fee does not preclude any potential proponent from challenging the fee should it be felt that the fee exceeds the reasonable costs of the service delivery.

As required by the Building Code Act, notice of a public meeting must be posted at least 21 days before any changes to building permit fees. Staff recommend posting notice and holding the public meeting at the February 9th Council meeting.

The Municipality of Arran-Elderslie has clearly stated its unwillingness to host IWT due to ongoing serious concerns related to the health, safety and well being of



citizens. Any proponent proposing IWT development should be informed of this position. Council first declared their stance in April 2013 and reaffirmed it in February 2024 after the release of the second IESO Energy Procurement RFP.

## Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

## Financial Implications

There are no direct financial implications at this time.

## Attachments:

None.

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Approved By: Emily Dance, Chief Administrative Officer



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Julie Fenton, Infrastructure and Development Coordinator

Report Number: PWWS-2026-01

Subject: CCNuclear - Water and Sewer Agreement

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## Recommendation

Be It Resolved that Council hereby approves report PWWS-2026-01  
CCNuclear – Water and Sewer Agreement.

AND approves entering into a Water and Sewer Agreement with CCNuclear

AND FURTHER approves the appropriate by-law coming forward on today's  
agenda.

## Background

CCNuclear runs a nuclear laundry facility at the former Abraflex site at 3437  
Bruce County Rd 3, in Paisley and they hold a valid Canadian Nuclear Safety  
Commission (CNSC) license. The facility uses municipal water and sewer  
systems governed by By-law 40-08.

It is in the best interest of the municipality to formalize an agreement with  
CCNuclear for water and sewage usage, ensuring the integrity of these  
systems and addressing any potential capacity concerns.

## Analysis

The agreement sets requirements for water supply and wastewater  
discharge at the Nuclear Laundry Cleaning Facility.

The Municipality would provide water within set limits, billed quarterly, while  
the Owner must install approved meters, prevent backflow, allow  
inspections, and calibrate equipment annually.

Wastewater discharge is regulated with flow and quality limits, metering, and  
compliance reporting. Sampling frequency adjusts based on results.



The Municipality will retain the ability to suspend or terminate service for emergencies or non-compliance while Owner is responsible for insurance, indemnifying the Municipality, and complying with licensing and transfer rules.

The agreement includes dispute resolution and continuous municipal oversight to ensure public safety and regulatory compliance.

Staff have reviewed the agreement with our Municipal Solicitor and recommend proceeding with its execution.

## Link to Strategic/Master Plan

6.1 Protecting Infrastructure, Recreation and Natural Assets

## Financial Implications

The agreement imposes surcharges only for exceeding defined sampling standards; otherwise, there are no financial consequences.

## Attachments:

DRAFT Water and Sewer Agreement

Schedule A – Municipal Lands description

Schedule B – By-Law 40-08

Schedule C – Calculation of Surcharges

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Approved By: Emily Dance, Chief Administrative Officer

## WATER AND SEWAGE AGREEMENT

THIS AGREEMENT made this    day of    2025

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
(hereinafter called the "MUNICIPALITY")

AND

CCNUCLEAR INC.  
(hereinafter called "OWNER")

- A. Pursuant to the provisions of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended the MUNICIPALITY has constructed WATERWORKS and SEWAGE WORKS within and serving the municipality, as those terms are defined in the *Ontario Water Resources Act*, R.S.O. 1990, c.40 as amended (hereinafter referred to as the "WATERWORKS" and "SEWAGE WORKS").
- B. Components of the WATERWORKS include a Water Treatment Plant and associated Water Distribution System as defined in the *Ontario Water Resources Act* and components of the SEWAGE WORKS include a sewage collection system and associated pumping stations and sewage treatment plant.
- C. Pursuant to the provisions of the *Municipal Act*, the MUNICIPALITY has enacted By-law 40-08, being a by-law to regulate the use of its SEWAGE WORKS and WATERWORKS as defined in said by-law.
- D. "SEWAGE" when used in this agreement, shall mean as defined in the *Ontario Water Resources Act* and By-law 40-08, and shall include WASTEWATER where that term is used herein.
- E. Pursuant to By-law 40-08 the parties wish to enter into this Agreement with respect to:
  - i. the discharge of SEWAGE into SEWAGE WORKS pursuant to

- ii. section 3.4 of Part I of said by-law; and,
- ii. the supply and use of water by the OWNER from the WATERWORKS pursuant to section 3.2 of Part II of said by-law.

F. The OWNER is the registered owner of the lands described in Schedule 'A' attached hereto and hereinafter called the "Lands".

G. The OWNER has constructed a Nuclear Laundry Cleaning Facility (Facility) on the Lands that will generate WASTEWATER.

H. Pursuant to subsection 24(2) of the *Nuclear Safety and Control Act*, S.C. 1997, c. 9, the OWNER has been issued a CNSC License Number WNSL-W2-3852.01/2034 which is in good standing.

I. In order to carry on its operations on or about the Lands, the OWNER requested that the MUNICIPALITY supply it with POTABLE WATER, and to discharge its WASTEWATER into SEWAGE WORKS, and the MUNICIPALITY has agreed, pursuant to the terms of this Agreement and By-law 40-08.

Now therefore this Agreement witness that in consideration of the covenants contained herein, the sum of one dollar of lawful money of Canada now paid by each of the Parties to the other and other good and valuable consideration, (the receipt and sufficiency of which is hereby acknowledged), the OWNER, and the MUNICIPALITY covenant and agree with each other as follows:

## Article 1

### Interpretation

**1.1 Definitions** unless otherwise defined herein, or if there is something in the subject matter or context that requires an interpretation to the contrary, any capitalized words within this Agreement shall have the meaning as defined in the By-law 40-08 as of the date of this Agreement, being a by-law to regulate its SEWAGE WORKS and WATERWORKS.

“Arbitrations Act of Ontario” means *Arbitration Act, 1991*, S.O. 1991, c.17 and amendments thereto.

“Applicable Law” means all applicable federal, provincial, or municipal laws or by-laws, statutes, regulations, rules, by-laws, policies and guidelines, orders, permits, licenses, authorization, approvals, and all applicable common laws or equitable principles whether now or hereafter in force and effect, whether in Ontario or Canada.

“Business Day” means any day except Saturday or Sunday or any date in which Canadian Chartered Banks are generally not opened for business in Ontario.

“CNSC” means Canadian Nuclear Safety Commission.

“CNSC License” means a Waste Nuclear Substance Licence issued by CSNC.

“CPI” or “Consumer Price Index” means the Consumer Price Index, all items, Toronto, 2002 equals 100, published by Statistics Canada or its successor, adjusted for any changes in the base year, or, if Statistics Canada or its successor no longer publishes such index, or is no longer operated by the government of Canada, such other price index as the MUNICIPALITY may substitute, acting reasonably. In the case of any substitutions, the MUNICIPALITY shall be entitled to make all necessary conversions for the purpose of comparison.

“Composite Sample” means a sample of WASTEWATER taken over a continuous period commencing and terminating at the same time during a specified period of time in terms of days.

“ECA” means an Environmental Certificate of Approval.

“Event of Insolvency” means with respect to the OWNER. the occurrence of any one of the following events:

- i. it is wound up, dissolved, or liquidated, or become subject to the provisions of the *Business Corporations Act, R.S.O. 1990, c. B.16*, as amended or re-enacted from time-to-time for the aforesaid purposes, or has its existence terminated or has passed any resolution, therefore, unless, in any such case it forms part of a bona fide corporate reorganization not forming part of any relief being sought under any present or future law relative to bankruptcy, insolvency or other relief of debtors,
- ii. it makes a general assignment for the benefit of its creditors or a proposal under the *Bankruptcy and Insolvency Act* (Canada) as amended or re-enacted from time to time, or shall be declared bankrupt or insolvent by a court of competent jurisdiction, or
- iii. it proposes a compromise or arrangement under the *Companies' Creditors Arrangement Act* (Canada) or any similar legislation, from time to time, or shall file any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief for itself under any present or future law relative to bankruptcy, insolvency or other relief for debtors; or
- iv. if a court of competent jurisdiction shall make an order, judgment, or decree approving a petition filed against the OWNER seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, winding up, termination of existence, declaration of bankruptcy or insolvency, or similar relief under any present or future law relating to bankruptcy, insolvency or other relief for or against debtors, and the OWNER shall acquiesce in the entry of such order, judgment or decree or such order, judgment or decree shall remain unvacated and unstayed for an aggregate of 45 Business Days (whether consecutive or not) from the day of entry thereof; or if any trustee in bankruptcy, receiver or receiver, and manager, liquidator or any other officer with similar powers shall be appointed for the OWNER or of all or any substantial part of its property with the consent or acquiescence of the OWNER., or such appointment shall remain unvacated and unstayed for an aggregate of 45 Business Days (whether or not consecutive)

“Lands” means the lands described in Schedule ‘A’ attached hereto.

“Municipal Act” means *Municipal Act 2001, S.O. 2001, c. 25* amended or any successor legislation.

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

“Notice” means a notice given in pursuant to section 13.4 of this Agreement.

“OWNER” means CCNuclear Inc. and includes its successors and assigns.

“OPSS” means Ontario Provincial Standards Specifications.

“OPSD” means Ontario Provincial Standard Drawings.

“Quarterly” means done or occurring every quarter of the year; every three months.

### **1.2 Headings**

The headings inserted in this Agreement are inserted for convenience only and not as a means of interpreting this Agreement.

### **1.3 Reference to Statutes**

Reference herein to any statute or any provision thereof includes such statute or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto.

### **1.4 Recitals**

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

## **ARTICLE 2 SCHEDULES**

The following Schedules form part of this Agreement:

SCHEDULE “A” –Municipal Address and Legal Description of the Lands

SCHEDULE “B” – By-law 40-08

SCHEDULE “C” – Example of Calculating Additional Surcharges.

## **ARTICLE 3**

### **TERMS OF SUPPLY OF POTABLE WATER**

**3.1** The MUNICIPALITY shall provide the OWNER with a supply of POTABLE WATER provided that the maximum supply to the OWNER shall not exceed 133m<sup>3</sup> per month with a maximum daily amount not to exceed 15m<sup>3</sup> per day.

**3.2** The OWNER shall pay quarterly for the water supplied in accordance with the charges for water established from time to time by the MUNICIPALITY pursuant to By-law 40-08.

**3.3** Notwithstanding paragraph 3.1 above and subject to the parties entering into an agreement to amend this Agreement or a new agreement, the MUNICIPALITY will consider any reasonable request from the OWNER to increase the water supply but shall not be obligated by the terms of this Agreement to approve same. A request to increase the water supply by the OWNER shall be supported by sufficient records to support the operational need for the increased water supply. In considering the request for increased water supply, the MUNICIPALITY will take into consideration all other reasonable prospects for growth in Arran-Elderslie and the existing and future needs of other users of water in determining if an increase in POTABLE WATER flow is possible, subject to compliance with all Applicable Laws, and may impose such reasonable conditions on such approval as the MUNICIPALITY deems appropriate. The OWNER agrees to be responsible for all costs associated therewith.

**3.4** The OWNER shall not use an alternate water supply or connect or cause to be connected to the Water System any Auxiliary Water Supply as defined in by-law 40-08.

## **ARTICLE 4**

### **WATER METER AND REDUCED PRESSURE BACKFLOW PREVENTER**

**4.1** The volume of water supplied by the MUNICIPALITY to the OWNER as set out in paragraph 3.1 above shall be determined by a water meter to be supplied by the MUNICIPALITY and installed at the expense of the OWNER in a location approved by the MUNICIPALITY. The water meter shall record the supply of water on a daily basis and records of the total daily water supplied shall be provided to the MUNICIPALITY quarterly in the form prescribed by the MUNICIPALITY.

**4.2** The OWNER shall install at its own expense and maintain as operational at all times during the Term, a reduced pressure backflow preventer supplied by the MUNICIPALITY and in a location approved by the MUNICIPALITY.

**4.3** The maintenance of the water meter and backflow preventer required to be installed under sections 4.1 and 4.2 above shall include, but not limited to, all requirements of Applicable Law, annual calibration of the reduced pressure backflow preventer and water meter, by an authorized representative of the water meter and backflow preventer manufacturer or such other person or entity approved by the MUNICIPALITY and a copy of each calibration report shall be provided to the MUNICIPALITY on an annual basis. Each report shall contain confirmation that the devices are in good working order and if necessary, it will specify any repairs to be made to the same, which shall be undertaken promptly by the OWNER at its sole expense.

**4.4** The OWNER shall, at its sole expense, maintain said reduced pressure backflow preventer and water meter to the satisfaction of the MUNICIPALITY as it may direct in its sole and absolute discretion.

**4.5** The OWNER shall not change, replace, vary, tamper with, or modify in any way the reduced pressure backflow preventer or water meter without the written approval of the MUNICIPALITY. The OWNER shall not construct, intentionally or unintentionally, any mechanism whatsoever that may cause an inaccurate measurement or reading from the water meter including, but not limited to, any piping bypass around it.

**4.6** The OWNER further agrees that:

- (a) they shall not:
  - i. modify the piping between the water valve (CURB STOP) at the easterly property limit of the Lands and the water meter located in the Facility.
  - ii. permit water to be drawn from the WATERMAIN between the Curb Stop and the Facility for any purpose other than as provided for in this Agreement.
- (b) they shall comply with all lawn watering or other restrictions imposed by the MUNICIPALITY for the conservation of water;
- (c) they shall utilize low water use fixtures in their Facility and shall participate in all water conservation measures as promoted by the Province of Ontario and the MUNICIPALITY to minimize water

- wastage;
- (d) they shall not sell water to a third party; and,
- (e) they shall not use water for any purpose other than as set forth in this Agreement.

**4.7** Subject to the general access rights provided elsewhere herein, including Article 13, the OWNER shall make available, when requested, the water meter, reduced pressure backflow preventer and associated piping, fittings, and related equipment and items for inspection by the MUNICIPALITY.

## **ARTICLE 5**

### **TERMS OF DISCHARGE OF WASTEWATER INTO THE SEWAGE WORKS**

**5.1** The OWNER shall have the right to discharge their WASTEWATER into the SEWAGE WORKS as set out hereunder.

**5.2** The annual flow of WASTEWATER discharge from the Lands to the SEWAGE WORKS shall be calculated as the cumulative total flow of WASTEWATER discharge from January 1 to December 31 of each year (the "Annual Flow"). The Daily Average Annual Flow shall be the Annual Flow divided by 365 days.

**5.3** The Daily Average Annual Flow of WASTEWATER discharge from the Lands to the SEWAGE WORKS shall not exceed 10m<sup>3</sup> per day. The maximum daily discharge shall not exceed 30m<sup>3</sup> per day.

**5.4** The OWNER shall pay quarterly for WASTEWATER discharge into SEWAGE WORKS in accordance with the fee structure for WASTEWATER discharge established from time to time by the MUNICIPALITY pursuant to By-law 40-08.

**5.5** Notwithstanding paragraph 5.3 above and subject to the parties entering into an agreement to amend this Agreement or a new agreement, the MUNICIPALITY will consider any reasonable request from the OWNER to increase the Daily Average Annual Flow of WASTEWATER but shall not be obligated by the terms of this Agreement to approve same. A request to increase the Daily Average Annual Flow of WASTEWATER by the OWNER shall be supported by sufficient records to support the operational need for the increased flow. In considering the request for increased Daily Average Annual Flow of WASTEWATER, the MUNICIPALITY will take into consideration all other reasonable prospects for growth in Arran-Elderslie and the existing and future needs of other WASTEWATER users in determining if an increase in

WASTEWATER flow is possible, subject to compliance with all Applicable Laws, and may impose such reasonable conditions on such approval as the MUNICIPALITY deems appropriate. The OWNER agrees to be responsible for all costs associated therewith.

**5.6** The OWNER shall not introduce any WASTEWATER or SEWAGE into the SEWAGE WORKS which is not generated on the Lands or that is not subject to the terms and conditions of this Agreement.

## **ARTICLE 6**

### **FLOW METER FOR WASTEWATER DISCHARGE**

**6.1** The OWNER shall, at their expense, install and maintain a flow meter to be selected and preapproved by the OWNER's Engineer, provided that the MUNICIPALITY shall first provide its written approval of the selected flow meter. The Flow Meter shall be installed on pumped force main at a location approved by the MUNICIPALITY. In addition to this, the OWNER shall also install, at their expense, a chamber properly designed by the OWNER's engineer and pre-approved by the MUNICIPALITY to collect sewage samples.

**6.2** The daily volume of WASTEWATER discharge into the SEWAGE WORKS shall be determined by the flow meter. Calculation for the purposes of this article of the flow of WASTEWATER discharge shall be metered or measured on a daily basis from the flow meter at 24-hour intervals. The OWNER shall provide the MUNICIPALITY with a record of the daily total flow of WASTEWATER discharged from the Lands, in the form prescribed by the MUNICIPALITY, on a monthly basis.

**6.3** The maintenance of the flow meter required under section 6.1 above shall include, but is not limited to, an annual written calibration report by an authorized representative of the flow meter manufacturer or such other person or entity approved by the MUNICIPALITY in writing. The report shall confirm that the device is in good working order and if necessary, specify any repairs to be made to the same, which shall be undertaken promptly by the OWNER at its sole expense.

**6.4** The OWNER shall, at all times throughout the Term, maintain said flow meter to the satisfaction of the MUNICIPALITY as it may direct in its sole and absolute discretion.

**6.5** The OWNER shall not change, replace, vary, tamper with, or modify in any way the flow meter without the written approval from the MUNICIPALITY. The OWNER shall not construct intentionally or unintentionally any mechanism whatsoever that may cause an inaccurate measurement or reading from the flow meter including, but not limited to, any piping bypass around it.

**6.6** Subject to the general access rights provided elsewhere herein, including Article 13, the OWNER shall make available when requested the flow meter and associated piping, fittings, ancillaries, and related equipment and items for inspection by the MUNICIPALITY.

## **ARTICLE 7** **CONDITION AND CHARACTER OF WASTEWATER.**

**7.1** The OWNER shall ensure that the condition and character of the WASTEWATER discharge from the Land to the SEWAGE WORKS is maintained within the applicable parameter(s) of concentration as prescribed by Applicable Law, and any limits imposed by the CNSC and this Agreement. In particular, the quality of the WASTEWATER discharge from the Lands to the SEWAGE WORKS shall not exceed the following limits:

- i. Total Suspended Solids – 170mg per liter
- ii. Biochemical Oxygen Demand – 170mg per liter
- iii. Total Phosphorous – 5mg per liter
- iv. Power of Hydrogen (pH) – 8.5
- v. Radioactivity – 185 Bq per liter

all in accordance with the terms of the CNSC License issued to the OWNER as amended by CNSC from time to time.

**7.2** In the event the discharge of WASTEWATER into the SEWAGE WORKS exceeds the limits set out in paragraph 7.1, the MUNICIPALITY may, without limiting any other recourse the MUNICIPALITY may have pursuant to this Agreement or Applicable Law, in its sole and absolute discretion implement a surcharge to recover its additional manpower and other direct costs. In particular:

- i. If the Biochemical Oxygen Demand is in excess of 1.7 kg per day or the Total Suspended Solids (TSS) in excess of 1.7 kg per day or the Total Phosphorous (TP) is in excess of 0.05 kg per day, a surcharge may be levied at \$100 per kilogram per day for BOD and TSS, and \$500.00 per

kilogram per day for TP. The surcharge shall be calculated on the basis of the daily WASTEWATER flow readings and the composite sample reading results averaged over a week, all as depicted in the sample calculations as shown in Schedule "C".

- ii. If the wastewater flow is in excess of 30 m<sup>3</sup>/day, a surcharge may be levied at \$150 m<sup>3</sup>/day flow exceedances amount.
- iii. Any additional sampling undertaken by the MUNICIPALITY due to excess Biochemical Oxygen Demand, Total Suspended Solids, or Total Phosphorous, or any other parameter loading shall be charged at \$250 per day and paid by the OWNER.
- iv. The amounts referred to in (i) and (ii) and (iii) above shall be adjusted annually in accordance with the Consumer Price Index.

The Parties agree that the above surcharge referred to in 7.2 above and the OWNER's ability to continue to discharge WASTEWATER in excess of the limits set out in 7.1 above, may be permitted in the absolute discretion of the MUNICIPALITY. When deciding to exercise its discretion, the MUNICIPALITY may consider, including but not limited to, whether the SEWAGE WORKS remains in compliance with the Applicable Laws and the Environmental Compliance Approval (ECA) Issued to the MUNICIPALITY pursuant to section 53 of the *Ontario Water Resources Act, RSO 1990, c. O 40*.

## **ARTICLE 8**

### **SAMPLING OF WASTEWATER**

**8.1** The OWNER shall provide results of testing for composite samples of BOD, Total Suspended Solids and Total Phosphorus in treated effluent, collected in accordance with Section 8.6. The OWNER shall install and maintain a 24-hour, refrigerated composite sampler, which will be energized by a relay to indicate pump start. The sampler then collects sample for 10 sec. (adjustable) every 1 hour, directly from sewage forcemain. The design and operation of the sampling system shall be approved the MUNICIPALITY, and the OWNER shall provide such evidence as the MUNICIPALITY may reasonably require to confirm the proper operation and maintenance of the sampler from time to time.

**8.2** Samples shall be held for a period of time in accordance with the laboratory holding parameters. MUNICIPALITY shall have unhindered access to

samples for collecting audit samples or any grab samples, at the discretion of MUNICIPALITY.

**8.3** All sample analysis of the flow of WASTEWATER discharge from the Lands to the SEWAGE WORKS, as required by this Agreement or Applicable Law, shall be tested in an ISO/IEC 17025 accredited facility and in accordance with Ministry of Environment, Conservation and Parks sampling and analysis protocols, as any of the foregoing standards, protocols, or authorities may be updated, amended or replaced from time to time. All costs of the sample analysis shall be the responsibility of the OWNER

**8.4** All reports with respect to the sample analysis shall be provided to the MUNICIPALITY quarterly and will be provided within 30 days of the end of a quarter. For example, a report due related to sample analysis for the first quarter of a year (months of January, February, March) shall be provided to the MUNICIPALITY no later than April 30th.

**8.5 Sampling Location:** The sampling location with respect to the flow of WASTEWATER discharge within the Lands shall be subject to approval by the MUNICIPALITY.

**8.6 Sampling Schedule:** Samples shall not be collected on any non-production days, such as statutory holidays or any other day in which the Facility is not functioning for any reason. Sampling of the flow of WASTEWATER discharge from the Lands to the SEWAGE WORKS for Biological Oxygen Demand (BOD), Total Kieldahl Nitrogen (TKN), Total Phosphorous, Total Suspended Solids (TSS), Power of Hydrogen (pH), and all other parameters to be monitored as per the CNSC License and shall be carried out in accordance with the following schedule:

- i. For the period of time starting from the Facility beginning operations, samples shall be collected for thirty (30) laundry production days.
- ii. On the condition that the 30-day sampling results as set out in subsection i) above are, in the sole opinion of the MUNICIPALITY or its designate, consistently within any parameters required by Applicable Law, any Municipal by-law, and the CNSC License, the sampling frequency will be modified.
- iii. The modification outlined in condition ii) above cannot be determined until the 30-day sampling period is finished and the MUNICIPALITY has

reviewed the lab reports. If the MUNICIPALITY or its designate, determines that the sampling results are consistently within any parameters required by Applicable Law, any Municipal by-law, and the CNSC License, the sampling frequency will be modified to bi-weekly on laundry production days.

- iv. Notwithstanding subsections i), ii), and iii), above, if the sampling at any time exceeds the requirements of Applicable Law, any Municipal by-law, or the CNSC License, the MUNICIPALITY may, at its sole discretion, require an increased frequency of sampling by the OWNER and may require the OWNER to implement a work plan to address such excesses. This section shall not limit any other rights of the MUNICIPALITY contained in this Agreement.

## **ARTICLE 9** **EMERGENCY SHUT DOWN BY MUNICIPALITY**

**9.1** Where, in the sole opinion of the MUNICIPALITY, there is an imminent or immediate threat or danger including but not limited to the SEWAGE WORKS, WATERWORKS, or any person, animal, property, vegetation, or any hazard or other adverse impact, the MUNICIPALITY may terminate or suspend this Agreement effective immediately, and/or may take or demand such other actions or steps be taken to limit or prevent the impacts of such threat or danger, at any time, all of which shall be in its sole discretion, and the OWNER agrees to take such reasonable steps or actions as demanded by the MUNICIPALITY to limit or prevent the said impacts.

## **ARTICLE 10** **CONTINGENCY POLICY**

**10.1** The OWNER shall provide a copy of their emergency and contingency plan for their Facility to the MUNICIPALITY. The plan shall include instructions to the MUNICIPALITY setting out steps required in the event of an emergency, including but not limited to accidental discharge of WASTEWATER exceeding radioactive limits.

**10.2** The OWNER shall update the plan from time to time and shall provide a copy of the updated plan to the MUNICIPALITY.

## **ARTICLE 11**

### **INSURANCE**

**11.1** The OWNER shall obtain and maintain, to the satisfaction of the MUNICIPALITY acting reasonably, a comprehensive insurance policy of which a prudent OWNER in a similar circumstance would obtain, providing not less than a minimum liability coverage of five million dollars (\$5,000,000.00) per occurrence, protecting the MUNICIPALITY and for its additional benefit, and those for whom the MUNICIPALITY is in law responsible for, from any and all claims for damages, personal injury including death, and for any claims from property damage, which may arise from, be related, or connected to, the discharge of WASTEWATER into the SEWAGE WORKS, including any act or omission of the OWNER and/or its contractors, agents or employees for any obligation of under this Agreement, and such coverage shall include all costs, charges and expenses reasonably incurred with any injury or damage.

**11.2** The insurance policy referred to in Section 11.1 above shall extend to cover the contractual obligations of the OWNER as provided within this Agreement, shall be in the name of the OWNER and shall name the MUNICIPALITY as an additional insured thereunder. The policy shall provide that it cannot be canceled, lapse, or be materially changed without at least sixty (60) days' notice to the MUNICIPALITY by registered mail. Evidence of the insurance satisfactory to the MUNICIPALITY shall be provided by the OWNER prior to the execution of this Agreement, and annually thereafter.

**11.3** The OWNER covenants and agrees to defend, indemnify and save harmless the MUNICIPALITY, its elected officials, officers, employees, and agents (altogether, the "Indemnitees") from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to environmental damages, bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service (altogether, the "Losses") arising out of, occasioned by, or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the OWNER, its officers, agents, servants, employees, contractors, customers, invitees, or licensees, or any of them, in connection with or in any way related to: the delivery or performance of, or failure to perform, any of its rights and/or obligations within this Agreement or Applicable Law(s).

Without limiting any other clause herein, the OWNER covenants and agrees that the foregoing indemnity shall survive the expiration or termination of this Agreement notwithstanding any provisions of this Agreement to the contrary, and further that this indemnity shall be in addition to and not in lieu of any insurance to be provided by the OWNER herein.

## **ARTICLE 12**

### **TERM**

**12.1** This Agreement shall continue in full force and effect until one party serves on the other written notice of its desire to terminate this Agreement which shall terminate one hundred and twenty days after said notice is served on the other party as set out hereunder provided that the MUNICIPALITY cannot terminate this Agreement before March 31, 2027.

## **ARTICLE 13**

### **GENERAL PROVISIONS**

#### **13.1 Access**

The MUNICIPALITY shall have unhindered access to the location of water meter, reduced pressure back flow preventer, and flow meter for WASTEWATER discharge, at all times, for the purpose of inspection of the aforesaid and inspecting the WASTEWATER sampling location(s), and or collecting its own samples from a sampling location. Any samples collected by the MUNICIPALITY and/or their designate shall be in addition to any other sampling required by the OWNER, pursuant to the terms of this Agreement.

#### **13.2 Change of Ownership**

The OWNER hereby acknowledges and agrees that this Agreement is not transferrable or assignable by it, which shall include any or all of the rights and obligations prescribed herein. The OWNER also agrees that prior to any lease, transfer, sale, or entering into a binding agreement of purchase and sale of the Lands or any part thereof (a "Transfer"), the OWNER shall forthwith notify in writing the Clerk of the MUNICIPALITY of such proposed Transfer together with the name and the address of the proposed lessee, transferee and/or purchaser. Prior to any such Transfer, the proposed lessee, transferee or purchaser shall be required to enter into an Agreement with the MUNICIPALITY, agreeing to be bound by this Agreement including such other changes or amendments as the MUNICIPALITY in its sole and absolute discretion deems appropriate to include herein.

The OWNER shall, when requested by the MUNICIPALITY from time to time,

provide proof to the MUNICIPALITY in a form satisfactory to the MUNICIPALITY and in its absolute discretion, of the registered and beneficial owners of the voting shares of the OWNER.

### **13.3 Remedies and Termination**

#### Events of Default; Remedies and Termination

- (a) If the OWNER shall fail or neglect to perform or comply with any of the terms, covenants, or conditions in this Agreement on the part of the OWNER to be performed or observed, the MUNICIPALITY may, at any time thereafter, give notice of such failure or neglect to the OWNER and if such breach is not rectified to the satisfaction of the MUNICIPALITY within seven (7) Business days, or such other period as the MUNICIPALITY may determine, acting reasonably, giving due consideration to the nature of the default; or,
- (b) If an Event of Insolvency shall have occurred with respect to the OWNER or,
- (c) If the OWNER abandons the Lands; or,
- (d) If in the sole opinion of the MUNICIPALITY, the OWNER ceases to operate the Facility for a period of (6) six months continuously, or an aggregate total of (8) eight months; or,
- (e) The Lands are no longer being used as a Nuclear Laundry Facility,

then the MUNICIPALITY, at its sole option and discretion, may terminate this Agreement by notice to the OWNER given in accordance with section 13.4 hereafter in which event such termination shall be effective immediately upon the delivery of such Notice.

If this Agreement is terminated, the OWNER shall not have any right to the discharge of WASTEWATER into the SEWAGE WORKS as provided in section 3.1 of this Agreement or to use Municipal water as provided in section 3.1.

In addition to any other remedies set out under this Agreement or by any other Applicable Laws, sections 442 and 444 of the Municipal Act, and any Municipal by-law shall, apply if the OWNER fails to provide for or properly maintain to the satisfaction of the MUNICIPALITY in sole discretion the SEWAGE SYSTEM and WATER WORKS described in paragraphs 3.1 and 3.2 above.

In the event that the OWNER fails to pay to the MUNICIPALITY any sums owed to the MUNICIPALITY pursuant to this Agreement, interest shall accrue on such unpaid sums at a rate equal to the prime interest rate charged by the Municipality's primary bank plus 7%.

### **13.4 Notice**

Any Notice to be given pursuant to this Agreement may be given by either or email or by registered mail, addressed to the parties at the addresses set out below:

MUNICIPALITY of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
Telephone: (519) 363-3039  
Attention: CLERK  
clerk@arran-elderslie.ca

CCNuclear Inc.  
CCN-Paisley  
3437 Bruce County Road 3  
Paisley, ON N0G 2N0  
Telephone: (844) 607-5747  
info@ccnuclear.ca

### **13.5 Successors and Assigns**

Subject to 14.2, this Agreement shall enure to the benefit of and be binding upon the parties hereto and their permitted successors and assigns. It is agreed that notwithstanding the provisions of the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c.C-36 as amended, the within Agreement as registered shall not be deleted from the title to the lands if an application is made by OWNER or any of their successors and assigns under said act.

### **13.6 OWNER to Have Valid License at All Times**

It is a condition of this Agreement that at all times while the Laundry Facility is operational on the Lands, the OWNER. shall have a valid CNSC License and shall provide the MUNICIPALITY with the current License number at all times. The OWNER covenants and agrees to promptly advise the MUNICIPALITY of any termination, renewal, or other material change to the CNSC License and validity thereof.

### **13.7 Survival of Agreement**

The obligations of the Parties under this Agreement shall specifically survive the termination of this Agreement and the events as set out below:

- i. Any changes to the By-law 40-08, unless such changes would cause the MUNICIPALITY to be in contravention of any provision of a certificate of approval, equivalent permit, license, or Applicable Law;
- ii. Any changes in the corporate status of the MUNICIPALITY or the OWNER

- iii. Any changes in the ECA, or equivalent permit, license, or approval of the SEWAGE WORKS and WATERWORKS, unless such changes would cause the MUNICIPALITY to be in contravention of any provision of a certificate of approval, equivalent permit, license, or Applicable Law;
- iv. Any changes in the Facility, regardless of the magnitude or significance of such change; and,
- v. Any changes in SEWAGE WORKS or WATERWORKS, including the entire decommissioning of the SEWAGE WORKS or WATERWORKS and the creation of alternative WATERWORKS or SEWAGE WORKS.

### **13.8 Waiver**

The MUNICIPALITY, at its sole and unfettered discretion, may waive any or all of the provisions of this Agreement whether or not the OWNER is in breach thereof, which waiver shall only be valid if provided in writing and explicitly stated as being a waiver, and such waiver shall not affect in any way the enforceability of this Agreement, or any other provision herein. Such waiver shall not affect the obligations of the Parties to this Agreement or in any way prejudice the ability of the MUNICIPALITY to enforce any terms of this Agreement.

### **13.9 Governing Law**

This Agreement shall be interpreted in accordance with and governed by the laws of the Province of Ontario and the Federal Laws of Canada applicable thereto.

### **13.10 OWNER'S Responsibility to Comply**

Nothing in this Agreement shall be construed to mean that the MUNICIPALITY by virtue of this Agreement has assumed the responsibility for compliance or any compliance with any municipal by-laws. The OWNER covenants and agrees to fully comply with any order, by-law, law, regulation, and direction of any lawful authority, including the municipal, provincial, or federal governments or their respective agents and all Applicable Law with respect to the Lands and the Facility.

### **13.11 Entire Agreement**

This Agreement and the appending schedules as attached hereto shall constitute the entire Agreement between the Parties and the Parties further acknowledge that there is no representation, warranty, collateral agreement, or adverse condition affecting this Agreement other than as expressed herein in writing.

### **13.12 Severability**

If any provision of this Agreement or the application to any party or circumstance is restricted, prohibited, or unenforceable, such provision shall, as to such jurisdiction, be ineffective only to the extent of such restriction, prohibition, or unenforceability without invalidating the remaining provisions hereof and without affecting the validity or enforceability of such provisions in any other jurisdiction or its application to other parties or circumstances.

### **13.13 Conflict of Provisions**

In the case of any conflicting provision or provisions between this Agreement and any by- law duly enacted by the MUNICIPALITY and in effect at any time, the provision granting greater rights or remedies to the MUNICIPALITY, or imposing the greater duty, standard, responsibility, or obligation on the OWNER, shall govern.

### **13.14 Arbitration**

In the event of any claim or dispute arising under this Agreement (the "Dispute") the parties shall use their best efforts to settle the same. To this effect, they shall consult and negotiate with each other, in good faith and understanding of their mutual interests, to reach a just and equitable solution satisfactory to all parties promptly following notice of the Dispute and, if they do not reach such solution within thirty (30) days thereafter, then either party may deliver notice (the "Arbitration Notice") to the other party requiring resolution by arbitration and thereafter the Dispute, shall be referred to arbitration for final settlement binding on all parties in accordance with the provisions of the Arbitration Act, 1991 (Ontario) with the arbitration to be held in Walkerton, Ontario.

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement under the hands of those officers duly authorized in that respect as of the day and year first above written.

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Name: Steve Hammell      Title: Mayor

Signature \_\_\_\_\_

Name: Christine Fraser-McDonald      Title: Clerk

Signature \_\_\_\_\_

We have the authority to bind the Corporation.

CCNuclear Inc.

Name: Stephane Leduc      Title: Chief Executive Officer

Signature: \_\_\_\_\_

I/We have the authority to bind the Corporation.

**SCHEDULE A**

Municipal Address and Legal Description of the Lands

**Civic Address:** 3437 BRUCE ROAD 3

**Municipality:** Arran-Elderslie (Elderslie Township)

**Roll Number:** 410338000101904

**Legal Description:** ELDERSLIE CON A PT LOT 16 RP;3R10907 PART 1

## Schedule B

THE CORPORATION  
OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE  
BY-LAW NO. *40* - 08

BEING A BY-LAW TO AMEND THE MUNICIPAL CODE (REGULATE USE OF SEWER & WATER WORKS)

WHEREAS it is deemed advisable to amend the Municipal Code;

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

**1. That Schedule D Environmental Services: SEWER & WATER: REGULATE USE OF SEWER & WATER WORKS, be added as follows:**

"SCHEDULE D ENVIRONMENTAL SERVICES  
SEWER & WATER: REGULATE USE OF SEWER & WATER WORKS

BEING A BY-LAW TO REGULATE THE USE OF THE SEWER & WATER WORKS

WHEREAS the *Municipal Act, S.O. 2001, C.25*, , as amended, provides that:

**"Broad authority, lower-tier and upper-tier municipalities**

**11. (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4).**

**By-laws**

**(2) A lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting the following matters:...**

- 4. Public assets of the municipality acquired for the purpose of exercising its authority under this or any other Act....**
- 5. Economic, social and environmental well-being of the municipality.**
- 6. Health, safety and well-being of persons....**

**By-laws re: matters within spheres of jurisdiction**

**(3) A lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting matters within the following spheres of jurisdiction:...**

- 4. Public utilities.**

**Interpretation**

**1. (1) In this Act,**

**"public utility"** means,

- (a) a system that is used to provide any of the following services or things for the public:**
  - (i) water,**
  - (ii) sewage,....and**
- (b) the service or thing that is provided;**

**"sewage"** includes,

- (a) storm water and other drainage from land, and**
- (b) commercial wastes and industrial wastes that are disposed of in a sewage system;**

**"system"** means one or more programs or facilities (including real and personal property) of a person used to provide services and things to the person or to any other person and includes administration related to the programs, facilities, services and things;

**Entry on land**

**78. (1) For the purposes of providing a water public utility, a municipality may, at any reasonable time, subject to section 19 and despite section 27, enter on highways in or outside of the municipality to install, construct and maintain pipes and other works for the distribution of water without the consent of the body which owns the highway.**

**Entry on highways**

**(2) For the purposes of providing a public utility, other than a water public utility, a municipality may, at any reasonable time, despite section 27, enter on highways in the municipality to install, construct and maintain pipes, wires, poles, equipment, machinery and other works without the consent of the body which owns the highway.**

**Powers not restricted**

**(3) Nothing in this section prevents a body that owns a highway from regulating the activities described in subsections (1) and (2) on its highway in a reasonable manner, including regulating with respect to notice, timing and co-ordination of the activities and the requirement to obtain a permit before engaging in the activities.**

**Entry into buildings, etc.**

**79. (1) If a municipality has the consent of an owner or occupant to connect a public utility to a part of a building and other parts of the building belong to different owners or are in the possession of different occupants, the municipality may, at reasonable times, without consent, enter on their land and install, construct and maintain pipes, wires, equipment, machinery and other works necessary to make the connection.**

**Entry on common passages**

**(2) If a municipality has the consent of an owner or occupant to connect a public utility to land and the owner or occupant shares a mutual driveway or other common passage with the owners or occupants of neighbouring land, the municipality may, at reasonable times, without consent, enter the common passage and install, construct and maintain pipes, wires, equipment, machinery and other works necessary to make the connection.**

**Entry on land served by public utility**

**80. (1) A municipality may, at reasonable times, enter on land to which it supplies a public utility,**

- (a) to inspect, repair, alter or disconnect the service pipe or wire, machinery, equipment and other works used to supply the public utility; or
- (b) to inspect, install, repair, replace or alter a public utility meter.

#### **Reduced supply**

(2) For the purposes of subsection (1), a municipality may shut off or reduce the supply of the public utility to the land.

#### **Entry on land, discontinuance of utility**

(3) If a customer discontinues the use of a public utility on land or a municipality lawfully decides to cease supplying the public utility to land, the municipality may enter on the land,

- (a) to shut off the supply of the public utility;
- (b) to remove any property of the municipality; or
- (c) to determine whether the public utility has been or is being unlawfully used.

#### **Shut off of public utility**

**81.** (1) Without limiting sections 9, 10 and 11, a municipality may shut off the supply of a public utility by the municipality to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

#### **Additional power**

(2) In addition to the power under subsection (1), and without limiting sections 9, 10 and 11, a municipality may shut off the supply of water to land if fees or charges payable by the owners or occupants of the land in respect of a sewage system are overdue and the fees or charges are based on the fees payable for the supply of water to the land

#### **Notice**

(3) Despite subsections (1) and (2), a municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.

#### **Recovery of fees**

(4) A municipality may recover all fees and charges payable despite shutting off the supply of the public utility.

#### **No liability for damages**

**82.** (1) A municipality is not liable for damages caused by the interruption or reduction of the amount of a public utility supplied to a municipality or to the land of any person as a result of an emergency or a breakdown, repair or extension of its public utility if, in the circumstances, reasonable notice of its intention to interrupt or reduce the supply is given.

#### **Allocation**

(2) If the supply of a public utility to a municipality is interrupted or reduced, the municipality may allocate the available public utility among its customers.

#### **Effect**

(3) Nothing done under subsection (2) shall be deemed to be a breach of contract, to entitle any person to rescind a contract or to release a guarantor from the performance of the guarantor's obligation.

#### **Security**

**83.** Without limiting sections 9, 10 and 11, a municipality may, as a condition of supplying or continuing to supply a public utility, require reasonable security be given for the payment of fees and charges for the supply of the public utility or for extending the public utility to land.

#### **Exemption from seizure**

**85.** Personal property of a municipality which is used for or in connection with the supply of a public utility to land is exempt from seizure,

- (a) against the owner or occupant of the land under the Execution Act; and
- (b) against a person with a leasehold interest in the land for overdue rent.

#### **Mandatory supply**

**86.** (1) Despite section 19, a municipality shall supply a building with a water or sewage public utility if,

- (a) the building lies along a supply line of the municipality for the public utility;
- (b) in the case of a water public utility, there is a sufficient supply of water for the building;
- (c) in the case of a sewage public utility, there is sufficient capacity for handling sewage from the building; and
- (d) the owner, occupant or other person in charge of the building requests the supply in writing.

#### **Exception**

(2) Subsection (1) does not apply if the supply of the public utility to a building or to the land on which the building is located would contravene an official plan under the Planning Act that applies to the building, land or public utility.

#### **Entry on land re: sewage systems**

**87.** A municipality may enter on land, at reasonable times, to inspect the discharge of any matter into the sewage system of the municipality or into any other sewage system the contents of which ultimately empty into the municipal sewage system and may conduct tests and take samples for this purpose.

#### **Upper-tier entry on land**

**88.** (1) An upper-tier municipality has, during and after the construction of a work of one of its lower-tier municipalities that is or is intended to be connected to an upper-tier work, the power to enter upon land, at reasonable times, to inspect the lower-tier work and to inspect and copy plans, records, specifications and other information related to the construction, operation and maintenance of the lower-tier work.

#### **Definition**

(2) In this section,

"work" means land, buildings, structures, plant, machinery, equipment, devices, conduits, intakes, outfalls or outlets and other works used or designed for the collection, treatment or disposition of sewage or the production, treatment, storage or distribution of water."

**AND WHEREAS it is deemed advisable to provide for the use of the sanitary sewer works and the water works;**

**NOW THEREFORE, The Corporation of the Municipality of Arran-Elderslie hereby enacts as follows:**

## 1. THAT PART I SHALL PROVIDE FOR THE USE OF THE SANITARY SEWER WORKS;

### PART I - SEWERS

#### 1. DEFINITIONS

1.1 That, in this by-law, the following definitions shall apply:

**APPLICATION** means the form available from the Municipality requesting approval to connect to the sewer works, containing the name of the owner of the property, the present state of construction (if a new or existing building), a plan in duplicate of the lot showing the point on the property line where the connection is to be made, the date for the proposed work to be done, the quantity of sewage to be discharged (if applicable) and the name of the contractor undertaking the work

**AUXILIARY WATER SUPPLY** means any water supply other than the Municipality's potable water, including but not limited to a private well, sand point or cistern

**BACKFLOW VALVE** means a backflow valve being a device, or a method that prevents sewage backflow into a building

**BUILDING** means all or any part of a building, or structure

**CLEAN-OUT** means a point of entry on a sewer lateral for maintenance purposes

**FOREPERSON** means the Foreperson of Sewer Works of the Municipality as appointed by the Municipality, or any operator so designated to act in his/her place, who shall work under the direction of, and report to the Works Manager

**LATERAL SERVICE** means the service pipe laid down from the sanitary sewer main to the interior face of the outer wall of a building and all of the physical and mechanical equipment and devices to fully and completely make a sewer service connection to a premise

**MAY** means permission is granted

**MUNICIPALITY** means The Corporation of the Municipality of Arran-Elderslie.

**OPERATOR** means an operator of the Sewer Works of the Municipality as appointed by the Municipality, who may act in the place of the Foreperson when so designated, by the Foreperson or the Works Manager, and who shall report to the Foreperson or the Works Manager, as the case may be

**OWNER** means the person as shown on the last returned assessment roll of the Municipality, and includes any tenant or occupant of the property

**PERMIT** means the Lateral service Connection Permit signed by the Foreperson authorizing an owner to install a lateral service

**PERSON** means and includes any owner, individual, firm, company, association, partnership, society, incorporated company, or group, and wherever the singular is used herein it shall also be construed as including the plural

**PROPERTY LINE** means the outer line of the highway

**REASONABLE NOTICE** means twenty-four (24) hours

**SANITARY SEWAGE** means a combination of the water-carried wastes from residences, commercial buildings, institutions and industrial establishments, excluding surface water and ground water drainage.

**SANITARY SEWER** means a main sanitary sewer pipe in a highway, for the collection and transmission of residential, commercial, institutional or industrial sanitary sewage and to which storm water drainage shall not be admitted

**SEWAGE** includes drainage, storm water, residential wastes, commercial wastes and industrial wastes

**SEWAGE WORKS** means any works for the collection, transmission, treatment and disposal of sewage or any part of such works, but does not include plumbing to which the *Building Code Act, 1992* applies

**SHALL** means mandatory and declares what is to take place

**STORM SEWER** means a main storm sewer pipe in a highway, for the collection and transmission of storm water drainage and to which sanitary sewage shall not be admitted

**STORM WATER** means rainwater runoff, water runoff from roof or foundation drainage, snowmelt and surface runoff, groundwater, or other subsurface drainage including any unpolluted cooling water or unpolluted industrial processed water

**WORKS MANAGER** means the person appointed by the Municipality who is in charge of the Works Department under which the Water and Sewer Works operates

#### 2. RESPONSIBILITIES OF THE MUNICIPALITY

2.1 That, except as otherwise expressly provided in this by-law, the Municipality is responsible for:

##### POWER TO ADMINISTER SEWERS

- a) the administration and enforcement of all the provisions of this by-law, and

b) the construction, maintenance, operation, improvement, and extension of the sewer works of the Municipality.

2.2 a) The Foreperson shall inspect the installation of all lateral services.

b) The Foreperson shall perform all connections of lateral services to sewer mains.

#### **POWER TO ENTER**

2.3 The Foreperson may, in the course of performing his/her duties enter, pass upon, through, over and under any property in the Municipality of Arran-Elderslie, in accordance with the Municipal Act.

2.4 Except in the case of an emergency, the Foreperson shall give reasonable notice before entering any property in the Municipality.

2.5 From its date of passage, the construction, installation, maintenance and operation of the sewer works shall comply with this by-law.

#### **3. RESPONSIBILITIES OF OWNER**

##### **REQUIREMENT TO CONNECT**

That,

3.1 Where a sanitary sewer main exists in a highway, or public utility corridor, the owner of any abutting property which contains a building and which, in the opinion of the Foreperson, may be supplied therefrom, shall connect to the said sanitary sewer main.

##### **REQUIREMENT TO REMOVE**

3.2 When a lateral service connection has been installed, any existing septic tanks, cesspools, and/or similar private sewage disposal facilities shall be cleaned, filled, removed or destroyed within a period of ten (10) days after the said connection.

##### **LIMIT OF ONE PREMISE PER LATERAL**

3.3 No lateral service shall service more than one premise without the prior written approval of the Foreperson.

##### **PERMIT REQUIRED**

3.4 No person shall make any lateral service connection whatever with any sanitary sewer main unless;

- a) an application, in the prescribed form, with the required permit fee, is submitted to the Municipality, and
- b) a permit has been issued for the connection by the Foreperson

3.5 Connections to new and/or existing sanitary sewer mains shall be completed within one (1) year of the issuance of the permit to connect.

##### **REQUIREMENT TO MAINTAIN**

3.6 After construction and installation of the lateral service, the owner shall be responsible for the satisfactory operation, cleaning, repairing, replacement and maintenance of the lateral service.

##### **LIMIT OF ONE LATERAL PER PREMISE**

3.7 No premise(s) and/or registered lot shall be provided with more than one lateral service connection without the prior approval of the Municipality.

##### **PROHIBITION INTO SANITARY SEWER**

3.8 No person shall cause or permit the discharge of any storm water into the sewage works.

3.9 No person shall cause or permit the discharge of any hazardous waste into the sewage works.

##### **PROHIBITION INTO STORM DRAIN**

3.10 No person shall cause or permit the discharge of sanitary sewage into a storm drain.

3.11 No person shall cause or permit the discharge of any hazardous waste into a storm drain.

##### **BACKFLOW VALVE REQUIRED**

3.12 Owners shall install a backflow valve in a lateral service. The Municipality shall not be liable for the backflow of any sewage into a building.

##### **PROHIBITION OF AUXILIARY WATER SUPPLY**

3.13 No person may use an auxiliary water supply which results in an increased sewage flow without written notification to the Foreperson and without the installation of a metering system that is in accordance with the Municipality's standards.

##### **DUTY TO REPAIR**

3.14 If any building sewer or any connection to a sewer service connection or sanitary sewer main is made by an owner or his/her authorized representative, contrary to the provisions of this by-law, the owner shall repair such defective work or material within ten (10) days after the receipt of a notice from the Municipality requiring him/her to do so and, if the owner fails to repair such work, the Municipality may repair the work, including the

right to enter upon the lands, and the cost of such repairs shall be added to the tax roll for the property and collected in the same manner as other municipal taxes.

#### **4. PERMIT & INSTALLATION FEES**

That,

4.1 All permit and installation fees shall be in accordance with the FEES & SERVICE CHARGES-WATER & SEWER by-law in effect at the time of installation.

#### **5. CERTIFICATION**

That,

5.1 In order to safeguard life, health and property, every person, firm or corporation engaged in or working at a business of plumbing, for the purpose of installing lateral services, must submit evidence with an application that he/she is qualified and shall provide proof that he/she is so certified.

5.1 No permit shall be issued without written proof of certification.

5.3 Any certified person, assuming responsible charge and direction of other persons for the installation of lateral services, who employs, whether for gain or otherwise, a non-certified person to install lateral services, has contravened this by-law and the permit issued under section 4.1 shall immediately become null and void, with no refund of the application fee, and no connection of the lateral service shall be made by the Foreperson to a sewer main.

#### **6. CONSTRUCTION AND OPERATIONS FOR SEWERS**

##### **INSTALLATION REQUIREMENTS**

That,

6.1 All connections from the sanitary sewer main to a building shall be made with the following materials and to the following standards:

a) residential:

i) from the sanitary sewer main to the interior face of the outer wall of a building shall be a minimum of 100 mm and no greater than 125 mm PVC (polyvinyl chloride) SDR 28 pipe

all other classes of buildings:

i) from the sanitary sewer main to the building shall be 125 mm PVC (polyvinyl chloride) SDR 28 pipe

b) SDR 28 Service Connections shall be used with the bell and spigot type.

c) granular bedding below lateral services shall be 150 mm deep

d) granular cover material over the lateral service shall be a minimum of 300 mm deep

e) all connections to be inspected and approved by the Foreperson as being watertight.

##### **PROHIBITION OF PIPE MATERIAL**

6.2 Asbestos-cement lateral service pipes in service at the passing of this by-law may remain in use only until the said pipes require replacement, which shall conform to this by-law.

##### **CLEANOUT**

6.3 A clean-out shall be installed

- a) as near as practical to the interior face of the outer wall of a building through which the lateral service pipe passes
- b) in another location approved by the Foreperson, if a) above is not practical
- c) at intervals no further than 15 metres apart along the length of a lateral service
- d) at the property line
- e) in another location approved by the Foreperson, if d) above is not practical

##### **DEPTH OF INSTALLATION**

6.4 a) The lateral service shall be connected to the building at an elevation below the foundation footings where existing grade will permit. Preferred grade is 2% of fall.

b) No building sewer shall be laid parallel to within three (3) feet of any load bearing wall.

c) The building sewer shall be laid at sufficient depth to afford protection from frost and at uniform grade and in straight alignment, wherever possible.

##### **OPEN TRENCH INSTALLATION**

6.5 a) All excavations required for the installation of a building sewer shall be by open trench unless otherwise approved by the Foreperson.

b) All pipe shall be installed according to the Municipality's specifications and no back fill shall be placed until the work has been inspected by the Foreperson.

c) All connections and joints shall be gas tight and water tight joins shall be made with approved joining materials. No other joining materials shall be used without written approval of the Municipality's Foreperson.

d) Only forty-five (45) degree elbows or bends shall be used in the lateral service where an elbow is required and in no event shall a ninety (90) degree angle be permitted.

#### **"Y" or "T" CONNECTION TO SEWER MAIN**

6.6 a) All connections of the lateral service into the sanitary sewer main shall be made at the "Y" or "T" connection, if such connection is available at a suitable location.

b) If the sanitary sewer main is 200 mm in diameter or less, and no properly located "Y" or "T" connection is available an approved fitting shall be installed in the sanitary sewer main, at the location specified, by the Foreperson.

#### **45 DEGREE CONNECTIONS TO SEWER MAIN**

c) Where the sanitary sewer main is greater than 200 mm in diameter, and no properly located "Y" or "T" connection is available, a neat hole shall be cut into the sanitary sewer main to receive the lateral service connection, with entry in the downstream direction at an angle of about forty-five (45) degrees.

d) A forty-five (45) degree fitting shall be used to make such connection, with the spigot end cut so as not to extend past the inner surface of the sewer main.

e) The point of connection which shall be in a "2 o'clock" position or higher elevation on the sewer main.

f) A smooth, neat joint shall be made, and the connection made secure and water-tight.

g) Special fittings approved by the Foreperson shall be used for the connection.

#### **INSPECTION NOTICE**

6.7 a) The owner shall give at least 48 hours notice to the Foreperson when the lateral service is ready for inspection and connection to the sewer main.

b) The connection shall be made by the Foreperson.

#### **SAFETY PRECAUTIONS**

6.8 a) All excavations for lateral service installations shall be adequately guarded with barricades and lights so as to protect the public from hazard.

b) Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Foreperson.

#### **7. PENALTIES**

That,

7.1 a) Where, in the opinion of the Foreperson, a contravention of any of the provisions of this by-law is found with respect to any lateral service, the Foreperson may shut off the water service, immediately without notice, if, in his/her opinion, the contravention so warrants, and the water service shall not be restored until the fee required by section 4.1 has been paid to the Municipality.

b) Where, in the opinion of the Foreperson, a contravention of any of the provisions of this by-law is found with respect to any lateral service, the Foreperson may shut off the water service, with reasonable notice, if, in his/her opinion, the contravention does not warrant immediate correction, and the water service shall not be restored until the fee required by section 4.1 has been paid to the Municipality.

## **2. THAT PART II SHALL PROVIDE FOR THE USE OF THE WATER WORKS;**

### **PART II - WATER**

#### **1. DEFINITIONS**

1.1 That, in this Part, the following definitions shall apply:

**APPLICATION** means the form, prescribed by the Municipality, requesting approval to connect to the waterworks, containing the name of the owner of the property, the present state of construction (if a new or existing building), a plan in duplicate of the lot showing the point on the property line where the connection is to be made, the date for the proposed work to be done, the quantity of water to be used (if applicable) and the name of the contractor undertaking the work.

**AUXILIARY WATER SUPPLY** means any water supply other than the Municipality's potable water, including but not limited to a private well, sand point or cistern

**BUILDING** means all or any part of a building, or structure

**CURB BOX** means the structure or tower, which surrounds or protects the curb stop

**CURB STOP** means a water valve, which is placed on the property line for the purpose of turning water on or off

**DOUBLE CHECK VALVE** means a specific valve for potable water backflow prevention.

**FOREPERSON** means the Foreperson of Waterworks of the Municipality as appointed by the Municipality, or any operator so designated to act in his/her place, who shall work under the direction of, and report to the Works Manager

**MAY** means permission is granted

**MUNICIPALITY** means the Corporation of the Municipality of Arran-Elderslie

**NOTICE** means the Foreperson shall,

(a) by personal service or by registered mail, serve the owners and occupants of the property as shown on the last returned assessment roll of the municipality with a notice of the date upon which the corporation intends to shut off or restrict the supply of water if access to the property is not obtained before that date; and

(b) ensure that a copy of the notice described in clause (a) is securely attached to the property in a conspicuous place.

**OPERATOR** means an operator of the Waterworks of the Municipality as appointed by the Municipality, who may act in the place of the Foreperson when so designated by the Foreperson or the Works Manager, and who shall report to the Foreperson or the Works Manager, as the case may be

**OWNER** means the person as shown on the last returned assessment roll of the Municipality, and includes any tenant or occupant of the property

**PERMIT** means a Water Connection Permit signed by the Foreperson authorizing an owner to install a service pipe

**PERSON** means and includes any owner, individual, firm, company, association, partnership, society, incorporated company, or group, and wherever the singular is used herein it shall also be construed as including the plural

**POTABLE WATER** means water that is safe for human consumption

**PROPERTY LINE** means the outer line of the highway

**REASONABLE NOTICE** means twenty-four (24) hours

**SERVICE PIPE** means

a) that pipe laid down from the watermain to the line of the highway by the Municipality, for which the Municipality is responsible for keeping in repair,

b) that pipe laid down from the line of the highway across a vacant space to the interior face of the outer wall of a building, over which the Municipality has control and the cost thereof is charged to the owner of the building

**SHALL** means mandatory and declares what is to take place

**STOPCOCK** means the valve on the interior face of the outer wall of a building that controls the flow of potable water into the building

**WATERMAIN** means the main pipe(s) for the distribution of water to the inhabitants of the Municipality

**WATER SERVICE** means all of the physical and mechanical equipment and devices to fully and completely service a property with water.

**WATERWORKS** means the collective works for the production, treatment, storage, supply and distribution of water, or any part of such works, but does not include plumbing to which the *Building Code Act, 1992* applies.

**WORKS MANAGER** means the person appointed by the Municipality who is in charge of the Works Department under which the Water and Sewer Works operate

## 2. RESPONSIBILITIES OF THE MUNICIPALITY

2.1 That, except as otherwise expressly provided in this by-law, the Municipality is responsible for:

### POWER TO ADMINISTER

a) the administration and enforcement of all the provisions of this by-law, and  
b) the construction, maintenance, operation, improvement, and extension of the waterworks systems of the Municipality.

2.2 a) The Foreperson shall inspect the installation of all service pipes.

b) The Foreperson shall perform all connections of service pipes to watermains.

### POWER TO ENTER

2.3 The Foreperson may, in the course of performing his/her duties enter, pass upon, through, over and under any property in the Municipality of Arran-Elderslie, in accordance with the Public Utilities Act.

2.4 Except in the case of an emergency, the Foreperson shall give reasonable notice before entering any property in the Municipality.

### SHUTTING OFF WATER SUPPLY

2.5 Except in the case of an emergency, the Foreperson may, upon reasonable notice, shut off water for any necessary construction, repair or maintenance and the Municipality shall not be liable for any damages whatsoever caused by the shutting off of water.

2.6 From the date of its passage, the construction, installation, maintenance and operation of the waterworks system shall comply with this by-law.

### **3. RESPONSIBILITIES OF OWNER**

#### **REQUIREMENT TO CONNECT**

That,

3.1 Where a watermain exists in a highway or public utility corridor, the owner of any abutting property which contains a building and which, in the opinion of the Foreperson, may be supplied therefrom, shall connect to the said watermain.

#### **PERMIT REQUIRED**

3.2 No person shall install a service pipe for connection to any watermain, unless;

- a) an application, in the prescribed form, with the required permit fee, is submitted to the Municipality, and
- b) a permit has been issued for the installation by the Foreperson

3.3 Water service connections to new and/or existing watermains shall be completed within one (1) year of the issuance of the permit to connect.

#### **REQUIREMENT TO MAINTAIN**

3.4 After construction and installation of the water service, the owner shall be responsible for the satisfactory operation, cleaning, repairing, replacement and maintenance of the service pipe from the property line to the building.

#### **LIMIT OF ONE WATER SERVICE**

3.5 No premise(s) and/or registered lot shall be provided with more than one water service connection without the prior approval of the Municipality.

#### **DUTY TO REPAIR**

3.6 If any building water service or any connection to a water main is made by an owner or his/her authorized representative, contrary to the provisions of this by-law, the owner shall repair such defective work or material within ten (10) days after the receipt of a notice from the Municipality requiring him/her to do so and, if the owner fails to repair such work, the Municipality may repair the work, including the right to enter upon the lands, and the cost of such repairs shall be added to the tax roll for the property and collected in the same manner as other municipal taxes.

### **4. PERMIT & INSTALLATION FEES**

That,

4.1 All permit and installation fees shall be in accordance with the FEES & SERVICE CHARGES-WATER & SEWER by-law in effect at the time of installation.

### **5. CERTIFICATION**

That,

5.1 In order to safeguard life, health and property, every person, firm or corporation engaged in or working at a business of plumbing, for the purpose of installing service pipes, must submit evidence with an application that he/she is qualified and shall provide proof that he/she is so certified.

5.2 No permit shall be issued without written proof of certification.

5.3 Any certified person, assuming responsible charge and direction of other persons for the installation of service pipes, who employs, whether for gain or otherwise, a non-certified person to install service pipes, has contravened this by-law and the permit issued under section 4.1 shall immediately become null and void, with no refund of the application fee, and no connection of the service pipe shall be made by the Foreperson to a watermain.

### **6. CONSTRUCTION AND OPERATIONS FOR WATERMAINS**

#### **PROHIBITED OPERATIONS**

That,

6.1 No person shall

- a) open or close a curb stop;
- b) obstruct the operation of a curb stop,

and, upon the commission of any of the acts listed above, the Foreperson may cause the supply of water to the property to be discontinued.

#### **NOTICE REQUIRED TO TURN ON/OFF**

6.2 Any person requesting that a curb stop be turned "on" or "off" shall give 48 hours notice to the Municipality.

#### **POWER TO DISCONTINUE WATER SUPPLY**

6.3 Where an owner fails to maintain the water service according to the current Municipal standards, or there is contravention of any provisions of this by-law, the Municipality may discontinue the supply of water to the property until such time as any maintenance or repairs are undertaken and completed to the satisfaction of the Foreperson.

## OFFENCES

6.4 No owner of any building supplied with water from the waterworks shall

- a) wilfully hinder or interrupt, or cause or procure to be hindered or interrupted the Municipality, or any of its officers, contractors, agents, servants or workers, in the exercise of any of the power in this by-law;
- b) wilfully let off or discharge water so that the water runs waste or useless out of the works, or contrary to the *Water Restrictions Regulation* by-law;
- c) improperly waste the water or, without the consent of the Municipality, lend, sell, or dispose of the water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than the person's own or increase the supply of water agreed for, or contrary to the *Water Restrictions Regulation* by-law;
- d) without lawful authority wilfully open or close any hydrant, or obstruct the free access to any hydrant, stopcock, chamber, pipe, or hydrant-chamber, by placing on it any building material, rubbish, or other obstruction, contrary to the *Fire Hydrant Control* by-law;
- e) throw or deposit any injurious, noisome or offensive matter into the water or waterworks, or in any way foul the water or commit any wilful damage, or injury to the works, pipes, or water, or encourages the same to be done;
- f) wilfully alter any meter placed upon any service pipe or connected therewith, within or outside any building or other place, so as to lessen or alter the amount of water registered;
- g) lay or cause to be laid any pipe or main to communicate with any pipe or main of the waterworks, or in any way obtains or uses the water without the consent of the Municipality,
- h) connect or cause to be connected to the water service, any auxiliary water supply, contrary to the *Prohibit Connection Non-Municipal Water Sources* by-law;
- i) allow any auxiliary water supply connected to the water service to remain so, contrary to the *Prohibit Connection Non-Municipal Water Sources* by-law

and, upon the commission of any of the acts listed above, the Foreperson may cause the supply of water to the property to be discontinued until such time as the act has been corrected

## CONNECTION REQUIREMENTS

6.5 No owner shall install, or cause to be installed, any service pipe except in accordance with the following Municipal Standards:

- a) the service pipe shall be a minimum of three-quarters of one inch
- b) the service pipe may be larger than three-quarters of one inch with the prior approval of the Foreperson
- c) a curb stop and curb box shall be installed on the property line
- d) granular bedding material below the service pipe shall be 150 mm deep
- e) granular cover material over the service pipe shall be a minimum of 300 mm deep
- f) a stopcock shall be installed on the service pipe on the interior face of the outer wall of a building
- g) a double check valve for backflow prevention shall be installed on the interior side of the stopcock in such a manner as to prevent the backflow of water from the building into the Municipality's waterworks
- h) the double check valve shall be kept in proper working order at all times
- i) new construction requires a water meter and a dual check valve purchased from the Municipality.

and the Foreperson shall not connect any service pipe to a water main which does not comply with any of the above provisions.

## OPEN TRENCH INSTALLATION

6.6 a) All excavations required for the installation of a service pipe shall be by open trench unless otherwise approved by the Foreperson.

b) All pipe shall be installed according to the Municipality's specifications and no back fill shall be placed until the work has been inspected by the Foreperson.

## INSPECTION NOTICE

6.7 a) The owner shall give at least 48 hours notice to the Foreperson when the service pipe is ready for inspection and connection to the watermain.

b) The connection shall be made by the Foreperson.

## SAFETY PRECAUTIONS

6.8 a) All excavations for service pipe installations shall be adequately guarded with barricades and lights so as to protect the public from hazard.

b) Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Foreperson.

## 7. PENALTIES

That,

7.1 a) Where, in the opinion of the Foreperson, a contravention of any of the provisions of this by-law is found with respect to any water service, the Foreperson may shut off the water service, immediately without notice, if, in his/her opinion, the contravention so warrants, and the water service shall not be restored until the fee required by section 4.1 has been paid to the Municipality.

b) Where, in the opinion of the Foreperson, a contravention of any of the provisions of this by-law is found with respect to any water service, the Foreperson may shut off the water service, with reasonable notice, if, in his/her opinion, the contravention does not warrant immediate correction, and the water service shall not be restored until the fee required by section 4.1 has been paid to the Municipality.

## 8. APPOINTMENTS

1. That the Municipality shall appoint a Foreperson and as many Operators as it deems necessary to carry out the provisions of this by-law.

## 9. EFFECTIVE

1. And that this by-law shall take effect with final passing."

2. **And that this by-law shall take effect with final passing.**

Read a first and second time this 8<sup>th</sup> day of December, 2008.

Read a third time and finally passed this 8<sup>th</sup> day of December, 2008.

Don L. Ossendrijver

MAYOR

John

CLERK

**SCHEDULE C****EXAMPLE OF CALCULATING ADDITIONAL SURCHARGE**

April 7, 2025,

25-022

Condition: CC Nuclear Inc. exceeding discharge criteria as follows:

TSS	190 mg/L
BOD <sub>5</sub>	200 mg/L
TP	7 mg/L
Flow	354 m <sup>3</sup> /day

Allowable Discharge Loadings Per Agreement at 10 m<sup>3</sup>/day

TSS, BOD <sub>5</sub>	1.7 kg/day each
TS	0.05 kg/day

Loading Exceedance Calculations

TSS	$190 \times 20 \div 1000 = 3.8 \text{ kg/day}$
BOD <sub>5</sub>	$200 \times 20 \div 1000 = 4.0 \text{ kg/day (worst condition)}$
TS	$10 \times 20 \div 1000 = 0.20 \text{ kg/day}$

Surcharge Calculation:Surcharge Amount at \$100/day/kg for Largest Parameter (TSS or cBOD<sub>5</sub>) and \$500/day (for Total P) Exceedance

BOD<sub>5</sub>  $(4.0 - 1.7) \times \$100$   
 $= \$270/\text{day}$

TP  $=(0.20 - 0.05) \times \$500$   
 $= \$75/\text{day}$

Flow Surcharge

Flow  $=(35-30) \times \$150$   
 $= \$750/\text{day}$

Surcharge payable by CC Nuclear Inc. is \$750/day during the period flow exceedance occurred.



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Jennifer Isber-Legge, Economic Development and Communications Officer

Report Number: ECDEV-2026-01

Subject: Downtown Revitalization Incentives 2025 Report

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## Recommendation

Be It Resolved that Council hereby receives for information Report ECDEV-2026-01

## Background

This report summarizes the outcomes of the 2025 Community Improvement Plan (CIP) Incentive Grants, delivered in partnership with Bruce County's Spruce the Bruce program.

In January 2025, Council approved offering incentive grants in partnership with Bruce County through the Spruce the Bruce program by supporting 1/3 of applicable project costs for eligible applicants in Arran-Elderslie to a maximum of \$20,000 total program support in the following categories:

- Façade Improvement
- Perpendicular signage
- Awning Grant
- Fascia Signage

In April 2025, Council approved offering incentive grants with remaining funds through the Spruce the Bruce application by supporting 1/2 of applicable project costs for eligible applicants in Arran-Elderslie.



## Analysis

### 2025 Financial Summary

- Municipality Contribution: \$11,901.11 in approved funding from Arran-Elderslie through 9 grants to 4 businesses.
- Combined Support: \$20,521 in total support to businesses and organizations from the Municipality and Spruce the Bruce.
- Applicant Investment: \$79,240 contributed by applicants toward their projects.

Businesses that participated in this program are:

CMR Holdings – Paisley (extension given)

Palms – Paisley

Saugie's Stop N Shop – Paisley

The Healing Collective – Paisley

The Municipality also benefited from the Spruce the Bruce program and received \$25,582 from Bruce County to support 5 Projects.

Community Marketing Grant – Chesley Parks and Trails

Community Marketing Grant – Washrooms with Wow

Streetscape Beautification Grant – Banners for Tara

Streetscape Beautification Grant – Main St Bridge Parkette, Chesley

Streetscape Beautification Grant – Holiday Lights in Tara

These projects have enhanced the commercial aesthetics and vibrancy of Arran-Elderslie, supporting local businesses and attracting shoppers and visitors to our community. This success is a direct result of the ideas, and guidance provided by our community working groups, whose collaborative efforts have made these initiatives possible.

## Link to Strategic/Master Plan

### 6.2 Supporting Business and the Local Economy

## Financial Implications

Included in the budget.



MUNICIPALITY OF

ARRAN-ELDERSLIE

Attachments:

STB Projects 2025

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Approved By: Emily Dance, Chief Administrative Officer

# Some of the Municipal Projects undertaken with Spruce The Bruce support in 2025



## Washrooms with Wow



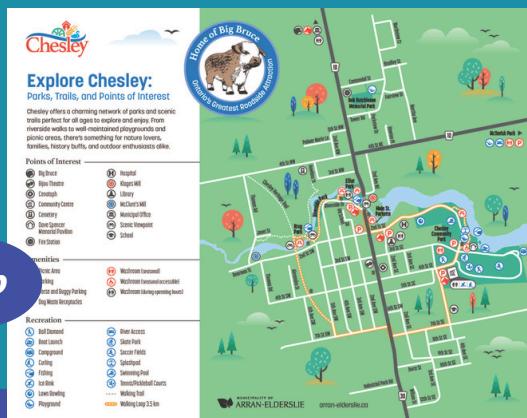
## Main St. Parkette



## Tara Banners



## Parks & Trails Map



## Tara Holiday Lights



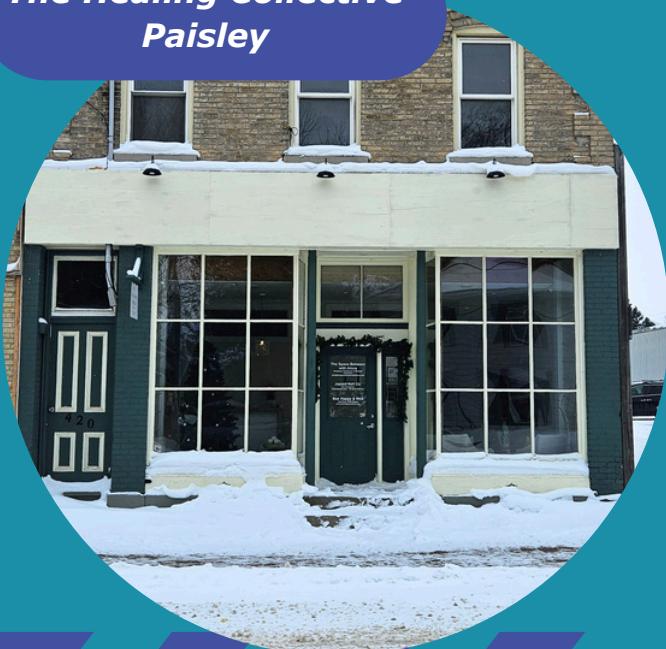
MUNICIPALITY OF  
**ARRAN-ELDERSLIE**

# Some of the Downtown Revitalization Projects undertaken through Spruce The Bruce in 2025



***Saugies Stop and Shop  
Paisley***

***The Healing Collective  
Paisley***



***Palm  
Paisley***



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Jennifer Isber-Legge

Report Number: ECDEV-2026-02

Subject: Community Improvement Plan Incentive Program Updates

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## Recommendation

Be It Resolved that Council hereby approves Report ECDEV-2026-02

AND authorizes the updates the Community Improvement Plan Policy as outlined in the report;

AND Further directs staff to develop and oversee a grant application process to better support local businesses and maximize incentives to support revitalization in the community.

## Background

The Municipality of Arran-Elderslie Local Official Plan states that the goal of the [Community Improvement Plan \(CIP\)](#) is "to provide a positive economic climate to attract industry, encourage private investment, create a wide range of employment opportunities, and enhance a balanced municipal assessment base."

The purpose of the CIP is to adopt a program of financial incentives that encourage the redevelopment and improvement of private lands throughout the Municipality of Arran-Elderslie. These redevelopments and improvements aim to enhance the character of the Municipality and its traditional commercial areas.

Schedule A of the Community Improvement Plan Policy contains 5 maps of Community Improvement Plan Areas (CIPA's), Schedule A-1 being all of Arran-Elderslie, and one for each of the communities of Allenford, Chesley, Paisley and Tara.



## Analysis

In 2025, the Municipality allocated \$20,000 through its CIP Policy, offering grants to businesses located in Allenford, Chesley, Paisley, and Tara using the Spruce the Bruce matching program for these four categories:

- Façade Improvement
- Perpendicular signage
- Awning Grant
- Fascia Signage

Community feedback suggests that the boundaries for grant eligibility should be reconsidered. Currently, only businesses within the CIP downtown areas (A2-4) qualify, which excludes some businesses that positively impact the Municipality's commercial appeal and help attract shoppers and visitors.

Staff recommends updating the Community Improvement Plan Policy sections

- 5.3.2.1 – Façade Improvement Program
- 5.3.2.2 – Storefront Sign Improvement Program
- 5.3.2.3 – Building Restoration and Enhancement Program
- 5.3.2.6 – Streetscape Beautification, Signage, and Landscaping Imp.

This would allow Building and Property Improvement Incentives to be available for CIPA Schedules A 1-5, with the following provision:

*Priority will be given to applications from Schedules 2-5. However, projects in Schedule 1 may also be considered if they significantly improve the commercial aesthetics and help bring in shoppers and visitors.*

Since these changes would alter the eligibility criteria from those used for the Spruce the Bruce funding, the Municipality would need to develop and oversee its own grant application process. This adjustment would better support local businesses and maximize incentives to revitalize the community.

## Link to Strategic/Master Plan

6.2 Supporting Business and the Local Economy

## Financial Implications

CIP funding is included in the Municipality of Arran-Elderslie 2026 budget.

### Attachments:

[Arran-Elderslie Community Improvement Plan Policy Jan 2026 Draft Edit](#)

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Approved By: Emily Dance, Chief Administrative Officer



# Community Improvement Plan Policy

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## 1. Introduction

### 1.1. Background

The Municipality of Arran-Elderslie is home to 6,913 residents (Statistics Canada, 2021) who enjoy the natural landscape and rural life. Arran-Elderslie is one of eight municipalities in Bruce County and contains three main settlement areas, Chesley, Paisley, and Tara. Major industries within Arran-Elderslie include agriculture, retail, tourism, and construction.

Arran-Elderslie's Official Plan states that the goal of the Community Improvement Plan (CIP) is "to provide a positive economic climate to attract industry, encourage private investment, create a wide range of employment opportunities, and enhance a balanced municipal assessment base."

In 2014, the Municipality of Arran-Elderslie approved a CIP (by-laws 37-2014 and 38-2014) that encompassed the downtown cores in the communities of Chesley, Paisley, and Tara/Invermay. This document will replace that previously developed CIP. This CIP enables additional opportunities that encourage the revitalization of existing buildings and redevelopment of properties within the Municipality through a variety of financial incentives.

In 2022, Bruce County expanded their Spruce the Bruce community development incentive program. To gain full access to these grants the Municipality of Arran-Elderslie redeveloped this policy to align with existing Municipal goals and County priorities.

### 1.2. Purpose

The purpose of the CIP is to adopt a program of financial incentives that encourage the redevelopment and improvement of private lands throughout the Municipality of Arran-Elderslie. These redevelopments and improvements aim to enhance the character of the Municipality and its traditional commercial areas.

The purpose of financial incentives is to assist businesses and property owners in the redevelopment and improvement of their properties. In turn, projects supported under the CIP will contribute towards Municipal goals defined in this policy and others.

The CIP applies to both settlement and rural areas of the Municipality. Specific financial incentives are developed to target the different needs of each of these areas. This CIP allows businesses and property owners in Arran-Elderslie to participate in Bruce County's Spruce the Bruce Program.

The Municipality can provide financial incentives within the defined Community Improvement Project Areas (CIPAs). It enables both the Municipality and Bruce County to participate in or implement future financial incentives to attract industry, encourage investment, create employment opportunities, and enhance a balanced municipal assessment base.

### 1.3. Methodology

Defining the goals of the community created the strong foundation for this CIP policy. The policy was created following a review of existing guidelines, planning documents, current incentive programs, and an in-depth community consultation process. This consultation process involved business owners, members of the public, Council members, and Arran-Elderslie staff. The consultation process identified and defined key areas to ensure the policy supports future growth across the entire Municipality.

#### 1.3.1. Guiding Documents

Local plans, reports, and studies were reviewed when building the foundation of this modernized CIP. Key guiding documents are summarized below.

##### 1.3.1.1. The Municipality of Arran-Elderslie Corporate Strategic Plan (2022)

The Municipality of Arran-Elderslie's mission is based on offering valued services, community assets, and an exceptional place for residents, businesses, and visitors. The main priorities are based on the following:

- a. Protecting infrastructure, recreation, and natural assets.
- b. Supporting businesses and the local economy.
- c. Facilitating community growth.
- d. Leading financial management.
- e. Engaging people and partnerships.
- f. Modernizing services.

##### 1.3.1.2. The Municipality of Arran-Elderslie Economic Development Strategic Plan (2020)

The objective of the Municipality of Arran-Elderslie's Economic Development Strategic Plan is to attract, retain, and expand the municipal population, businesses, and services. The focus is on building local economic development capacity, collaboration, and supporting the needs of the Municipality. The goals include, building capacity, growing the population, attracting, and expanding businesses, effectively using resources, and creating vibrant downtowns.

##### 1.3.1.3. Bruce County's Spruce the Bruce Program (2022)

Bruce County's Spruce the Bruce program offers financial incentives to eligible applications within a community's CIP. These grants are enabled through municipal policies and offer improvements to designated downtown areas. The grants make designated downtown areas more attractive, distinctive, and pedestrian friendly. In 2022, the program was enhanced to target additional industries and regional needs. Grant offerings extend past the downtown

cores but are still within a designated CIPAs. The additional grants support the revitalization of agriculture and tourism sectors and support redevelopment relating to business accessibility and nurturing mixed-use development.

## 2. Legislation

### 2.1. Municipal Act (2001)

Municipal activities are governed by The Municipal Act (2001), which is the principal statute that governs the administration of municipalities and sets out municipal powers. While the act provides opportunity to provide tax reductions related to heritage, municipal, or education purposed properties, it generally prohibits municipalities from providing incentives or bonuses to commercial enterprises. However, exceptions are provided where a municipality participates in a Community Improvement Plan (CIP), as part of Section 28 of the Planning Act, R.S.O. 1990.

### 2.2. Ontario Planning Act (1990)

Section 28 of Ontario's Planning Act allows municipalities to prepare CIPs to establish a framework for supporting and implementing programs to encourage development and redevelopment, in accordance with official plan policies. Whether the reasons are physical, social, economic, or environmental, a community improvement approach is a flexible, comprehensive, co-ordinated, and strategic framework for dealing with lands and buildings. For the purposes of carrying out a CIP, a municipality may engage in the following activities within the Community Improvement Project Area (CIPA):

- a. Acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3)).
- b. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the CIP project area in conformity with the CIP (Section 28(6)).
- c. Sell, lease, or otherwise dispose of any land and buildings acquired or held by it in the CIPA in conformity with the CIP (Section 28(6)).
- d. Make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the CIPA, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole, or any part of the cost of rehabilitating such lands and buildings in conformity with the CIP (Section 28(7)).
- e. Eligible costs can be related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes, or for the provisions of energy efficient uses, buildings structures, works, improvements, or facilities (Section 28(7.1)).

- f. The council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purpose of carrying out a CIP that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans (Section 28(7.2)).

### 2.3. Provincial Policy Statement (2020)

CIPs help to achieve the Provincial Policy Statement (PPS) objectives of healthy communities, a clean and safe environment, and a strong economy. Community improvement is supported through PPS policies for:

- a. Building strong healthy communities.
- b. Promoting efficient development and a mix of land uses.
- c. Ensuring that necessary infrastructure and public service facilities are available.
- d. Improving accessibility.
- e. Conserving heritage resources.
- f. Supporting green design.
- g. Encouraging residential intensification.

### 2.4. Official Plan for the Urban Areas of Chesley, Paisley, Tara/Invermay (2004)

Section 4.5 of The Municipality's Urban Area Official Plan allows for the preparation and implementation of community improvement and other mechanisms governed by Section 28 of the Planning Act (1990). The official plan allows for any area with the municipality to be subject to a CIPA. Criteria for selecting CIPAs is divided into two categories Residential and Commercial/Industrial Area and has set criteria to develop in each of those proposed areas. The CIP establishes programs to implement the goals and objectives of official plan community improvement policies.

### 2.5. County of Bruce Official Plan (2010)

The Bruce County Official Plan provides guidance on local CIPAs and programs. It encourages local municipalities to adopt CIPs in accordance with the County and local official plans. Furthermore, Bruce County's Official Plan has identified all areas of the community as having the potential to be identified as a CIPA by respective municipalities or by the County.

## 3. Goals and Objectives

Section 4.3.1 of The Official Plan for the Urban Areas of Chesley, Paisley, Tara/Invermay outlines various goals and objectives for Community Improvement Project Areas (CIPAs).

This Community Improvement Plan (CIP) has the following goals:

- a. To assist the community in improving the overall appearance of residential, commercial, and industrial structures.
- b. To urge and assist owners of commercial, industrial, and residential properties to rehabilitate premises where necessary to eliminate deterioration and improve community pride in ownership or occupancy.
- c. To promote the development, redevelopment, or conversion of underutilized properties.
- d. To strengthen the economic viability of businesses within the CIPAs .
- e. To encourage building retrofits which meet or exceed government legislation including but not limited to the Ontario Building Code, Fire Code, Property Standards, and the Accessibility for Ontarians with Disabilities Act.
- f. To encourage a sustainable and innovative business community.
- g. To promote interest in Bruce County's Spruce the Bruce program.

Financial incentives outlined in this plan may be offered to tenants or property owners to assist in meeting these goals. Incentives available may change from year to year.

#### 4. Project Areas

Section 28(1) of the Planning Act (1990) allows a Municipality to define a Community Improvement Project Area (CIPA). The Planning Act defines a CIPA as “a municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.”

The Municipality of Arran-Elderslie's Official Plan provides a list of criteria for selecting CIPAs. Previous project areas covered the downtown cores of Chesley, Paisley, and Tara/Invermay. This Community Improvement Plan (CIP) now includes an expansion of these previous downtown CIPAs to encompass the entire Municipal boundaries of Arran-Elderslie. Chesley, Paisley, Tara, and Allenford are defined priority project areas and will have specific incentives focussed on downtown development, as outlined in this policy.

The Municipality shall designate the expanded CIP project area by by-law. The programs authorized in this CIP may be carried out within the CIPA as identified in Schedule A: Community Improvement Project Area (CIPA) Maps

## 5. Program Incentives

### 5.1. General Eligibility Criteria

To assist private landowners in enhancing their properties or buildings, the following financial incentives are offered to eligible applicants as indicated below, unless identified under Incentive.3., which outlines incentives and eligibility of Bruce County's Spruce the Bruce Program.

#### 5.1.1. Eligible Applicants

- a. Applicants must be the registered owner of the property, assessed owner, or an authorized agent. If a tenant wishes to apply, a letter from the building owner approving the work to be done is required.

The property in the application must be in a Community Improvement Project Area (CIPA) (

- b. Project Areas) or identified for specific incentives (Incentive).
- c. General maintenance is not eligible for project incentives. The goal of the program is to encourage new projects that aim to revitalize existing buildings and redevelop properties.
- d. Applicants must comply with all provincial and local laws and regulations pertaining to licensing, permits, building code, and zoning requirements. The applicant is responsible for obtaining all building and other required permits and must be in conformance with all applicable health and safety standards.

#### 5.1.2. Applications

- a. Complete applications for the specific incentive must be submitted directly to the Municipality, with the exception of County-led incentives offered through Spruce the Bruce, which must be submitted directly to Bruce County.
- b. Applications need to be submitted prior to any work commencing and cannot begin until an application is approved, and the agreement is signed.
- c. The Municipality has the right to request additional submissions of drawings and/or plans to be included with the application and schedule a pre-application meeting to review the intended improvements and modifications.

#### 5.1.3. Agreements

- a. Any application must be consistent with the official plan, Community Improvement Plan (CIP), and any other guidelines that may be implemented for the CIPAs. Priority will be

given to those applications which most closely meet the program guidelines that will be developed with the framework as outlined in this plan.

- b. The applicant shall enter into an agreement with the Municipality stipulating at a minimum:
  - Terms of the financial agreement.
  - Total amount of approved funding.
  - Timetable for provision of agreement and completion of the project.
  - An undertaking by the owner to satisfy all Municipal and other relevant laws and requirements for the project.

#### 5.1.4. Previous Projects

- a. Financial incentives cannot be retroactive. Any work commenced prior to the project receiving approval from the Municipality will be ineligible.
- b. Properties are not eligible for the same incentive within five years, unless there is a new owner or tenant, or if the project scope is different.

#### 5.1.5. Funding Payouts

- a. Municipal contributions will be issued after the following:
  - Project is complete and paperwork has been submitted.
  - Inspected by Municipal staff (or the appropriate approval authority).
  - Necessary permits and licences have been issued.
  - Original paid receipts for materials or third parties for the work submitted.
- b. Funding will be payable within the timeframe established for the applicable program or the date of agreement, whichever comes first.
- c. The applicant cannot be awarded more than 100% of the final invoice, or whatever percentage is indicated for the specific incentive.
- d. Eligible project costs must be actual cash outlay to third parties acting at arm's length and which can be documented through original invoices and proofs of payment. Applicants will provide a minimum cash contribution to the project as outlined, under Incentive, depending on the type of incentive that is implemented.

#### 5.1.6. Funding Thresholds

- a. The amount of available funding to be made for these financial incentives under this CIP

is subject to Council approval and adoption of the budget.

- b. The total of any of the financial incentives shall not exceed 100% of the cost of improvements made to properties or lands. This includes a combination of both County and local Municipal incentives.
- c. Where the project is expected to result in a substantial increase in the property's value, Tax Increment Equivalent Grant (TIEG) can be considered in addition to other incentives.
- d. The total combination of funds available to one property must not surpass \$20,000 in one calendar year. This does not include any monies received from the County.
- e. The minimum value of a grant issued under any program shall be \$1,000 and the minimum value of a loan shall be \$20,000.

#### 5.1.7. Expiration of Funding

- a. Unless otherwise stated in the agreement, a maximum of one year is allowed for completion of a project after approval. Requests for extensions can be made to the Municipality.
- b. No changes to work specified in the agreement are to be made for five years without Municipal approval.

#### 5.1.8. Tax Arrears and Other Charges

- a. Applicants must not be in default of any property taxes, local improvement charges, or any other Municipal accounts receivable on the subject property at the time of approval or upon receiving final funding.
- b. Any outstanding orders (building, fire, zoning, etc.) must be satisfied prior to funding approval and upon receiving final funding. Exceptions apply with approval of the entity responsible for the outstanding order.

#### 5.1.9. Transfers of Projects

- a. If there is change in ownership of a property, projects can be transferred, if the new owner is completing the same project on the same property. The existing agreement holder shall advise the Municipality of the change to update the agreement. This agreement will need to be signed, with the same conditions, with the new agreement holder.
- b. Approved incentives allocated to a specific property are not transferable to any other property.

## 5.2. Forms of Incentives

Each year, Council or its designated authority will determine which incentive programs are in effect (Incentive), in what form the incentive will be provided, and the funding allocation from the Municipal budget.

Financial incentives can be provided to properties in the CIPA as indicated below or a combination of a grant and a loan.

### 5.2.1. Grants

Grants are typically used as a matching program for related costs or fees to an eligible project. Awarded grants cover a portion of the capital cost of the improvement to an overall maximum amount. Costs may include necessary professional design fees, material, and labour. Each grant category (Incentive) will provide details of available funding.

### 5.2.2. Loans

Where a proposed project satisfies the relevant Municipal guidelines, a loan can cover a portion of the eligible improvement costs to a maximum amount. Loans are structured by the Municipality based on market conditions and amortized over a set number of years. The Municipality has the right to set the interest rates and the agreement will stipulate the repayment schedule. Loans are only available to property owners and are registered as a lien on the property.

## 5.3. Incentive Programs

### 5.3.1. Development and Predevelopment Incentives

Development and predevelopment incentives are led and funded by the Municipality and have an overall goal of attracting new growth and expansion to the designated CIPA. Program applications, approvals, agreements, and distribution of funding are all administered by the Municipality. View

Schedule B: Summary of the Development and Predevelopment Incentives for a summary chart of all incentives. Where applicable, the following financial incentives can be provided in the following ways:

### 5.3.1.1. Tax Increment Equivalent Grant Program

#### **Purpose:**

The Tax Increment Equivalent Grant (TIEG) Program is intended to encourage the development and redevelopment of eligible properties by providing tax assistance equal to all or a portion of the property tax increase resulting from new property improvements.

#### **Eligibility Criteria:**

- All general eligibility criteria apply.
- The property must be in one of the CIPAs (Schedules A 1-5).
- Proposed projects that have resulted in at least 25% an increase in the assessed property value or be valued at more than \$1,000,000.
- Applications must be filed prior to the start of any activity that would constitute development triggering a re-valuation by MPAC (Municipal Property Assessment Corporation).

#### **Financial Incentive:**

- An incentive equal of up to 100% of the Municipal and/or County tax portion for up to ten years.
- This incentive may be offered on a declining scale, for example: Year one of the program, the grant to the property owner is equal to 100% of the tax increment. Thereafter, the grant decreases by 10% per year (e.g., year two = 90%, year three = 80%, and so on up to year ten).
- Bruce County may participate in this program, related to the County portion of a tax bill, subject to County Council approval.

#### **Examples of Eligible Projects:**

- Redevelopment of a brownfield property.
- Adaptive reuse of a property to suit new uses.
- Major additions to a property, involving a significant increase of existing gross floor area.
- Infrastructure work including the improvement or reconstruction of existing on-site

public infrastructure as may be required to service a proposed development.

- Façade, signage, and streetscaping improvements required as part of a proposed development.
- Professional services by an engineer, architect, or professional planner.
- Any combination of the above.

### 5.3.1.2. Municipal Fee Incentive Program

#### **Purpose:**

The Municipal fee incentive program provides a rebate for fees associated with redevelopment, infill, and new development. Any relevant fee associated with redevelopment, infill, and new development included in Arran-Elderslie's or Bruce County's Fee and Charges By-Law (as amended) is an eligible expense for this program.

#### **Eligibility Criteria:**

- All general eligibility criteria apply.
- The property or building must be in a priority CIPA (Schedules A 2 thru 5).
- This will be a one-time contribution to the applicant to the cost indicated in the current fee structure/by-law.
- Bruce County may participate in this program as subject to Bruce County Council approval.

#### **Financial Incentive:**

- An incentive equal to 50% of applicable Municipal fees.
- Can be paid in two installments, 25% upon completion of any permit or application and the remaining 25% after final inspection or completion of the project.

#### **Examples of Eligible Projects:**

- Site plan applications.
- Building or demolition permits.
- Official plan amendments (including zoning by-law amendments, minor variances, or severances of land).
- Other Municipal fees in the current fee structure/ by-law such as tipping fees.

### 5.3.1.3. Predevelopment Study and Design Program

#### **Purpose:**

The predevelopment study and design program are to offset the costs associated with preparing the necessary plans and drawings that outline the extent of the improvements being applied for.

**Eligibility Criteria:**

- All general eligibility criteria apply.
- The property must be in one of the CIPAs (Schedules A 1-5).
- Projects must be in line with streetscape, façade, or other design guidelines set by the Municipality.

**Financial Incentive:**

- Municipal matching incentive up to 50% of eligible costs.
- Can be paid in two installments, 25% upon completion of the study or design and the remaining 25% after final inspection or completion of the project.

**Examples of Eligible Projects:**

- Preparation of architectural or engineering plans and site plans for building improvements.
- Environmental site assessments.
- Business development related studies and plans such as, but not limited to, feasibility, traffic impact, or market analysis studies.
- Any other studies or designs that meet the goals of the program, as approved by the Municipality.

### 5.3.1.4. Surplus Land Program

**Purpose:**

The surplus land program is in place to redevelop lands or buildings that are determined surplus to the needs of the local Municipality or the County at a reduced or minimal cost for sales, lease, rent, or redevelopment through a request for proposal (RFP) process. The local Municipality and County may work together to identify lands that are surplus and to determine the best use for the surplus lands.

**Eligibility Criteria:**

- All general eligibility criteria apply.
- The property must be in one of the CIPAs (Schedules A 1-5).
- Must follow relevant bylaws related to sale of land.

- Additional eligibility criteria will distinguish the best use based on needs and will be identified in the RFP released by either the Municipality or the County.

**Financial Incentive:**

- Land to be awarded at a reduced cost or possibly at no cost.

**Examples of Eligible Projects:**

- The criteria, examples of projects, and other needs from the local Municipality or the County will be included in the RFP.

### 5.3.2. Building and Property Improvement Incentives

Building and property improvement incentives encourage improvements to existing privately owned buildings and properties within the CIPAs. Program applications, approvals, agreements, and distribution of funding are all administered by the Municipality. View Schedule C: Summary of the Building and Property Improvement Incentives Schedule C: Summary of the Building and Property Improvement Incentives

Schedule C: Summary of the Building and Property Improvement Incentives for a summary chart of all incentives.

### 5.3.2.1. Façade Improvement Program

#### **Purpose:**

The façade improvement program encourages the rehabilitation, repair, and/or exterior improvements to buildings and street-facing façades by offsetting the project costs for existing privately owned buildings.

#### **Eligibility Criteria:**

- All general eligibility criteria apply.
- The building must be in a priority CIPA (Schedules A 1-5).

*Priority will be given to applications from Schedules 2–5. However, projects in Schedule 1 may also be considered if they significantly improve the Municipality of Arran-Elderslie's commercial aesthetics and help bring in shoppers and visitors.*

- Property must be privately owned and must have a component of non-residential use.

#### **Financial Incentive:**

- Incentive of up to 50% of eligible costs upon completion of approved project.

#### **Examples of Eligible Projects:**

- Restoration or redesign to the any street-facing or visible façades of the commercial building.
- Cleaning, exterior painting, masonry, sandblasting, and/or cladding of buildings.
- Restoration, replacement or installation of architectural details or exterior building accessories (e.g., awnings, shutters, trim, doors, windows, lighting, etc.)
- Replacement of windows and doors with energy-efficient and/or accessible alternatives.
- Redesign of storefront or entrance modifications, including accessibility improvements.
- Professional services, fees, and related costs.
- Other improvements that meet the goals of the program, as approved by the Municipality.

### 5.3.2.2. Storefront Sign Improvement Program

#### **Purpose:**

This storefront sign improvement program covers a portion of the project costs for public facing sign improvements or additions on existing buildings in the priority CIPAs.

#### **Eligibility Criteria:**

- All general eligibility criteria apply.

- The building must be in a priority CIPA (Schedules A 1-5).

*Priority will be given to applications from Schedules 2–5. However, projects in Schedule 1 may also be considered if they significantly improve the Municipality of Arran-Elderslie's commercial aesthetics and help bring in shoppers and visitors.*

- Property must be privately owned and must have a component of non-residential use.
- Back lit illumination signs are not eligible for funding.
- Signs for entities not located at the subject property are not eligible.
- Must comply with requirements set in either Municipal or County sign by-laws.

**Financial Incentive:**

- Incentive of up to 50% of eligible costs upon completion of approved project.

**Examples of Eligible Projects:**

- Restoration or redesign of signage that is visible from the public realm/right-of-way.
- Perpendicular signage upgrades/replacement.
- Façade signage upgrades/replacement.
- Cleaning, painting, sandblasting and/or refinishing façade signage.
- Facade illumination for signage.
- Brick and masonry repair to accept signage bracket/fastenings.
- Professional services, fees, and related costs.
- Other improvements that meet the goals of the program, as approved by the Municipality.

### 5.3.2.3. Building Restoration and Enhancement Program

**Purpose:**

The program covers a portion of costs to upgrade or renovate buildings in compliance with the Ontario Building Code standards, Ontario Fire Code, Accessibility for Ontarians with Disabilities Act, or Leadership in Energy and Environmental Design certifications.

**Eligibility Criteria:**

- All general eligibility criteria apply.
- The building must be in a priority CIPA (Schedules A 1-5).

*Priority will be given to applications from Schedules 2–5. However, projects in Schedule 1 may also be considered if they significantly improve the Municipality of Arran-Elderslie's commercial aesthetics and help bring in shoppers and visitors.*

- Property must be privately owned and must have a component of non-residential use.
- Any improvements must meet or exceed the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Ontario's Building Code, or Leadership in Energy and Environmental Design (LEED) certification standards.



**Financial Incentive:**

- Incentive of up to 50% of eligible costs upon completion of approved project.

**Examples of Eligible Projects:**

- Upgrade existing buildings with Ontario Building Code standards.
- Rehabilitate existing apartments or build new apartments that enhance housing options.
- Improvements to barrier-free accessibility such as ramps, power-door operators, elevator access, lifts, lever door handles, tactile walking strip indicators, and other related devices.
- Construction of new buildings and/or infrastructure that meet LEED certification standards.
- Retrofit of existing buildings for energy efficiency such as replacement of doors, windows, insulation, appliances, heating, lighting fixtures, etc.
- Install alternative energy generating sources, such as solar or wind devices or install a green roof.
- Professional services, fees, and related costs.
- Other improvements that meet the goals of the program, as approved by the Municipality.

**5.3.2.4. Start-up Space Leasehold Improvement Program**

**Purpose:**

To assist new businesses and companies to set up shop in the downtown cores by providing funding to property owners and tenants for the financing of non-temporary interior leasehold or accessibility improvements for commercial spaces or live/workspaces to increase the marketability of property and rental units.

**Eligibility Criteria:**

- All general eligibility criteria apply.
- The building must be in a priority CIPA (Schedules A 2-5).
- Property must be privately owned and must have a component of non-residential use.
- Proof of a minimum one-year commercial space lease.

**Financial Incentive:**

- Incentive of up to 50% of eligible costs upon completion of approved project.

**Examples of Eligible Projects:**

- Change, repair, re-install of flooring, ceiling, walls, lighting, fixed cabinets, and other structurally permanent elements.
- Painting, repainting, or re-facing of interior platforms, walls, and any surfaces.
- Installation, replacement, repair, or restoration of masonry, brickwork or wood, windows, or other architectural features.
- Installation, repair or reinstallation of plumbing, heating, ventilation and air conditioning (HVAC), electrical, fixtures, cable, telephone, fibre, and other service-specific installations.
- Entranceway modifications that improve the appearance and/or access to the commercial unit(s).
- Demolition or removal of fixtures, structural, and non-conforming or hazardous materials.
- Other improvements that meet the goals of the program, as approved by the Municipality.

### 5.3.2.5. Agricultural Diversification Program

**Purpose:**

To encourage on-farm diversified and agriculture-related uses through value-added experiences and exterior improvements on farms by reducing the costs.

**Eligibility Criteria:**

- All general eligibility criteria apply.
- The property must be in one of the CIPAs (Schedules A 1-5).
- Project must be located on property with where agricultural uses are permitted.

**Financial Incentive:**

- Incentives of up to 50% of eligible costs upon completion of approved project.

**Examples of Eligible Projects:**

- Exterior signages, façade, or infrastructure improvements, specific to on-farm diversified uses.
- Sales of produce such as produce stands.

- Property Improvements to support Agri-tourism experiences or value-added activities such as barn tours, petting zoos, pick-your-own, on-farm dining, workshops, etc.
- Professional services, fees, and related costs.
- Other improvements that meet the goals of the program, as approved by the Municipality.

### 5.3.2.6. Streetscape Beautification, Signage, and Landscaping Improvements

#### **Purpose:**

For improvements related to the streetscape including but not limited to the replacing/adding of light standards, street furniture, sidewalk and lane treatments, parking, and signage.

#### **Eligibility Criteria:**

- All general eligibility criteria apply.
- The property must be in a priority CIPA (Schedules A 1-5).

*Priority will be given to applications from Schedules 2–5. However, projects in Schedule 1 may also be considered if they significantly improve the Municipality of Arran-Elderslie's commercial aesthetics and help bring in shoppers and visitors.*

- The program is available for privately owned infrastructure on public lands.
- Projects must be in line with streetscape, façade, or other design guidelines set by the Municipality.

#### **Financial Incentive:**

- Incentives of up to 50% of eligible costs upon completion of approved project.

#### **Examples of Eligible Projects:**

- Replacing/adding light standards.
- Street furniture including but not limited to benches, banners, planters, garbage/recycling receptacles.
- Installation or improvement of sidewalks or walkways, lane, or parking lots.
- Improved community signage.
- Professional services, fees, and related costs.
- Other improvements that meet the goals of the program, as approved by the Municipality.

### 5.3.3. Bruce County-led Incentives

In addition to Municipal programs, Bruce County's Spruce the Bruce (STB) program offers a  
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variety of grants to eligible Arran-Elderslie's commercial property owners and tenants, Municipalities, and specific community groups. These grants are administered and funded

directly by Bruce County and based on a separate budget set by County Council each year. The general eligibility noted in the above sections does not apply to the STB grants, as each grant has its own eligibility requirements. View

Schedule D: Summary of Bruce County's Spruce the Bruce Incentives for a summary chart of all incentives.

**General Eligibility Criteria for Spruce the Bruce Grants:**

- a. The applicant must be the tenant or the property owner. A letter of support from the property owner is required if the applicant is the tenant.
- b. The project should attempt to include elements from the applicable community toolkit, façade guidelines, or community brand guidelines, dependent on the grant category.
- c. The project must comply with Municipal and County by-laws and have received appropriate permits and permissions.
- d. Project work must not have started (including purchasing any materials) until the application has been approved.
- e. Properties previously awarded grants are not eligible for additional funding under the same grant category unless:
  - o The grant was provided more than five years ago; or
  - o Either the tenant and/or property owner changed since the last grant was provided; or
  - o The application is clearly for different physical elements of the building/property as determined by County staff.

**5.3.3.1. Façade Building Improvement Grant**

**Purpose:**

Updated, aesthetically pleasing, and well-maintained building facades create vibrancy in our downtown cores and encourage the public to stop, shop, and dine.

The Façade Building Improvement Grant provides funding for business and property owners to update and improve the exterior façade of their downtown commercial building.

**Eligibility Criteria:**

- All Spruce the Bruce specific eligibility criteria in section 5.3.3 apply.
- The building must be commercial or mixed-use (commercial-residential) and be located within the priority CIPA (Schedules A 2-5).
- A minimum of three major exterior projects from the eligible project list must occur. These can be a combination of grants funded under this grant category and the following categories: fascia signage, perpendicular signage, awning, and patio installation.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a façade building improvement project.

**Examples of Eligible Projects:**

- Architectural feature improvements, or additions (e.g., beams, decorative molding)
- Brick or stone (or other masonry) installation, repointing, or restoration
- Exterior lighting / gooseneck lighting
- Painting storefront
- Permanent outdoor planters (e.g., windowsill)
- Siding installation
- Take-out window installation
- Windows and doors upgrades
- Other projects approved by Bruce County that create physical improvements or upgrades to the commercial property's façade

**Examples of Ineligible Projects:**

- New building construction
- Roof repairs
- Greenery (e.g., plants, flowers, shrubs, etc.)
- Projects done to the rear / backside of building
- General maintenance repairs

### 5.3.3.2. Fascia Signage Grant

**Purpose:**

An updated and aesthetically pleasing fascia sign helps to showcase the business' brand and encourages customers to enter the shop.

The Fascia Signage Grant provides funding for business and property owners to install a new and updated façade (flat/fascia sign) on the exterior of the downtown commercial building.

**Eligibility Criteria:**

- All Spruce the Bruce specific eligibility criteria in section 5.3.3 apply.
- The building must be commercial or mixed-use (commercial-residential) and be located

within the priority CIPA (Schedules A 2-5).

- Fascia signs must be attached to the front of a commercial building.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a fascia signage project.

**Examples of Eligible Projects:**

- Fascia / façade / flat storefront sign
- Other projects approved by Bruce County that create physical improvements or upgrades to the commercial property's fascia signage

**Examples of Ineligible Projects:**

- Backlit, neon, coroplast, vinyl banners, or freestanding signage

### 5.3.3.3. Perpendicular Signage Grant

**Purpose:**

Perpendicular signs increase awareness and visibility of a business and its offerings. The sign is attached to the front of the building and mounted so the face of the sign is perpendicular to the normal flow of the street and foot traffic, which creates pedestrian-friendly downtowns.

The Perpendicular Signage Grant provides funding for business and property owners to install a new perpendicular (blade / projecting) sign on the exterior of the downtown commercial building.

**Eligibility Criteria:**

- All Spruce the Bruce specific eligibility criteria in section 5.3.3 apply.
- The building must be commercial or mixed-use (commercial-residential) and be located within the priority CIPA (Schedules A 2-5).
- The perpendicular sign must be attached to the front of the building and mounted so the face of the sign is perpendicular to the normal flow of street and foot traffic.

**Program Funding:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a perpendicular signage project.

**Examples of Eligible Projects:**

- Perpendicular / blade / projecting sign

- Other projects approved by Bruce County that create physical improvements or upgrades to the commercial property's perpendicular signage

**Examples of Ineligible Projects:**

- Backlit, neon, coroplast, vinyl banners, or freestanding signage

**5.3.3.4. Awning Grant**

**Purpose:**

Awnings not only provide shelter from environmental elements but can also add an extra visual appeal to the building and improve aesthetics.

The Awning Grant provides funding for business and property owners to install an awning on the exterior of the downtown commercial building.

**Eligibility Criteria:**

- All Spruce the Bruce specific eligibility criteria in section 5.3.3 apply.
- The building must be commercial or mixed-use (commercial-residential) and be located within a priority CIPA (Schedules A 2-5).

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of an awning project.

**Examples of Eligible Projects:**

- Awning above windows, doors, and/or takeout windows
- Other projects approved by Bruce County that create physical improvements or upgrades to the commercial property's awning

**5.3.3.5. Patio Installation Grant**

**Purpose:**

An outdoor patio allows restaurants, bars, and cafes the opportunity to increase capacity and sales, but also add to the vibrancy of the downtown, encouraging more visitors and spending.

The Patio Installation Grant provides funding for business and property owners to install or expand an outdoor patio for their guests and visitors to enjoy food and beverage on. The patio may be a sidewalk patio, rooftop patio, or back patio.

**Eligibility Criteria:**

- All Spruce the Bruce specific eligibility criteria in section 5.3.3 apply.

- The building must be commercial or mixed-use and be located within the priority CIPA (Schedules A 2-5).
- If the patio extends onto Municipal property, the applicant must submit an application and be approved for a patio permit with their local Municipality.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a patio installation project.

**Examples of Eligible Projects:**

- Decking
- Fencing or railings
- Flooring / patio stones / brick
- Pergola for sun shelter
- Permanent planter boxes (e.g., attached to fencing)
- Other projects approved by Bruce County that create physical improvements or upgrades to the commercial property's patio

**Examples of Ineligible Projects:**

- Patio furniture (e.g., tables, chairs, benches, etc.)
- Portable accessories (e.g., heaters, fire pits, speakers, etc.)
- Greenery (e.g., plants, flowers, shrubs, etc.)

### 5.3.3.6. Community Marketing Grant

**Purpose:**

By collaborating on marketing projects, businesses, Municipalities, not-for-profits, and charities with a focus or mandate to service visitors can ensure a cohesive approach and expand their reach to new audiences and visitors. Helping to drive sales to local businesses and encourage involvement and attendance at community events helps to drive a vibrancy in the community.

The Community Marketing Grant provides funding for businesses or Municipalities, not-for-profits or charities with a focus or mandate to service visitors to collaboratively develop a package itinerary or marketing campaign that stimulates the local downtown economy.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points c. to e. apply.

- The applicants may be a combination of businesses, or a combination of Municipalities, not-for-profits or charities with a focus or mandate to service visitors.
- For businesses: a minimum of three businesses, with at least one being located within the priority CIPA (Schedules A 2-5) collaborate and develop a package itinerary or campaign.
- For Municipal and community partners: Municipalities and community partners (not- for-profits or charities) collaborate and develop a marketing campaign to promote the business community and sectors.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a community marketing project.

**Examples of Eligible Projects:**

- Completed package itinerary or marketing campaign
- Design and production of marketing collateral
- Paid promotion through marketing channels (e.g., detail, print, radio, etc.)
- Other projects approved by Bruce County that create visitor attraction to the downtown cores of eligible communities

**Examples of Ineligible Projects:**

- Projects that include collaborative partners located outside of Bruce County
- Projects that duplicate a role already fulfilled within the community or Bruce County
- Projects that generate advertising / promotional revenue for the applicants

### 5.3.3.7. Agri-Food Innovation Grant

**Purpose:**

Agriculture is one of Bruce County's key sectors. By supporting the implementation of innovative and value-added processes, agriculture operators can improve efficiencies, expand their markets, and increase profits.

The Agri-Food Innovation Grant provides funding for agricultural operators to improve or implement new value-added and innovative technologies, software, and hardware.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points c. to e. apply.

- The agriculture property must be located within a CIPA (Schedules A 1-5).
- The project must comply with all necessary Municipal, provincial, federal, and local food, and safety regulations, and have received appropriate permits and permissions.
- This grant cannot be combined with any other Spruce the Bruce grants.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of an agri-food innovation project.

**Examples of Eligible Projects:**

- Infrastructure related to the following:
- Agri-tourism experiences (e.g., adding a corn maze)
- Bioproduct farming (as defined by Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA))
- Direct consumer sales (e.g., pick-your-own, roadside stands)
- Organic farming (e.g., free-range chickens)
- Small-scale food and beverage processing (e.g., making jam on-site from grown raspberries)
- Specialty crops farming (as defined by OMAFRA)
- Other projects approved by Bruce County that include value-added or innovative purchases or implementation to the agriculture operation

**Ineligible Projects:**

- Temporary, 'removeable', or consumable project materials or elements
- New building construction
- General maintenance repairs

### 5.3.3.8. Business Accessibility Adaptability Grant

**Purpose:**

Communities become more inclusive, safe, and welcoming when the accessibility of commercial buildings is improved, and barriers are removed. The goal is to create inclusive and AODA - friendly environments for all.

The Business Accessibility Adaptability Grant provides funding for business and property owners to upgrade or renovate the exterior or interior of their commercial building to remove

or reduce barriers for people with disabilities.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points c. to e. apply.
- The building must be commercial or mixed-use and be located within a CIPA (Schedules A 1-5).
- The renovations and upgrades must be compliant with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a business accessibility and adaptability project.

**Examples of Eligible Projects:**

- Automatic doors (exterior or interior)
- Accessible dressing rooms
- Accessible washrooms
- Wheelchair ramps
- Flat entrance (in place of stairs)
- Other projects approved by Bruce County that create permanent renovations or upgrades to improve the accessibility of the exterior or interior of the commercial building

**Examples of Ineligible Projects:**

- Temporary or 'removeable' project materials or elements

### 5.3.3.9. Product and Experience Development / Enhancement Grant

**Purpose:**

Tourism is what drives visitors to explore Bruce County. By upgrading or creating new experiences and products for visitors, their length of stay and monies spent can increase, assisting the overall economy.

The Product and Experience Development / Enhancement Grant provides funding for tourism business and property owners of tourism establishments to improve the visitor experience by making upgrades and enhancements to their products, services, and physical location.

### **Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points c. to e. apply.
- The applicant must be the tenant or the property owner of a business whose products or services are demand generators directly related to tourism (accommodations, recreation and entertainment, food and beverage, travel services, and transportation). A letter of support from the property owner is required if the applicant is the tenant.
- The building or property must be located within a CIPA (Schedules A 1-5).
- This grant cannot be combined with any other Spruce the Bruce grants.

### **Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes), to support the completion of a product and experience development / enhancement project.

### **Examples of Eligible Projects:**

- Infrastructure related to physical improvements or additions to a building or structure (e.g., exterior façade, patios, cabins, docks, playgrounds, etc.)
- Infrastructure related to the development of new tourism products or services
- Other projects approved by Bruce County that develop or enhance existing or new products or experiences of the tourism property or business

### **Ineligible Projects:**

- Temporary, 'removeable', or consumable project materials or elements
- New building construction
- General maintenance repairs

### **5.3.3.10. Residential Improvement Grant**

#### **Purpose:**

Adding to the number of residential units available for rent will help increase the supply of housing options accessible for local residents. Focusing on downtowns and mixed-use zones will help rental tenants gain access to employment opportunities and using personal and professional services in the downtown without requiring access to a vehicle.

The Residential Improvement Grant provides funding for property owners to upgrade or renovate their mixed-use (commercial-residential) building to add new residential units or increase occupancy in existing units for long-term rental use.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points c. to e. apply.
- The applicant must be the property owner.
- The building must be mixed-use (commercial-residential), located within a downtown core or mixed-use zone of a priority CIPA (Schedules A 2-5).

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a residential improvement project.

**Examples of Eligible Projects:**

- Supplies and labour related to the development of a new unit or expansion of existing units
- Supplies and labour related to necessary building code or fire code requirements
- Other projects approved by Bruce County that create permanent renovations or upgrades that add a new residential unit or increase the capacity of an existing residential unit of the mixed-use property

**Ineligible Projects:**

- Removable or temporary items (e.g., furniture, decorative items)
- Projects that do not result in a new residential unit or increase the occupancy of an existing residential unit
- New building construction

**5.3.3.11. Streetscape Beautification Grant**

**Purpose:**

Streetscape Beautification projects help make a community's downtown more attractive, distinctive to their unique brand, and pedestrian-friendly, helping to drive community vibrancy and development. Uniquely branded physical elements help to highlight the character of a downtown.

The Streetscape Beautification Grant provides funding for Municipalities or their entities, business improvement areas, or registered chambers of commerce to install or improve streetscape improvements in the downtown core that improve the vibrancy of the downtown.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points b. to e. apply.

- The applicant must be a Municipality or their entities, a business improvement area, or a registered chamber of commerce.
- The project elements must be installed in and around the downtown core.
- The applicant must submit a letter of support from the local Municipality or local Council.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a streetscape beautification project.

**Examples of Eligible Projects:**

- Banners
- Benches
- Bike racks
- Flower containers
- Garbage and recycling cans
- Green space or public plaza enhancements
- Public art
- Seasonal decorations
- Other projects approved by Bruce County that create upgrades, additions, or improvements, or enhanced experiences to the streetscape within the community's downtown core

**5.3.3.12. Community Signage Grant**

**Purpose:**

Community Signage helps to improve visitors' experiences, while showcasing the community's unique brand.

The Community Signage Grant provides funding for Municipalities, not-for-profits, or charities with a focus or mandate to service visitors, to install signage that improves the visitor experience.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points b. to e. apply.
- The applicant must be a Municipality, not-for-profit, or charity with a focus or mandate

to service visitors.

- Signage must be within Bruce County boundaries.
- The applicant must submit a letter of support from the local Municipality or local Council.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a community signage project.

**Examples of Eligible Projects:**

- Gateway signs
- Interpretive or historical plaques
- Kiosk signs
- Route / trail markers (e.g., cycling, hiking, paddling areas, marinas)
- Other projects approved by Bruce County that create upgrades, additions, or improvements, or enhanced experiences through signage within the community

### 5.3.3.13. Destination Infrastructure and Active Transportation Grant

**Purpose:**

By upgrading and investing in local destination infrastructure around core local attractions, visitor experience is enhanced and increases the likelihood of return trips. Investing in active transportation projects also helps engage residents and visitors and encourages active means of transportation.

The Destination Infrastructure and Active Transportation Grant provides funding for Municipalities, not-for-profits, or charities with a focus or mandate to service visitors, to install or enhance infrastructure or make capital improvements that improve the quality of core visitor attractions or active transportation areas.

**Eligibility Criteria:**

- Specific Spruce the Bruce eligibility criteria from section 5.3.3 points b. to e. apply.
- The applicant must be a Municipality, not-for-profit, or charity with a focus or mandate to service visitors.
- The project work must be within Bruce County boundaries, and at a core visitor attraction or an area determined by an active transportation plan.
- The applicant must submit a letter of support from the local Municipality or local

Council.

**Financial Incentive:**

- A grant payment of up to 50% of eligible project costs (excluding taxes) to support the completion of a destination infrastructure and active transportation project.

**Examples of Eligible Projects:**

- Capital improvements such as upgrades and additions to public restrooms, parking areas, and lookouts.
- Other projects approved by Bruce County that create upgrades, additions, or improvements, or enhanced experiences through signage within the community

## 6. Program Implementation

### 6.1. Administration

The Municipality of Arran-Elderslie Community Improvement Plan (CIP) policy is administered by the Municipality, with exception to the Spruce the Bruce Programs which are administered by Bruce County. These programs are led by the Municipality's economic development staff with support from other departments for administration, review of applications, and funding disbursements.

### 6.2. General Budget

Council determines the amount of available Municipal funding to be made for these financial incentives under this CIP on an annual basis. The total of all grants and loans provided in this CIP shall not exceed the eligible costs to remediate, rehabilitate, revitalize, and redevelop the lands and/or buildings. Any improvements made prior to the adoption of the CIP are not eligible for financial incentives under the CIP.

Based on any number of factors, Council or its designated authority may choose to operationalize the following if it fits within the criteria of the program:

- Cease, reduce, or increase funding to one or more of the financial incentive programs.
- Create a maximum/cap of the percentage allocated for an individual incentive.
- Designate a maximum dollar amount allocated to a specific incentive.
- Assign a maximum amount to be used as a pool of funds.
- Limit funds to specific incentive programs to support Municipal goals.

Any adjustments to program funding or the amount of the annual budget will not require an amendment to this Plan.

### **6.3. Application Review and Approvals**

Prior to application of the Municipal-led incentive programs, it is encouraged that any applicant has a pre-consultation with Municipal staff to determine if their property and projects are eligible, required documents are provided, and if there are other financial incentives that may be of value.

Review and approval of applications is delegated to the Chief Administrative Officer, Treasurer, and the Economic Development Staff, or delegates. In the case of the Tax Increment Equivalent Grant or in a situation where a loan is considered, delegated staff will make a recommendation for approval by Council. Timelines associated with applications will be developed using a subsequent process and be subject to change based on budget and availability. A summary of approved financial incentives will be provided to Council based on budget set for that year.

Applications for loans need to be submitted by October 1 of the year prior to the project to allow requested budget to be approved by Council. Loans are reviewed by designated authority and provided to Council for final approval related to funding amounts.

Upon approval of a grant or loan, the applicant will be required to enter into an agreement with the Municipality.

### **6.4. Phasing**

Based on the Municipal goals, planned projects, or other recently completed work for the community, the Municipality may choose to phase areas of the CIP as in Section 4.3.3 of the official plan.

If there are planned studies or projects upcoming based on public infrastructure, that may impact the result of a proposed eligible project, the applicant may choose to defer their incentive to omit duplication of work.

## **7. Amending Policies**

### **7.1. Timeframe**

The Community Improvement Plan (CIP) shall remain in effect until Council amends or repeals the by-law.

### **7.2. Amendments**

Amendments to the CIP would not normally be required if a Municipality is discontinuing or cancelling a program; or if funding to a program is decreased. Decisions respecting funding

allocations to CIP programs are typically part of the annual Council budget process. However, amendments to the CIP may be required for a change or expansion in the geographic area to which financial or land programs outlined in a CIP apply; or a change in the eligibility criteria (i.e. the addition of new Municipal assistance programs involving grants, loans, tax assistance or land; or, an increase to a financial incentive to be offered within a Municipal CIP program).

### 7.3. Participation

To carry out the community improvement goals and actions of this plan, the Municipality may participate and coordinate in grants or loans with other levels of government pursuant to Section 28(7.2) of the Planning Act (1990) for the purpose of carrying out a CIP community Improvement Plan.

## 8. Monitoring

Program monitoring shall occur on an annual basis to determine the following:

- a. Established targets from program uptake are being met.
- b. Desired outcomes for the downtown are being achieved.
- c. Program participants are completing their commitments.
- d. Overall benefits of the program.

## Schedule A: Community Improvement Project Area (CIPA) Maps

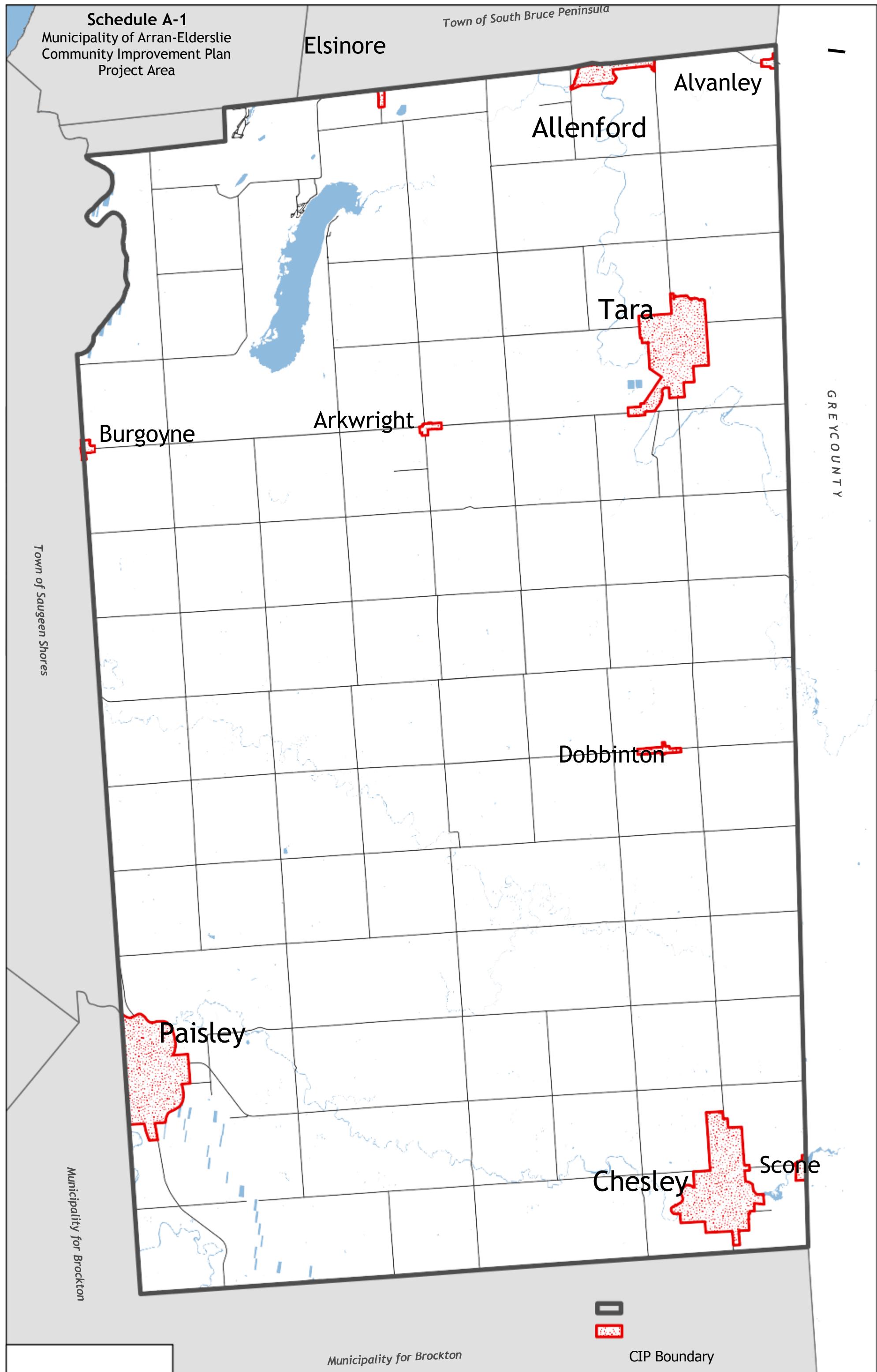
**Schedule A-1: Municipal Wide Arran-Elderslie CIPA**

**Schedule A-2: Allenford CIPA**

**Schedule A-3: Chelsey CIPA**

**Schedule A-4: Paisley CIPA**

**Schedule A-5: Tara CIPA**



## Community/Hamlet

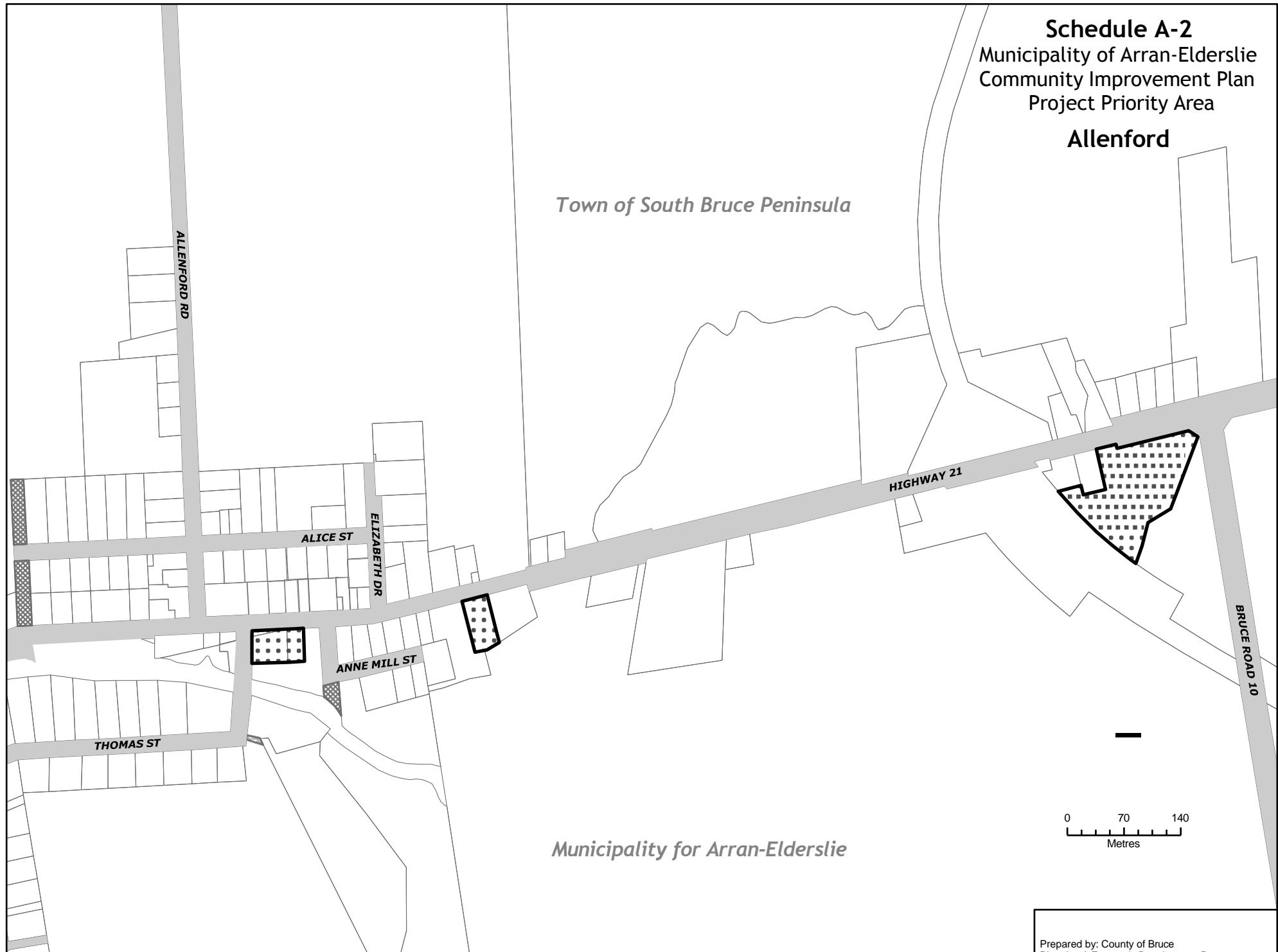
Prepared by: County of Bruce  
Planning & Economic Development Department  
Printed: March 1, 2023

**Schedule A-2**

Municipality of Arran-Elderslie  
Community Improvement Plan  
Project Priority Area

**Allenford**

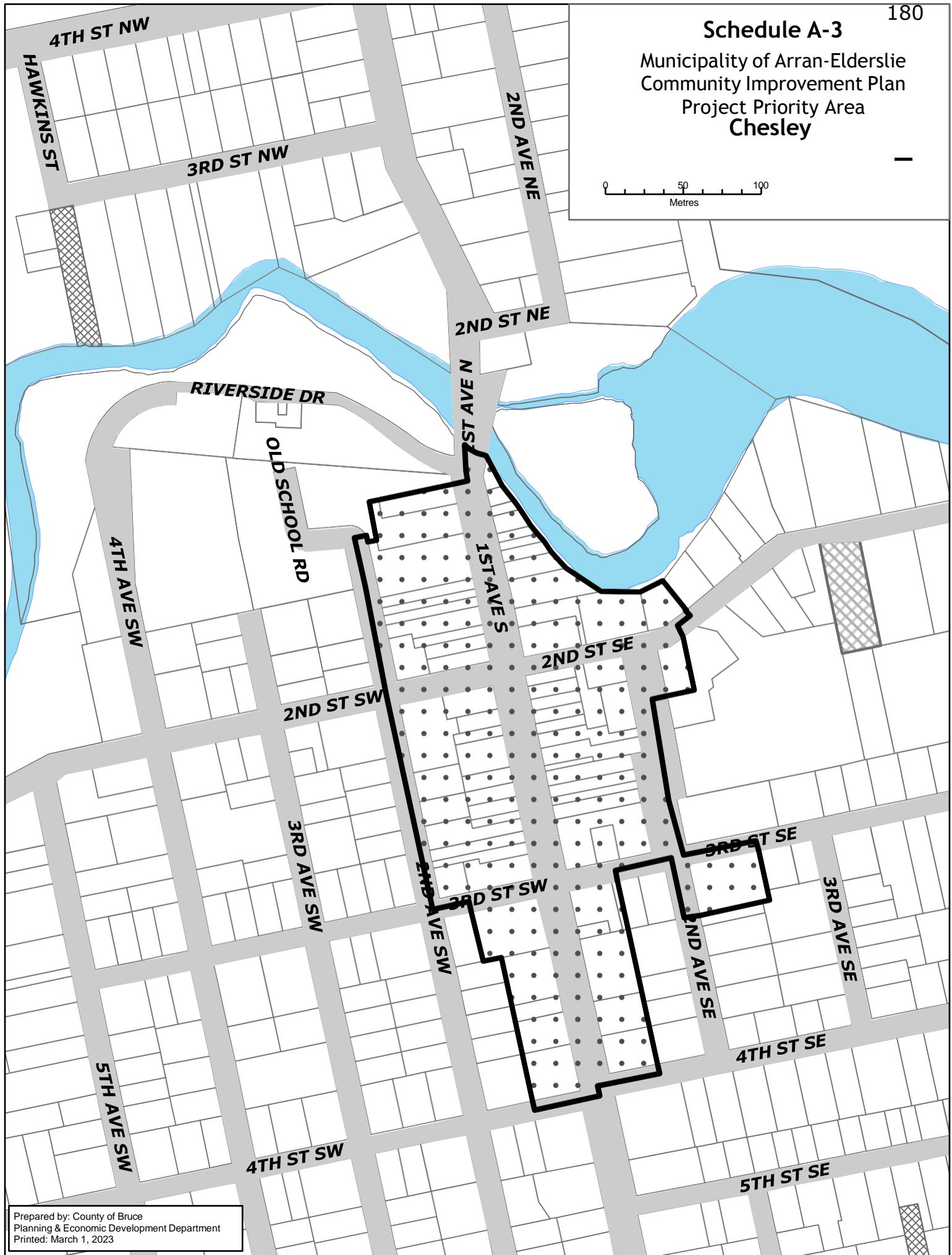
*Town of South Bruce Peninsula*



**Schedule A-3**

Municipality of Arran-Elderslie  
Community Improvement Plan  
Project Priority Area  
**Chesley**

0 50 100  
Metres



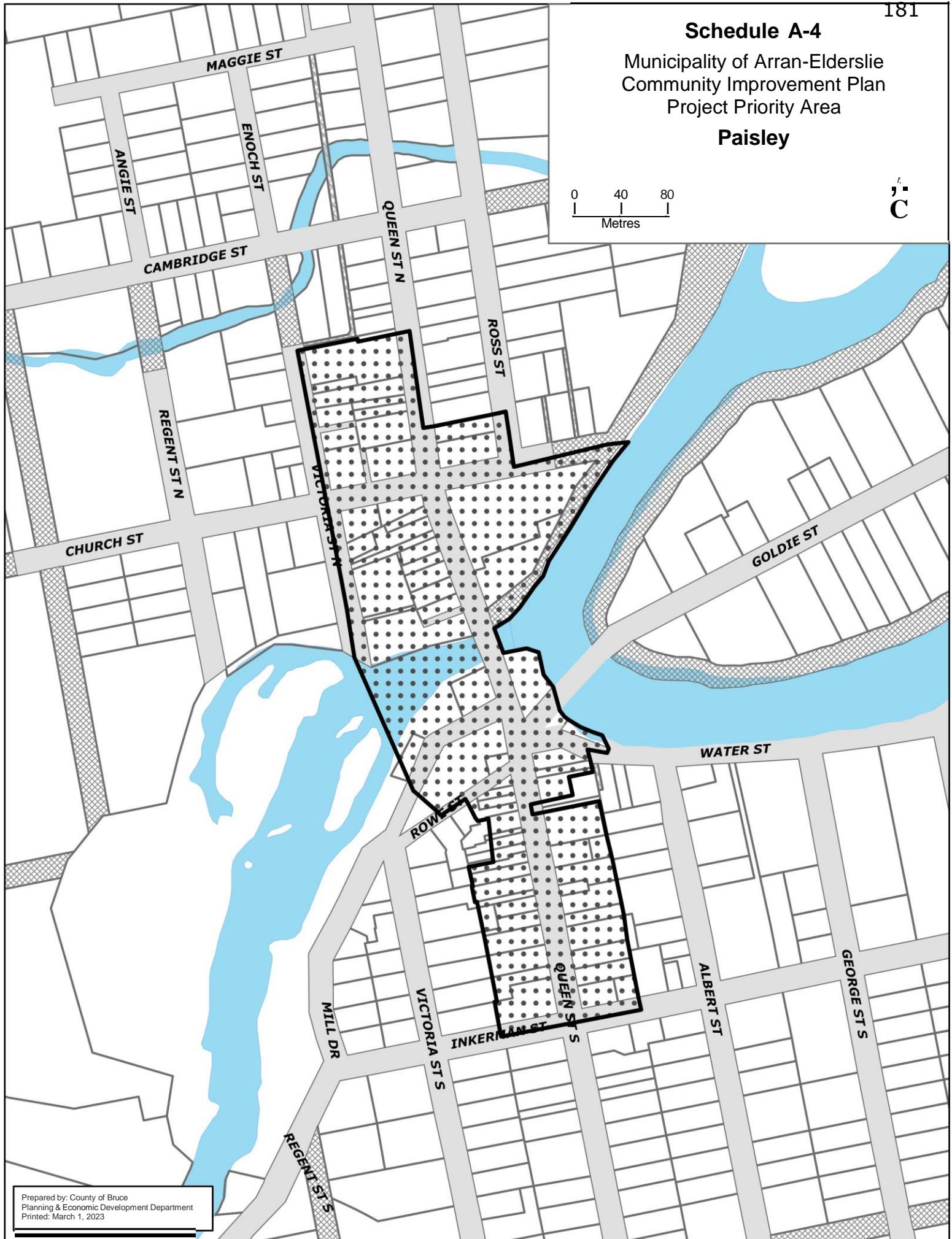
**Schedule A-4**

Municipality of Arran-Elderslie  
Community Improvement Plan  
Project Priority Area

**Paisley**

0 40 80  
Metres

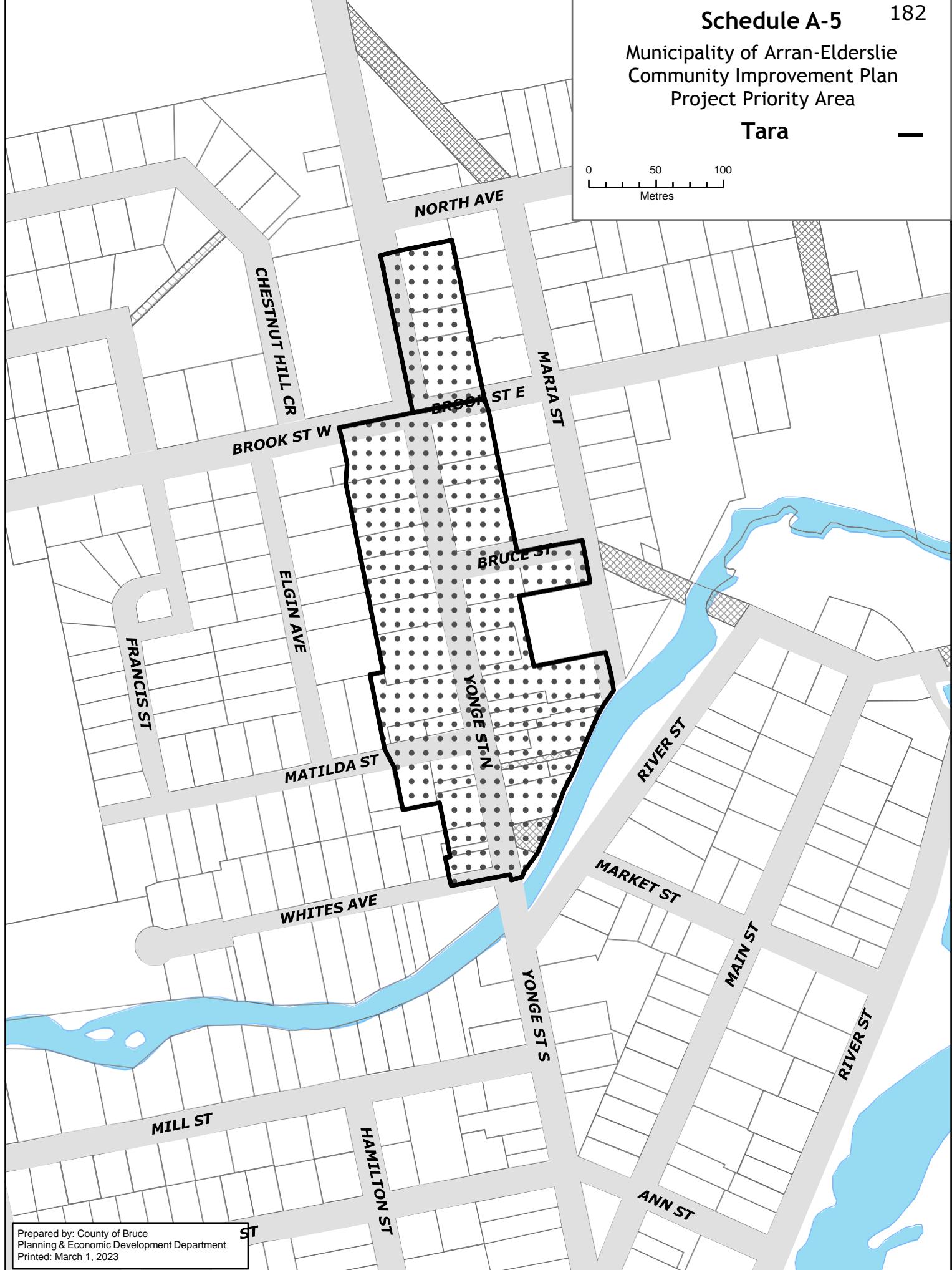
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Municipality of Arran-Elderslie  
Community Improvement Plan  
Project Priority Area

Tara

0 50 100  
Metres



## Schedule B: Summary of the Development and Predevelopment Incentives

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Tax Increment Equivalent Grant (TIEG) Program</b>	Encourage the development and redevelopment of eligible properties by providing tax assistance for the property tax increase resulting from new property improvements.	Privately owned properties in a CIPA (Schedule A 1-5).  Projects that have resulted in at least 25% an increase in the assessed property value or be valued at more than \$1,000,000.	Up to 100% of the Municipal and/or County tax portion for up to ten years provided on a declining basis.  County of Bruce may participate.
<b>Municipal Fee Incentive Program</b>	Reduction of Municipal fees associated with redevelopment, infill, and new commercial development.	Privately owned properties or buildings within a priority CIPA (Schedules A 2-5).	One-time Municipal fee reductions up to 50%.  County of Bruce may participate.
<b>Predevelopment Study and Design Program</b>	Offset the costs associated with preparing the necessary plans and drawings that outline the extent of the improvements being applied for.	Privately owned properties in a CIPA (Schedules A 1-5).	Municipality matches up to 50% of eligible project costs.
<b>Surplus Land Program</b>	Redevelop lands or buildings that are determined surplus to the needs of the local Municipality or the County.	As determined through a request for proposal (RFP) process.	Land to be awarded at a reduced cost or at no cost.

## Schedule C: Summary of the Building and Property Improvement Incentives

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Façade Improvement Program</b>	Offset costs of rehabilitation, repair, and/or exterior improvements to buildings and street-facing facades.	Buildings that are privately owned with component of non-residential use within a priority CIPA (Schedules A 2-5).	Municipality matches up to 50% of eligible project costs.
<b>Storefront Sign Improvement Program</b>	Covers costs for public facing sign improvements or additions on existing buildings.	Buildings that are privately owned with component of non-residential use within a priority CIPA (Schedules A 2-5).	Municipality matches up to 50% of eligible project costs.
<b>Building Restoration and Enhancement Program</b>	Supports the improvements needed to upgrade or retrofit buildings and bring them into compliance with AODA, Ontario's Building Code, or LEED certification standards.	Buildings that are privately owned with component of non-residential use within a priority CIPA (Schedules A 2-5).	Municipality matches up to 50% of eligible project costs.
<b>Start-up Space Leasehold Improvement Program</b>	Funding for non-temporary interior leasehold or accessibility improvements for commercial spaces.	Buildings that are privately owned with component of non-residential use within a priority CIPA (Schedules A 2-5).	Municipality matches up to 50% of eligible project costs.
<b>Agricultural Diversification Program</b>	Encourage on-farm diversified and agriculture-related uses through property improvements for value-added experiences on farms.	Property with where agricultural use is permitted within a CIPA (Schedules A 1-5).	Municipality matches up to 50% of eligible project costs.

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Streetscape Beautification, Signage, and Landscaping Improvements</b>	For improvements that boost the visual streetscape and landscaping improvements in the core downtown areas.	Located within a priority CIPA (Schedules A 2-5).  The program is available for privately owned infrastructure on public lands.	Municipality matches up to 50% of eligible project costs.

## Schedule D: Summary of Bruce County's Spruce the Bruce Incentives

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Façade Building Improvement Grant</b>	Funding for business and property owners to update and improve the exterior façade of their downtown commercial building.	Zoned commercial or mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Fascia Signage Grant</b>	Funding for business and property owners to install a new and updated façade (flat/fascia sign) on the exterior of the downtown commercial building.	Zoned commercial or mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Perpendicular Signage Grant</b>	Funding for business and property owners to install a new perpendicular (blade / projecting) sign on the exterior of the downtown commercial building.	Zoned commercial or mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Awning Grant</b>	Funding for business and property owners to install an awning on the exterior of the downtown commercial building.	Zoned commercial or mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Patio Installation Grant</b>	Funding for business and property owners to install or expand an outdoor patio for their guests and visitors to enjoy food and beverage on.	Zoned commercial or mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Community Marketing Grant</b>	Funding for businesses or Municipalities, not-for-profits or charities with a focus or mandate to service visitors to collaboratively develop a package itinerary or marketing campaign that stimulates the local downtown economy.	If businesses apply: a minimum of three businesses must collaborate, with at least one located in a priority CIPA (schedules A 2-5)	County matches up to 50% eligible project costs (excluding taxes).
<b>Agri-Food Innovation Grant</b>	Funding for agricultural operators to improve or implement new value-added and innovative technologies, software, and hardware.	Zoned agriculture within a CIPA (Schedules A 1-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Business Accessibility Adaptability Grant</b>	Funding for business and property owners to upgrade or renovate the exterior or interior of their commercial building to remove or reduce barriers for people with disabilities.	Zoned commercial or mixed-use within a CIPA (Schedules A 1-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Product and Experience Development Grant</b>	Funding for tourism business and property owners of tourism establishments to improve the visitor experience by making upgrades and enhancements to their products, services, and physical location.	For properties located within any CIPA (Schedules A 1-5) that are operating a business directly related to tourism.	County matches up to 50% eligible project costs (excluding taxes).

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Residential Improvement Grant</b>	Funding for property owners to upgrade or renovate their mixed-use (commercial-residential) building to add new residential units or increase occupancy in existing units for long-term rental use.	Zoned mixed-use within a priority CIPA (Schedules A 2-5).	County matches up to 50% eligible project costs (excluding taxes).
<b>Streetscape Beautification Grant</b>	Funding for Municipalities or their entities, business improvement areas, or registered chambers of commerce to install or improve streetscape improvements in the downtown core that improve the vibrancy of the downtown.	Applicant must be a Municipality or their entities with a letter of support from the Municipality.  Project installed in downtown core/area.	County matches up to 50% eligible project costs (excluding taxes).
<b>Community Signage Grant</b>	Funding for Municipalities, not-for-profits, or charities with a focus or mandate to service visitors, to install signage that improves the visitor experience.	Applicant must be a Municipality or not-for-profit, or charity with a letter of support from the Municipality who a focus or mandate to service visitors.  Signage must be within Bruce County boundaries.	County matches up to 50% eligible project costs (excluding taxes).

Incentive Program	Purpose	Additional Eligibility	Incentives
<b>Destination Infrastructure and Active Transportation Grant</b>	<p>Funding for Municipalities, not-for-profits, or charities with a focus or mandate to service visitors, to install or enhance infrastructure or make capital improvements that improve the quality of core visitor attractions or active transportation areas.</p>	<p>Applicant must be a Municipality or not-for-profit, or charity with a letter of support from the Municipality who a focus or mandate to service visitors.</p> <p>Project must be within Bruce County boundaries.</p>	<p>County matches up to 50% eligible project costs (excluding taxes).</p>



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Jennifer Isber-Legge

Report Number: ECDEV-2026-03

Subject: Corporate Communications Policy and Social Media Policy Updates

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## Recommendation

Be It Resolved that Council hereby approves report ECDEV-2026-03 Corporate Communications Policy and Social Media Policy Updates;

AND approve the amendments to the Corporate Communications and Social Media Policies as presented

AND FURTHER approves the appropriate by-law coming forward.

## Background

The Corporate Communications Policy was adopted on Jan 25, 2021, and the Social Media Policy was adopted on May 25, 2020.

## Analysis

The review of these policies is being undertaken as part of routine housekeeping and in consideration of potential updates to the Municipality's Communications Procedure. This process ensures that our policies remain current, relevant, and aligned with best practices for corporate communications and public engagement.

The Social Media Policy has been being examined with a focus on the following key areas:

- List of Municipally Administered Sites
- Moderator Roles
- Response Time
- Posting Guidelines
- Personal Use of Social Media



The Corporate Communications Policy has been being examined with a focus on the following key areas:

- Clarity Around Roles and Responsibilities
- Integration of the Corporate Image and Visual Identity Policy (2025)
- Guidelines for Transparent and Timely Relationships with the Media  
Establishing clear expectations for media engagement to promote openness, accuracy, and responsiveness in public communications.

Staff have recommended updates to the policies with the aim to strengthen transparency, maintain professionalism, and support effective communication with the public while safeguarding the Municipality's reputation.

Attached is the amended policies for Council's consideration.

## Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

## Financial Implications

There are no financial impacts related to this report.

## Attachments:

Corporate Communications Policy Jan 2026 revision

Social Media Policy Jan 2026 revision

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Approved By: Emily Dance, Chief Administrative Officer



## Policy

Section: Administration

Policy: Corporate Communications Policy

Policy By-Law: C-2021-01

Date: January 25, 2021

Revision: January 12, 2026

## Coverage:

All Municipal Employees, Contractors, Volunteers, Elected Officials, Board/Committee Members, and Public Users of Municipal Social Media

## Policy Statement:

To establish guidelines for coordinated, consistent, open, and responsive communication that reflects the Municipality's commitment to transparency, accessibility, and proactive engagement.

## Legislative Authority:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Accessibility for Ontarians with Disabilities Act (AODA), Copyright Act, and other applicable legislation.

## Contents:

1. Purpose
2. Definitions
3. Scope
4. Roles & Responsibilities
5. Governing Rules & Guidelines
6. Compliance

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## 1. Purpose

The purpose of this policy is to establish guidelines for communication that is coordinated, consistent, open, and responsive. It aims to:

- Communicate efficiently and professionally.
- Be open, transparent, and accountable.
- Share information proactively and in a timely manner.
- Use plain language and diverse, accessible formats.
- Provide consistent customer service in line with municipal values and goals.

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## 2. Definitions

- **Municipality:** The Corporation of the Municipality of Arran-Elderslie.
- **Municipal Representative:** Any employee, elected official, contractor, or consultant acting on behalf of the Municipality.
- **Social Media:** Electronic platforms for sharing information, ideas, and content (e.g., Facebook, Instagram, YouTube).
- **Spokespeople:** Department Heads or Council members authorized to make official statements to the media. Spokespersons may be designated on a case-by-case basis by the Mayor or CAO depending on the issue or context.
- **Accessibility:** Adherence to standards such as the Accessibility for Ontarians with Disabilities Act (AODA) for all communications materials.

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## 3. Scope

This policy applies to all Municipal Representatives and covers both internal and external communications related to municipal business or operations.

- Social media use is governed by a separate Social Media Policy.
- All communications must comply with relevant municipal policies, procedures, guidelines, and applicable provincial and federal legislation (e.g., MFIPPA).
- Communications activities must follow the Municipality's Records Retention By-law and other applicable policies.

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## **4. Roles & Responsibilities**

### **a. Mayor and Council:**

- The Mayor is the chief spokesperson unless delegated to another Council member or the CAO.
- Council members must respect Council decisions and policy directions and represent them accurately and fairly.
- Council members may express personal opinions but must clarify when not speaking on behalf of Council.

### **b. CAO and Administration:**

- The CAO is the primary administrative spokesperson.
- Department Heads are spokespersons for their respective programs, services, and initiatives unless otherwise directed.
- Department Heads may designate technical experts as spokespersons for specific issues.

### **c. Communications Officer:**

- Monitors the policy and communications plan, coordinates/provides training, and suggests revisions.
- Reviews policy regularly or at the CAO's direction.
- Ensures consistent messaging and branding.

### **d. All Staff:**

- Represent the Municipality professionally at all times, including after work hours.
- Refrain from negative or disparaging comments about the Municipality, Council, or management.
- Implement Council and management decisions, regardless of personal views.
- Staff who engage in negative communication may be subject to reprimand per Internal Human Resources Policies and Procedures.

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## **5. Governing Rules & Guidelines**

### **a. General Guidelines**

- Communications must follow the goals and objectives of the Municipality.
- All materials should be branded as Arran-Elderslie and, where possible, link to the municipal website.
- Formal Council communications (agendas, minutes) must follow notice provisions in the Procedural By-law.
- Spokespeople must express only factual information, not personal opinions, when commenting on municipal matters.
- Communications should be proactive, timely, and use accessible formats (AODA standards).
- All activities must adhere to relevant policies and by-laws (e.g., Accessible Customer Service Policy, Codes of Conduct).

### **b. Media Relations**

- Media inquiries should be directed to the Communications Officer and addressed promptly.
- The Mayor (or designate) is the official Council spokesperson and primary spokesperson for the Municipality.
- Designated spokespersons may address the media when the Mayor or CAO delegates that authority. If a member of Council wishes to express a personal opinion, they must clearly state that their views are their own and do not represent the official position of Council.

### **c. Visual Identity**

- The Municipal logo must be displayed in all communications, both internal and external, and comply with By-Law 25-2026 Corporate Image and Visual Identity.

### **d. Confidentiality & Copyright**

- All communications must comply with Municipal Policies, MFIPPA and the Copyright Act.
- Confidential information must not be disclosed without proper authorization.
- Departments must maintain records of copyright authorizations.

### **e. Records Management**

- Documents and records generated by this policy must be maintained per the Records Retention By-law.

### **f. Contravention** Municipal Representatives must not:

- Publish discriminatory, harassing, abusive, offensive, or otherwise inappropriate material.
- Misrepresent municipal programs or policies.
- Disclose confidential or personal information without written consent.
- Promote non-municipal businesses or opportunities, except for approved economic development activities.
- Engage in destructive communication about the Municipality.
- Represent personal opinions as those of the Municipality.

This applies to all personal and municipal accounts that identify as belonging to a Municipal Representative.

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## **6. Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.





## Policy

Section: Administration

Policy: Social Media

Policy By-Law:

Date: May 25, 2020

Revision: January 12, 2026

### Coverage:

All Municipal Employees, Contractors, Volunteers, Elected Officials, Board/Committee Members, and Public Users of Municipal Social Media

### Policy Statement:

This policy sets standards for the use of official municipal social media accounts and provides clear guidelines for employee and Council participation in social media, helping protect the reputation of both the Municipality and its representatives.

### Legislative Authority:

Council Code of Conduct, Workplace Violence and Harassment Policy, and other applicable legislation.

### Contents:

1. Purpose
2. Definitions
3. Scope
4. Procedures
5. Personal Use of Social Media
6. Councillor and Government Accounts
7. Citizen Conduct
8. Compliance

---

### 1. Purpose

To set standards for the use of official municipal social media accounts and provide clear guidelines for employee and Council participation in social media. This policy helps protect the reputation of the Municipality and its representatives while supporting effective, responsible communication.

This policy is to be read in conjunction with other relevant policies such as, but not limited to, the Council Code of Conduct and the Workplace Violence and Harassment Policy.

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## 2. Definitions

- **Council/Councillor:** The Council of the Municipality of Arran-Elderslie and any individual elected member.
- **Employee:** Any individual performing work for the Municipality, including full-time, part-time, casual/temporary, volunteer firefighters, contractors, student placements, consultants, committee or board members, and volunteers.
- **Follow:** To subscribe to a social media account and receive updates.
- **Municipal Social Media Sites:** Social media sites created and managed by municipal staff.
- **Political Material:** Comments or posts made for political gain or to drive a political agenda.
- **Social Media:** Web-based technologies and sites (e.g., Twitter/X, Instagram, Snapchat, YouTube, Facebook, LinkedIn, blogs, discussion boards) allowing users to interact by sharing information, opinions, photographs, and interests.
- **Social Media Moderator:** Municipal staff tasked with posting and reviewing content on municipal social media sites.

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## 3. Scope

This policy applies to all employees, contractors, volunteers, elected officials, board/committee members, and members of the public who use, comment, or post on municipal social media sites. Participation in social media is considered an official corporate act and must be viewed as such. The policy applies to any and all social media platforms.

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## 4. Procedures

### A. Municipal Social Media Sites

The following pages are administered and officially approved by municipal social

media authorities:

Facebook:

- The Municipality of Arran-Elderslie
- Arran-Elderslie Fire & Emergency Services
- Treasure Chest Museum

Instagram:

- ArranElderslie
- ArranElderslieFire
- TreasureChestMuseum88
- ChesleyBigBruce
- ExperienceArranElderslie

New social media accounts may launch on new platforms to reach the public. This list is neither exhaustive nor exclusive.

## **B. Creating a Municipal Social Media Site**

- Departments wishing to use social media must work with the CAO and Communications Officer to set goals and identify platforms.
- Login and password information must be provided to the CAO and Communications Officer.

## **C. Administering Municipal Social Media Sites**

- All sites are administered by employees named as Social Media Moderators by the Communications Officer or CAO.
- When a Moderator or CAO leaves employment, passwords must be changed.
- Appropriate disclaimers or terms, as approved by the CAO, should be accessible from each site.
- Moderators are responsible for:
  - Correcting misinformation and ensuring content is current.
  - Timely responses to posts, messages, and comments.
  - Removing posts that are false, defamatory, abusive, hateful, obscene, racist, sexually-oriented, threatening, or discriminatory.
  - Denying access to or blocking users who repeatedly post inappropriate content.

## **D. Response Time**

- The official social media accounts of the Municipality, except those used for tourism purposes, are for information only and do not accept public comments. Direct messages are welcome and will be responded to by municipal staff.
- The Municipalities social media channels are monitored during business hours: Monday–Friday, 8:30am–4:30pm. Communications staff aim to address all appropriate comments within 8 business hours.

Please note that this turnaround time is impacted by staff availability and resources across the corporation, and there will be instances when a response may take more time.

- Updates on facility closures, cancellations, or emergencies and weather events will be posted on the website and may also appear on social media. Response times to inquiries may be slower during these events.

## **E. Responses on Non-Official Accounts**

The Municipality will not respond to comments or inquiries on made on social media accounts that are not officially managed by the Municipality.

## **F. Content Posting Guidelines**

- Social media channels are for general updates only and should not be relied upon for official details. Our website is our primary means of communication.
- The Municipality will only post content related to municipally led programs, events, and official updates. From time to time, the Municipality may share posts from external sources to promote relevant community events.
- Every effort will be made to follow the Municipality's branding guidelines for logos, colors, and graphics, and to maintain a consistent style across posts.
- Communications should be proactive, timely, and use accessible formats (AODA standards).

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## **5. Personal Use of Social Media**

- Employees and Councillors must not breach their duties to the Municipality and must adhere to Codes of Conduct and Policies.

- Even if not explicitly identified as a Municipal Employee or Councillor, others may recognize you by name, workplace, or content.
- Identifiable employees should clarify when expressing personal views (e.g., "in my personal view").
- Do not use municipal logos, photographs, or graphics without authorization.
- Do not circulate confidential or internal information, personal information, or negative comments about the Municipality, Councillors, Employees, or residents.
- Do not engage in workplace discrimination, harassment, or inappropriate activity.
- Employees and Councillors are expected to conduct themselves professionally both on and off duty.
- No expectation of confidentiality or privacy in online activities related to the Municipality.
- Employees who violate this policy may be subject to discipline up to and including dismissal.

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## **6. Councillor and Government Accounts**

- Municipal social media accounts may follow or engage with general government pages, such as official municipal, provincial, or federal accounts.
- To maintain consistent, impartial representation and uphold organizational neutrality, individual accounts belonging to Councillors, MPs, or MPPs will not be promoted through municipal channels.
- Councillor social media accounts must be created and managed by the Councillor. Municipal staff will not be expected to contribute content or provide commentary for individual Councillor accounts.
- Individual councillors must not quote or refer to any municipal staff by name in public communications.

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## **7. Citizen Conduct**

- The Municipality reserves the right to remove inappropriate, inaccurate, irrelevant, or unproductive content from social media accounts.
- Users who continue to post inappropriate content may be banned/blocked at staff discretion.
- Comments, posts, or articles containing the following will not be allowed:

- Off-topic comments
- Spamming, trolling, or overposting
- Solicitation of sales, products, or services
- Profane, aggressive, hateful, defamatory, insulting, rude, abusive, or violent language/content
- Objectionable material or links
- Illegal activity
- Information compromising privacy, safety, or security
- Inaccurate material or misrepresentation
- Impersonation or misrepresentation
- Content violating legal ownership interests
- The Municipality is not responsible for user-posted comments or material.

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## **8. Compliance**

Employees who violate the terms of this policy may be subject to discipline up to and including dismissal for cause.

Members of Council who violate the terms of this policy will be subject to the sanctions as outlined in the Council Code of Conduct





# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Christine Fraser-McDonald, Clerk

Report Number: CLKS-2026-01

Subject: SRCLK.2026.01 – 2026 Election Report

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## Recommendation

Be It Resolved that Council hereby receives for information Report CLK-2026-01 – Election Report.

## Background

Every four (4) years Municipal and School Board elections are held. The next regular Municipal and School Board election will be held Monday, October 26, 2026.

## Analysis

### Voting Method & Advance Voting Method:

On July 8, 2024, Council passed By-law 36-2024 authorizing internet and telephone voting methods and instructed the Clerk to enter into a Memorandum of Agreement with Simply Voting as the service supplier.

### Advance Voting:

Under the [Municipal Elections Act](#) (MEA), if Council authorizes an alternate voting method, advance voting dates must be specified in the by-law. In keeping with past practice and the MEA requirement to provide at least one advance voting opportunity, the Clerk has scheduled advance voting to begin on Monday, October 19, 2026 at 10:00 am and will continue through to Election Day, October 26, 2026 8:00 p.m.

To support eligible electors who may not have access to technology or the internet, voting assistance will be provided at the Municipal Office where eligible electors can cast their votes using internet voting.



## Lame Duck / Restricted Acts

In an Election year, the Council of a Municipality may be subject to restricted acts as set out in s. 275 of the Municipal Act - this is also known as a "Lame Duck Council."

### What makes a Council become Lame Duck?

Under Section 275(1) of the Municipal Act, a council is considered "Lame Duck" when the incoming council will have fewer than three-quarters of the members of the outgoing council. This restriction applies after nomination day and/or election day, depending on the circumstances.

For Arran-Elderslie Council has 7 members, three-quarters equals 6 members.

If fewer than 6 members from the current council are confirmed to return, the outgoing council enters a "lame duck" period and its powers become restricted.

### Possible Times When Restrictions Apply

#### **After Nomination Day (August 30, 2026)**

If, by nomination day, it is clear that fewer than 6 current members are running for re-election, the council enters a lame duck period immediately after nomination day.

*Example:* Only 5 members file nomination papers → Council is restricted starting August 30.

#### **After Election Day (October 26, 2026)**

If, after the election results, fewer than 6 current members are elected to the new council, the lame duck period begins after election day and continues until the new council is sworn in.

*Example:* Only 4 members are re-elected → Council is restricted from October 26 until the new term begins.

### How is Council Restricted?

Subsection 3 of s. 275 sets out the restrictions as follows:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;



- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000.

**Exemptions:** Subsection (4) states restrictions set out in Clauses (3) (c) and (d) do not apply to dispositions or liabilities included in the most recent budget adopted by the council before nomination day in the election (the 2026 budget).

### Strong Mayor Powers:

The Municipality of Arran-Elderslie has been granted Strong Mayor Powers, some of which overlap with the restricted acts under the Municipal Act. Mayor Hammell has delegated the strong mayor powers related to the appointment or removal of officers (restricted act (a)) and the hiring or dismissal of employees (restricted act (b)) to the Chief Administrative Officer.

### Delegated Authority During Lame Duck

What the Municipal Act allows s. 275(6) expressly states that nothing in the lame duck restrictions prevents any person or body from exercising authority delegated by Council prior to nomination day for the election of the new council.

s. 23.1(1) authorizes a municipality to delegate powers and duties, subject to statutory limits.

### What Arran-Elderslie has already done

Council adopted the Amended Delegation of Powers and Duties Policy by By-law No. 22-2022 (March 28, 2022). This policy is in force and sets out who may exercise delegated authority and under what conditions.

The Policy delegates to the Chief Administrative Officer (CAO), from nomination day through to the inauguration of the new Council, the authority to:

- Appoint or remove from office any officer/manager of the municipality (to avoid operational gaps during the longer lame duck period).
- Serve as financial signing authority for expenditures outside the current budget exceeding \$50,000 and for disposition of any real or



personal property with a value exceeding \$50,000. This delegation is expressly grounded in s. 275(6).

- Sign extensions to existing contracts/agreements (provided the extension does not go beyond January 1 after the inaugural meeting and incurs no additional municipal cost).
- Issue municipal grant applications, and approve certain administrative HR actions (e.g., pay equity adjustments, grid movement approvals, performance evaluations—Council retains CAO grid movement).

## Compliance Audit Committee

Compliance Audit Committees for the purpose of Municipal Elections are responsible for receiving and making decisions on applications for compliance audits of campaign finances for council candidates and registered third party advertisers in a municipal election.

In accordance with the Municipal Elections Act section 88.37, the Council shall establish a compliance audit committee before October 1st of an election year. The committee shall be composed of not fewer than three and not more than seven members and shall not include:

- a. employees or officers of the municipality or local board;
- b. members of the council or local board;
- c. any persons who are candidates in the election for which the committee is established; or
- d. any persons who are registered third parties in the municipality in the election for which the committee is established.

The Bruce County Municipal Clerks are collaborating to establish a Joint Compliance Audit Committee. The goal is to create a pool of seven (7) qualified members, from which three (3) may be selected should a municipality receive a compliance audit request. Terms of Reference for the committee are currently being developed, along with an application process to be launched in the new year. Upon completion of the recruitment process, anticipated in Q2, a report and by-law to formally establish the committee will be presented to Council.



## Important Election Dates

Date	Item
May 1, 2026	<b>Nomination Period</b> opens and Third-party advertiser registration opens
August 21, 2026	<b>Nomination Day</b> . Last day to file candidate nominations - filings may be made between 9:00 a.m. and 2:00 p.m. This is also the <b>last day to withdraw</b> a nomination by filing a written notice by 2:00 p.m. with the Clerk.
October 1, 2026	Last day to establish a Compliance Audit Committee.
October 19, 2026	Voting period opens at 10:00 AM.
October 23, 2026	Last day for third party advertisers to file a notice of registration, before 4:30 p.m. This is also the <b>last day to withdraw</b> a registration, in writing, by 4:30 p.m. with the Clerk.
October 26, 2026	<b>VOTING DAY</b> – voting closes at 8:00 PM

## Link to Strategic/Master Plan

6.6 Modernizing Services

## Financial Implications

Election costs are included in the annual budget.

## Attachments:

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Approved By: Emily Dance, Chief Administrative Officer



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law XX-2026

#### **Being A By-Law to Delegate Certain Powers and Duties during a "Lame Duck" Period in 2026**

**Whereas** section 275 of the *Municipal Act, 2001* restricts the acts of Councils if three-quarters (3/4) of the members of the outgoing Council of the municipality will not be returning (a ("Lame Duck" Council);

**And Whereas** the following authorities of any Lame Duck Council will cease after the first day during the election:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- d) Making any expenditure or incurring any other liability which exceeds \$50,000.

**And Whereas** section 275 (4) of the *Municipal Act, 2001* states that Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election;

**And Whereas** section 275 (4.1) of the *Municipal Act, 2001* states that nothing in that section prevents a municipality taking any action in the event of an emergency;

**And Whereas** section 275 (6) of the *Municipal Act, 2001* states nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council;

**And Whereas** by section 5(3) of the *Municipal Act, 2001*, as amended, (the "Municipal Act") provides that powers of every Council are to be exercised by By-law unless specifically authorized to do otherwise;

**And Whereas** section 23.1(1) authorizes a municipality to delegate its powers and duties under the *Municipal Act, 2001* or any other Act to a person or body subject to the restrictions set out in this Part;

**And Whereas** By-law #2007-60 establishes the procedures for delegation of powers and duties for the Municipality of Arran-Elderslie;

**And Whereas** the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient and necessary to delegate certain authorities for any Lame Duck Council period as set out in the *Municipal Act, 2001*;

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

1. That the Municipal Treasurer and Chief Administrative Officer (CAO), as a result of a lame duck council period, are hereby jointly delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000.
2. That the Chief Administrative Officer and Treasurer, as a result of a lame duck council period, are hereby jointly delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the

disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.

3. That the CAO, as a result of a lame duck council period, has the authority to approve organizational changes which do not impact the Council-approved mandate of each department and maintain or improve the current service level to the public provided that:
  - a. the total cost of the changes including termination costs, if applicable, is available within the total annual compensation budget approved by Council; and
  - b. the number of full-time equivalent positions within the corporation is not increased.
  - c. The authority of the CAO includes:
    - i. the creation, deletion, transfer or reclassification of positions, scope changes, changes to organizational structures and changes to service delivery mechanisms;
    - ii. and the approval of the reclassification, transfer, scope change of any position but shall not include any Council-appointed position.
4. Should delegated authority be exercised, the sitting Council shall be informed by way of an information report at the next regularly scheduled or special meeting called for this purpose.
5. That no delegation of authority in this by-law shall constrain or limit in any manner whatsoever any delegation of authority existing in any other Municipality of Arran-Elderslie by-law or resolution; and in the event of inconsistency between this by-law and any other by-law or resolution, the provision that most effectively delegates authority prevails to the extent of the inconsistency.
6. For greater clarity, the authority delegated by this by-law shall only be delegated if lame duck exists during one or both of the potential periods, beginning the day after Nomination Day and ending the day after Voting Day, 2026; and the period beginning on the day after voting day and ending when the new Council is sworn to office.
7. That the short title for this by-law shall be "the Lame Duck By-law".
8. That this By-Law shall come into effect upon the passing thereof.

\*\*\*\*\*

Read the first and second time this 12th day of January 2026.

Read a third time and finally passed this 12th day of January 2026.

By signing this by-law on January 12, 2026, Mayor Steve Hammell will not exercise the power to veto this by-law

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Mayor – Steve Hammell  
McDonald



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Christine Fraser-McDonald, Clerk

Report Number: CLKS-2026-02

Subject: Use of Corporate Resources Policy Update – 2026 Municipal Election

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## Recommendation

Be It Resolved that Council approves Report CLKS-2026-02 - Use of Corporate Resources Policy Update – 2026 Municipal Election;

And further approves the “Use of Corporate Resources Policy Update – 2026 Municipal Election” and authorizes the appropriate implementing By-law to come forward.

## Background

The 2026 Municipal Election will be held on Monday October 26, 2026, as legislated by the Municipal Elections Act, 1996 (MEA). Planning and implementation work for the election is underway within the Municipal Clerk’s Office.

Section 88.18 of the MEA requires municipalities to establish rules and procedures with respect to the use of municipal resources during the election campaign period, before May 1 in the year of a regular election. Specifically, the MEA prohibits municipalities from contributing, including money, goods and services, to any candidate or registered third party advertiser.

## Analysis

Council previously adopted a Use of Corporate Resources Policy on February 14, 2022, enacted through By-law 10-2022. Recent legislative amendments and evolving digital practices necessitate a comprehensive review and update to the by-law.

## Key Changes

### **Digital Modernization**

- Expanded definitions to include digital assets (websites, social media, collaboration platforms, licensed software).
- Explicit prohibition on using municipal IT systems, email, and social media for campaign purposes.
- Added cybersecurity provisions and Clerk's authority to issue digital guidance.

### **Communications Blackout**

- Clarified blackout periods for newsletters, e-newsletters, and advertising, including by-election scenarios.
- Incumbents who file nomination papers may not send newsletters until after voting concludes.

### **Ward-Specific Activities**

- New definitions distinguish ward-specific business (e.g., town halls) from celebratory events.
- Business activities may proceed (no campaigning); celebratory events are restricted during campaign periods.

### **Facilities and Official Events**

- No campaigning at the Municipal Office or official municipal events (openings, ribbon-cuttings).
- Other municipal facilities may be rented for campaign activities at public rates, subject to policy.

### **Disinformation Protocol**

- New section for monitoring, reporting, and correcting false or misleading election-related information on municipal channels.

### **Enforcement and Review**

- Clarified Clerk's enforcement authority and referral process to Compliance Audit Committee.
- Policy to be reviewed after each election and at least every four years.



### **Staff Conduct**

- Employees prohibited from campaign activities during working hours or while in uniform/on duty.
- Employees may participate in campaigns on personal time only.

### **Purchasing and Budgets**

- No ordering of stationery, business cards, or office furniture from the day prior to Nomination Day to Election Day.
- No use of municipal purchasing agreements or discounts for campaign purposes.

### **Social Media**

- New section regarding campaign accounts cannot be created/supported by municipal resources.

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

6.6 Modernizing Services

## **Financial Implications**

No direct financial impact. The policy ensures fair and transparent use of municipal resources.

## **Attachments:**

DRAFT Use of Corporate Resources Policy Update – 2026 Municipal Election

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Approved By: Emily Dance, Chief Administrative Officer



## Policy

Section: 1.0 Administration

Policy: Use of Corporate Resources Policy Update – 2026 Municipal  
Election

Policy By-Law: XX-2026

Date: January 12, 2026      Revision: Repeal By-law 10-2022

### Policy Statement:

The Corporation of the Municipality of Arran-Elderslie is committed to ensuring fair, transparent, and accountable election practices. In accordance with the Municipal Elections Act, 1996 (MEA), municipalities must establish rules and procedures with respect to the use of municipal resources during an election campaign period. Corporate resources shall not be used to confer any advantage to a candidate or registered third party. [Ontario MEA, s. 88.18]

### Legislative Authority:

Ontario Municipal Elections Act, S.O. 1996, c. 32, Sch.

- Section 88.18: Requires municipalities and local boards to establish rules and procedures regarding the use of municipal resources during the election period.

### Purpose:

This policy provides consistent direction on how corporate resources may and may not be used during municipal election periods (including by-elections), and—where applicable—during provincial and federal elections. It aims to: (a) ensure compliance with the MEA; (b) treat candidates and registered third parties fairly and consistently; (c) preserve the integrity of the election process; and (d) maintain non-partisanship in municipal operations.

### Scope:

This policy applies to Members of Council (including acclaimed Members and Members not seeking re-election), municipal employees, election candidates, registered third-party advertisers, local boards and advisory committees, and members of the public interacting

with municipal facilities and services during municipal election periods.

## **Definitions**

**“Act”** means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

**“Campaign(ing)”** means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot intended to elicit support during the Election Period. This does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphics identifying the individual as a candidate or registrant, and without the solicitation of votes.

**“Campaign Materials”** Any materials, including political advertising, used to solicit votes for a candidate(s) or questions in an election, or any materials that promote or oppose the candidacy of a person for elected office. This includes, but is not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials also include, but are not limited to, materials in all media formats such as print, displays, radio, television, and online platforms including websites or social media. Campaign materials do not include election signs, which are governed by the Municipality’s Election Sign By-Law.

**“Campaign Period”** for candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).

**For Registered Third Parties, “Campaign Period”** is the date on which the Notice of Registration as a third-party advertiser is filed until December 31 in the year of an election (unless a request for extension or campaign period has been filed).

**“Candidate”** means a person who has filed a Nomination Form for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

**“Clerk”** means the Clerk of the Municipality of Arran-Elderslie or their designate.

**“Corporate Resources”** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, digital assets (including municipal websites, social media accounts, collaboration platforms), intellectual property, and supplies.

**“Disinformation”** means intentional dissemination of knowingly false information meant to mislead voters or influence the election outcome.

**“Election Day”** for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.

**"Election Blackout Period"** means a specific timeframe during which political advertising is prohibited. This includes advertising that promotes or opposes a registered candidate, registered third party or registered political party. The blackout period typically begins the day before voting day and ends at the close of polls on voting day, unless otherwise specified and defined within legislation. The blackout period applies to broadcast, print, electronic, or other media.

**"Member"** means an elected Member of the Council of the Municipality of Arran-Elderslie.

**"Municipality"** means the Corporation of the Municipality of Arran-Elderslie.

**"Nomination Day"** for a regular election is the third Friday in August in the year of the election, as prescribed by the Municipal Elections Act, 1996.

**"Official Municipal Event"** means an event organized or hosted by the Municipality (e.g., openings, ribbon-cuttings).

**"Online Platform"** means any digital communication channel including email, municipal websites, collaboration tools, and social media.

**"Policy"** means this Use of Corporate Resources for Municipal Elections Policy.

**"Registered Third Party"** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the municipal election.

**"Staff"** means all full-time, part-time and contract persons hired by the Municipality.

**"Voting Day"** means, in a regular election, is the fourth Monday in October in the year of the election or, in the case of a by-election, the 45th day after Nomination Day, as noted in subsection 65(4) of the Municipal Elections Act, 1996.

**"Ward-specific Business"** means activities that advance ward-specific issues (e.g., Municipality halls, public meetings) that are not celebratory in nature.

**"Ward-specific Events"** means social or celebratory events (e.g., barbeques, skating parties, meet and greets).

## **Policy**

In accordance with the provisions of the Municipal Elections Act, 1996, S.O. as amended, Members of Council, Candidates, and/or Registered Third Parties in a Campaign Period are not permitted to:

- a) Use corporate resources, funding, supplies, services, staff, or other resources for any election-related purposes. Resources include but are not limited to:
  - Telephones, Voicemail
  - iPhone(s) or cell phone

- Corporate electronic devices including tablets, computers and cell phones
- Printer/Photocopies
- E-mail
- Scanner
- Fax Machine
- Consumables related to the above equipment such as paper, toner, etc.
- Municipal logo, crest, slogans, corporate program identifiers

b) Use staff to canvass or actively work in support of a municipal candidate or party during normal working hours unless the staff member is on a leave of absence without pay, lieu time, float day, or vacation leave.

c) Use corporate Information Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election related messages.

d) Messages posted to the Municipality's social media may be shared by a candidate to the personal or campaign social media account using social media official channels. The post shall not be modified, manipulated or intentionally taken out of context.

e) Municipal websites, domains, and social media channels shall not include or link to election-related campaign material.

f) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any Candidate, Registered Third Party or any position related to any questions which may be authorized to be placed on the ballot.

g) No use of municipal pricing or purchasing agreements to obtain goods/services for campaign purposes.

h) Use any municipally owned/provided facilities for any election-related purposes unless the facility is generally available for rent by the public and it is rented in accordance with the Municipality of Arran-Elderslie rental procedures. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election related purpose by members of Council, Candidates, Registered Third Parties, or the public during any day that voting is taking place on the property, including the set-up, hosting or take-down activities.

The following will be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day (**blackout**):

a) all forms of advertising, including in municipal publications.

- b) all printing services, including printing, photocopying and distribution of publications, such as newsletters, with the exception of communications specifically related to an authorized or scheduled Municipality event (i.e., Public Meeting).
- c) the ordering of stationery and business cards.
- d) the ordering of office furniture and furnishings, except those of an emergency nature, as well as no movement of furniture and furnishings.

Members of Council may not:

- a) print or distribute any materials paid by municipal funds for campaigning that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office.
- b) Profile (name or photo) or refer to in any material paid by municipal funds, any individual who is registered as a candidate in any election.
- c) Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates or registered third parties for municipal elections.
- d) Use website or domain names that are funded by the municipality to include any election-related campaign materials.
- e) Use the Municipality's voice mail system to record election related messages.

All the above noted provisions apply to an elected or acclaimed Member or a member not seeking re-election.

Social Media

- a) If a Member of Council uses any social media account for campaigning, such account must not be created or supported by Municipal resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets, and/or computers.
- b) Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account's home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.
- c) Online communications for official Municipality purposes will be supported in accordance with the Municipality's Communication Policy and related procedures.

## Technology

- a) Members of Council are provided access to corporate information technology (I.T.) assets to fulfill their duties and responsibilities as elected officials but may not use those assets for Campaigning or the development of Campaign Materials. This includes, but is not limited to, functionality through municipally issued smartphones such as calendars, email, texts, and similar applications.
- b) Websites or domain names that are funded by the Municipality may not be used for campaigning. The Municipality's official election website or webpages will provide Candidate contact information but shall in no way endorse any Candidate.
- c) Once a Member of Council registers to be a Candidate, any links from the Municipality's website or social media account to their website or social media pages will be removed from the Municipality's webpages if the Member's website or social media page contains or will contain Campaign Material. Subsequently, all Council biographies will be removed from the Municipality's website effective the first day of the nomination period. During the election period, Mayor and Council information on the Municipality's website will be reduced to council-related contact information only.
- d) The Municipality's voicemail system shall not be used by Candidates to record campaign-related messages nor shall the computer network, including the email system, be used to distribute campaign-related correspondence.

## Disinformation and Misinformation Protocol

The Municipality will monitor its official channels for false or misleading election-related information and promptly correct such information. Staff shall report such information incidents to the Clerk. Where appropriate, public advisories may be issued to maintain trust in election administration.

## Complaints, Investigation and Enforcement

Under the Municipal Elections Act, 1996, the Clerk is the primary authority responsible for administering municipal elections and ensuring compliance with all legislative provisions. The Clerk is authorized to administer and enforce this policy, investigate complaints, take corrective action and provide guidance.

Where potential contraventions of the MEA are identified, matters may be referred to the Compliance Audit Committee and/or appropriate authorities.

Remedies may include revocation of access to corporate resources, recovery of costs, and public advisories as necessary to maintain transparency.

## Limitation

Subject to the blackout period, nothing in this policy precludes a member of Council from performing their official duties or representing constituent interests during the election

period, provided that corporate resources are not used for campaign purposes. All-candidate meetings held in municipal facilities remain permissible where access is equal and no corporate endorsement is implied.

Review

This policy shall be reviewed by the Clerk every four years prior to the next election to reflect legislative changes, technological advancements and best practices.



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Emily Dance, CAO

Report Number: CAO-2026-01

Subject: Neoen Tara BESS Relocation of BESS outside Arran-Elderslie

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## Recommendation

Be It Resolved that Council hereby receives for information Report CAO-2026-01 being the Neoen Tara BESS Relocation of BESS outside Arran-Elderslie.

## Background

On August 14, 2023 (amended October 23, 2023), Council passed a Municipal Support Resolution (MSR) for Shift Solar, Grey Owl (now known as Tara BESS) Storage Project, proposing a 400 MW Long-Term Electricity Battery Storage Facility at 39 Concession 4 in Arran-Elderslie.

On July 14, 2025, the Council of the Municipality of Arran-Elderslie refused the planning application for the Tara BESS project at 39 Concession 4, determining that the applicant had not adequately demonstrated alignment with the Provincial Policy Statement (PPS) 2024 or the Bruce County Official Plan.

On August 7, 2025, Bruce County Council also refused the related Official Plan Amendment (OPA), citing inconsistency with the PPS 2024 and the intent of the Bruce County Official Plan.

Following Council's decision to deny the original zoning amendment based on concerns raised by the Saugeen Ojibway Nation (SON), floodplain issues, environmental impacts, and challenges in community engagement.

Council passed a resolution on September 22, 2025, endorsing a collaborative approach to engagement. This resolution directed staff to work with Neoen to develop and implement strategies that promote transparency, foster trust, and support informed decision-making within the community.



On December 8, 2025, Alex Simakov, Head of Policy and Partnerships for Neoen, provided a verbal update on the alternate site process. At that time, Mr. Simakov indicated that Neoen was collaborating with SON on alternate sites, had completed an initial site visit, and would be discussing options at an upcoming joint Council meeting with Chippewas of Saugeen First Nation and the Chippewas of Nawash Unceded First Nation.

At the same meeting, Neoen proposed a Community Benefit Agreement that included an annual contribution of \$1,100 per MW for 20 years, totaling \$8,800,000 over the contract term.

Additionally, as a gesture of goodwill, Neoen offered an immediate \$25,000 donation toward washroom upgrades at the Tara baseball facility, which could not be included in the 2026 budget due to other priorities.

## Analysis

On December 19, 2025, the Municipality of Arran-Elderslie was notified by Neoen that the Saugeen Ojibway Nation community prefers that the proposed Battery Energy Storage System project be developed outside its designated "Buffer Zone."

"As this buffer zone encompasses the entire area of the Municipality of Arran-Elderslie, the project cannot proceed within our boundaries.

While we regret that the BESS will not be located in Arran-Elderslie and that the community will not benefit from the negotiated Community Benefit Agreement (CBA), we fully respect the decision of SON. Their decision reflects their governance and priorities, and we remain committed to fostering respectful relationships and supporting reconciliation initiatives.

As a gesture of appreciation, Neoen will continue with its \$25,000 contribution toward the refurbishment of the Tara baseball facilities. We value this partnership and look forward to future opportunities for collaboration that align with SON's vision and principles".

## Link to Strategic/Master Plan

### 6.1 Protecting Infrastructure, Recreation and Natural Assets



## Financial Implications

The review of the Tara BESS project and related correspondence has required a significant investment of staff time. To offset costs associated with professional services, including legal fees, the municipality has a deposit in place to ensure appropriate cost recovery.

### Attachments:

December 19, 2025 correspondence to CAO Dance

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Approved By: Emily Dance, Chief Administrative Officer



## Relocation of Neoen BESS outside of MAE

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From Alex Simakov <alex.simakov.ext@neoen.com>

Date Fri 12/19/2025 2:41 PM

To Emily Dance <edance@arran-elderslie.ca>

Good afternoon Emily,

I am writing to inform you and Council that at yesterday's meeting with SON, our team was advised that the SON community would prefer that Neoen develop the proposed BESS project outside their designated 'Buffer Zone.'

Unfortunately, this Zone encompasses the entire area of the Municipality of Arran Elderslie (MAE), and therefore we regretfully cannot proceed with development of the proposed B3 site — or of any other locations within MAE.

On behalf of the entire Neoen team, we'd like to express our warmest gratitude for the time, consideration, and good faith afforded to us your Council, municipal staff, and the entire community throughout the past two years. As a small gesture of our appreciation, we would still like to fulfill the offer made in our recent CBA to provide a \$25,000 contribution for refurbishment of the Tara Baseball facilities.

For the new year, the Neoen team looks forward to continuing our efforts to select a site elsewhere in Bruce County that aligns with both the IESO's system needs and SON's values, and we would eagerly welcome any support to advance this goal.

We wish you a very Merry Christmas and look forward to speaking with you again in 2026.

Sincerely yours,

**Alex Simakov**

Head of Policy & Partnerships, Canada

(647) 787-2067

[alex.simakov.ext@neoen.com](mailto:alex.simakov.ext@neoen.com)

Suite 319, 150 King St W

Toronto, ON M5H 1J9

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## Staff Report

Council Meeting Date: January 12, 2026

Subject: CAO 2026-03 Rural Ontario Municipal Association (ROMA)– Conference Delegation Request Update (2)

Report from: Emily Dance, Chief Administrative Officer

### **Recommendation**

Be It Resolved that Council hereby receives for information Report CAO-2026-03 Rural Ontario Municipal Association– Conference Delegation Request Update (2)

### **Background**

The ROMA Conference will take place in Toronto from January 18 to 20, 2026. Mayor Hammell, Deputy Mayor Shaw, and Councillor Penner are registered to attend.

Delegation meetings with Cabinet Ministers are a key feature of the ROMA Conference, providing an opportunity for Council to engage directly with Ministers, Parliamentary Assistants, and senior Ontario Government officials on matters that impact the municipality.

On November 10, 2025, Council directed the CAO to submit delegation requests to the following Provincial Ministries:

- **Minister of Health** – Continued support for Chesley Hospital and health care services in Arran-Elderslie
- **Minister of Energy** – Battery Energy Storage development proposals and municipal support
- **Minister of Infrastructure** – Roads and bridges
- **Minister of Environment, Conservation and Parks** – WECI funding and SVCA support for Paisley Dyke funding opportunities

### **Analysis**

Delegation confirmations received at the time of writing:

- Minister of Health – Tuesday, January 20, 2026, at 1:50 p.m. with Parliamentary Assistant Anthony Leardi
- Ministry of Energy – Tuesday, January 20, 2026, at 10:40 a.m. with Parliamentary Assistant Rudy Cuzzetto
- Minister of Infrastructure – Monday, January 19, 2026, at 11:15 a.m. with Parliamentary Assistant Amarjot Sandhu
- Minister of Environment, Conservation and Parks – No response received

To support these delegations, staff will prepare and provide attending members with comprehensive background information and a detailed package for each meeting. These materials will assist in advancing discussions and moving these initiatives forward effectively. Members of Council and staff will attend the scheduled delegations to represent municipal interests and engage in dialogue with provincial representatives.

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

6.1 Protecting Infrastructure, Recreation and Natural Assets

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

Attendance at conferences are included in the Municipal Operating Budget.

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Approved by: Emily Dance, Chief Administrative Officer



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Emily Dance, CAO

Report Number: CAO-2026-04

Subject: Saugeen Mobility and Regional Transit – Host Municipality – Gas Tax

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## Recommendation

Be It Resolved that Council hereby approves Report CAO-2026-04 being the Saugeen Mobility and Regional Transit – Host Municipality – Gas Tax

AND authorizes the County of Bruce to collect the Dedicated Gas Tax Funds from the Ministry of Transportation on behalf of Saugeen Mobility and Regional Transit;

AND FURTHER approves the appropriate By-law coming forward on today's agenda.

## Background

Saugeen Mobility and Regional Transit (SMART) provides specialized public transit services for individuals with physical, mental, visual, and/or cognitive challenges in the municipalities of Arran-Elderslie, Brockton, Chatsworth, Grey Highlands, Hanover, Huron-Kinloss, Kincardine, Saugeen Shores, Southgate, and West Grey.

The Ministry of Transportation requires a single designated host municipality for regional transit partnerships to manage provincial funding. Historically, the Town of Hanover has served as the host municipality for SMART, receiving Dedicated Gas Tax Funds on behalf of participating municipalities.

On October 27, 2025, Council was advised that Hanover requested an alternate municipality assume this role. Arran-Elderslie indicated it could not accommodate this request and recommended the SMART Board explore Bruce County as the host.



## Analysis

On December 23, 2025, the Chair for SMART provided correspondence indicating that the County of Bruce agreed to assume responsibility for managing the provincial gas tax program. This includes applying for, receiving, holding, and administering allocations from the Province of Ontario's Public Transportation Fund.

The SMART Board of Directors has formally endorsed this appointment, noting it will strengthen funding administration and service delivery. SMART has requested all participating municipalities adopt a by-law to confirm this arrangement.

Uniform adoption across all municipalities will ensure compliance with provincial requirements and facilitate seamless access to funding for SMART's ongoing operations.

Staff recommends that Council endorse the appointment of the County of Bruce as the host municipality for SMART and further recommends that the proposed By-law be considered at today's meeting to ensure a timely and seamless transition

## Link to Strategic/Master Plan

### 6.5 Engaging People and Partnerships

## Financial Implications

Participation in SMART is included in the 2026 Municipality of Arran-Elderslie budget. The transition will have no additional financial impacts on the budget.

## Attachments:

SMART correspondence dated December 23, 2025

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Approved By: Emily Dance, Chief Administrative Officer

Kym Hutcheon  
Chair, Board of Directors  
Saugeen Mobility and Regional Transit (SMART)  
PO Box 40, 603 Bruce Road 19  
Walkerton, ON N0G 2V0

December 23, 2025

Councils of SMART Participating Municipalities

Dear Members of Council,

**Proposal for Adoption of By-Law Appointing the County of Bruce as Host Municipality for SMART**

As Chair of the Board of Directors of Saugeen Mobility and Regional Transit (SMART), I am writing to propose the adoption of the enclosed draft by-law by your Council. This by-law formally appoints the County of Bruce, Ontario, as the host municipality for SMART, enabling it to apply for, receive, hold, and administer allocations from the Province of Ontario's Public Transportation Fund (formerly the - Provincial Gas Tax for Transit) on behalf of all participating municipalities in Grey and Bruce Counties.

SMART plays a vital role in providing specialized transit services that enhance accessibility and mobility across our region. The Ministry of Transportation requires a single designated host municipality for regional transit partnerships to manage these provincial funds effectively. The County of Bruce has agreed to serve in this capacity, in replacement for the Town of Hanover, and the enclosed by-law draft provides a standardized template for confirming this arrangement.

The SMART Board of Directors endorses this appointment and believes it will strengthen our funding administration and service delivery. We kindly request that your Council review and consider passing this by-law at your earliest convenience to ensure a coordinated regional approach. If adopted uniformly by all participating municipalities, this will facilitate seamless access to provincial funding for SMART's ongoing operations.

Should you require any modifications, further details, or a discussion with the Board, please contact Stephan Labelle, General Manager, SMART, at 519-881-2504 or [stephan@saugeenmobility.ca](mailto:stephan@saugeenmobility.ca). We value your partnership and look forward to your support in advancing this initiative.

Thank you for your continued commitment to regional transit excellence.

Sincerely,

Signed by:

  
Kym Hutcheon  
867687BC6570420...

Kym Hutcheon  
Chair, Board of Directors  
Saugeen Mobility and Regional Transit (SMART)



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Emily Dance, CAO

Report Number: PLAN-2026-02

Subject: Site Plan Control Agreement -Weber

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## Recommendation

Be It Resolved that Council hereby approves Report PLAN – 2026-02 ;

AND approves entering into a Site Plan Agreement with Weber for 23 Side Road 15 N, Elderslie;

AND FURTHER authorizes the appropriate By-Law coming forward on today's agenda to ratify and confirm the Site Plan Agreement.

## Background

Section 41 of the *Planning Act* authorizes municipalities to regulate development by requiring the review and approval of detailed site plans before construction begins. This process ensures that development meets established standards related to design, access, and environmental protection.

The Municipality of Arran-Elderslie enacted By-law 43-2018, placing all lands within the Municipality under Site Plan Control. This By-law primarily applies to commercial, institutional, industrial, and multi-family residential developments. Single-family dwellings and developments with 10 or fewer units are exempt.

A Site Plan Agreement is a mandatory component of the approval process and must be executed before a building permit is issued. This legally binding agreement between the Municipality and the developer sets out the terms and conditions for site development, ensuring compliance with approved plans and municipal standards. The agreement is registered on title, reinforcing its role in regulating project execution.



## Analysis

On July 14, 2025, Council passed By-law 60-2025, authorizing a zoning by-law amendment for [Weber at 23 Sideroad 15 N, Elderslie](#). The amendment rezoned the property from Agriculture Special (A1-44-2014) to Rural Commercial Industrial (M3-60-2025) to permit the expansion of the existing business and the construction of a new 900 m<sup>2</sup> building for agricultural manufacturing and repairs.

The drawings and related documentation were circulated during the zoning process, and no concerns were raised.

To avoid further delays due to holiday scheduling, the CAO authorized the site plan application under delegated authority. Staff recommend that the Municipality enter into a Site Plan Agreement and that the corresponding By-law be ratified and confirmed at today's meeting.

## [Link to Strategic/Master Plan](#)

### 6.3 Facilitating Community Growth

## Financial Implications

The applicant shall be responsible for all legal fees associated with registering the agreement on title.

## Attachments:

Site Plan - Weber

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Approved By: Emily Dance, Chief Administrative Officer

# 82'x118' WORKSHOP

## KINTYRE METALCRAFT

23 SIDEROAD 15 N ELDERSLIE

PAISLEY, ONTARIO. N0G 2N0

+1 (519) 363-0444

**INSPECTION SCHEDULE**  
\*\*CALL  
ANDREA 519-323-1527 TO  
SCHEDULE AN INSPECTION\*\*

1. FOOTINGS: WHEN THE CONCRETE FORM WORK AND REINFORCING STEEL HAVE BEEN SET FOR THE PLACEMENT OF THE FOOTINGS, THE FORM WORK WILL ALSO BE INSPECTED FOR THE REQUIRED BEARING CAPACITY.  
2. WALLS: WHEN THE CONCRETE FORM WORK AND REINFORCING STEEL HAVE BEEN SET FOR THE PLACEMENT OF THE WALLS.  
3. WOOD/STEEL FRAMING:  
4. FINAL REVIEW: WHEN ALL THE STRUCTURAL COMPONENTS OF THE FACILITY HAVE BEEN COMPLETED.

SHEET SCHEDULE	
TAG	DESCRIPTION
SP1	SITE PLAN + GENERAL NOTES + OBC
S10	FOUNDATION STRUCTURAL DETAILS #4
E201	LIGHTING & EXIT / EMERGENCY LIGHTING LAYOUT - MAIN FLOOR
SP2	GRADING PLAN
S11	FOUNDATION STRUCTURAL DETAILS #5
E202	LIGHTING & EXIT / EMERGENCY LIGHTING LAYOUT - SECOND FLOOR
S1	FOUNDATION PLAN
S12	FOUNDATION STRUCTURAL DETAILS #6
M100	MECHANICAL SPECIFICATIONS & DRAWING LIST
S2	FLOOR PLAN
S13	RESERVOIR TANK
M101	MECHANICAL LEGENDS & SCHEDULES
S3	2ND FLOOR PLAN
S14	UNIVERSAL WASHROOM
M201	MECHANICAL HVAC LAYOUT & DETAILS MAIN FLOOR
S4	2ND FLOOR FRAMING PLAN
S15	NORTH ELEVATION + EAST ELEVATION
M202	MECHANICAL HVAC LAYOUT & DETAILS SECOND FLOOR
S5	SECTIONS #1
S16	SOUTH ELEVATION + WEST ELEVATION
M301	PLUMBING DRAINAGE PLAN & DETAILS MAIN FLOOR
S6	SECTIONS #2
S17	SOUTH EAST + SOUTH WEST RENDERS
M302	PLUMBING DRAINAGE PLAN & DETAILS SECOND FLOOR
S7	FOUNDATION STRUCTURAL DETAILS #1
S18	EAST + NORTH WEST RENDERS
M303	PLUMBING SUPPLY PLAN & DETAILS MAIN FLOOR
S8	FOUNDATION STRUCTURAL DETAILS #2
E100	ELECTRICAL SPECIFICATIONS & DRAWING LIST
M304	PLUMBING SUPPLY PLAN & DETAILS SECOND FLOOR
S9	FOUNDATION STRUCTURAL DETAILS #3
E101	ELECTRICAL LEGENDS & SCHEDULES

GENERAL NOTES:

DESIGN PARAMETERS: OBC 2024 - PART 9

- ALL WORK ON THIS PROJECT SHALL CONFORM TO THE ONTARIO BUILDING CODE AND THE OCCUPATIONAL HEALTH AND SAFETY ACT.
- OWNER & GENERAL CONTRACTOR TO VERIFY ALL DIMENSIONS, SITE CONDITIONS PRIOR TO CONSTRUCTION NOTIFY ENGINEER OF ANY DISCREPANCIES.
- DRAWINGS ARE NOT TO SCALE.
- GENERAL REVIEW OF THE CONSTRUCTION MUST BE COMPLETED BY THE TOWNSHIP BUILDING OFFICER OR LICENSED PROFESSIONAL ENGINEERS OR BOTH. ALL ENGINEERS REPORTS TO REQUESTER. THE TOWNSHIP ARE TO BE FORWARDED TO THE BUILDING DEPARTMENT. INSPECTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:
  - FOOTINGS AND WALLS (PRIOR TO POURING)
  - CONCRETE REINFORCING (PRIOR TO POURING)
  - STRUCTURAL STEEL

SOIL/SUBGRADE SPECIFICATIONS

- PREPARE THE AREA FOR THE PROPOSED STRUCTURE BY REMOVING ALL TOPSOIL & ORGANIC MATERIALS FROM THE AREA OF THE FOUNDATION.
- ENSURE MIN. 24" OF FREE DRAINING COMPACTED GRANULARS UNDER CONCRETE SLABS TO PREVENT UNEQUAL FROST HEAVY.
- IF ANY "SOFT AREAS" OR SOIL THAT IS NOT NATURALLY ENERGIZED, EXCAVATE AND ELEVATE IT TO BE SUB EXCAVATED, REMOVED/FILLED WITH GRANULAR AND COMPACTED.
- DO NOT ALLOW SOIL TO FREEZE AND FROST TO DEVELOP UNDER ANY FOOTINGS OR FLOATING SLABS.

CONCRETE SPECIFICATIONS

- ALL CONCRETE CONSTRUCTION IS TO CONFORM TO CAN/CSA-A 23.1, 23.2, AND 23.3.
- ALL CONCRETE DESIGN IS TO CONFORM TO CAN/CSA-A 23.3.

3. CONCRETE USE SHALL HAVE THE FOLLOWING CLASSES AND ASSOCIATED PHYSICAL PROPERTIES:

LOCATION	CLASS	CMP STRENGTH AT 27 DAYS	W/C	AIR ENTRAINMENT
EXTERIOR STRUCTURALLY REINFORCED SLABS	C-1	35 MPa	0.40	5% - 8%
EXTERIOR UNREINFORCED SLABS ON GRADE, CURBS	C-2	32 MPa	0.45	5% - 8%
EXTERIOR WALLS, COLUMNS OR PIERS	F-2	25 MPa	0.55	4% - 7%
INTERIOR FLOOR SLABS	N-1	25 MPa	0.55	4% - 7%
FOOTINGS	N-2	20 MPa	0.55	NOT REQD

- KEEP CONCRETE FROM RAPIDLY LOSING MOISTURE. CONCRETE SHOULD BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING.
- DO NOT ALLOW CONCRETE TO FREEZE FOR A MINIMUM OF 10 DAYS AFTER PLACEMENT.
- INSTALL CONTROL JOINTS AT A SPACING OF 10 TIMES THE AVERAGE WALL THICKNESS, IN BOTH SIDES OF ALL WALLS. DO NOT CUT REBAR.
- CALCIUM CHLORIDE OR ANY ADMIXTURE CONTAINING CALCIUM IS NOT TO BE USED IN CONCRETE.
- CUT CONCRETE SLAB A MIN. OF 20 TIMES THE SLAB THICKNESS ONE DAY AFTER POURING. CUT 1/4 OF SLAB THICKNESS. DO NOT CUT REINFORCING STEEL.

DESIGN PARAMETERS:

ALL WIND AND SNOW LOADING AND THE RESULTING REACTION FORCES FOUND ON PROTON WELDING AND FABRICATION SHOP DRAWINGS

DATE: AUGUST 30, 2025  
PROJECT: KINTYRE METAL CRAFT  
QUOTATION No.: P25-8292KMC

STRUCTURAL STEEL NOTES:

- ALL STRUCTURAL STEEL FRAMING SHALL BE COMPLETED BY AN EXPERIENCED ERECTOR.
- ALL STRUCTURAL STEEL BEAMS AND COLUMNS SHALL CONFORM TO CAN/CSA G40.21 GRADE 350W UNLESS NOTED OTHERWISE.
- ALL STRUCTURAL STEEL CHANNELS AND ANGLES SHALL CONFORM TO CAN/CSA G40.21 GRADE 300W UNLESS NOTED OTHERWISE.
- ALL HSS SHALL CONFORM TO CAN/CSA G40.21 GRADE 350W (CLASS C) UNLESS NOTED OTHERWISE.
- ALL STEEL PLATE TO BE A36 (250W MPa) MATERIAL (MIN.)
- ALL STRUCTURAL STEEL SHALL BE NEW MATERIAL UNLESS APPROVED BY THE DESIGN ENGINEER.
- STRUCTURAL STEEL MEMBERS SHALL NOT BE SPLICED WITHOUT THE WRITTEN APPROVAL OF THE DESIGN ENGINEER.
- WELDING SHALL CONFORM TO CSA W47.1 AND CSA W59, BY THE CANADIAN WELDING BUREAU. ALL WELDING SHALL BE COMPLETED BY CWB CERTIFIED WELDERS.
- IN STRUCTURAL DRAWINGS "FULLY WELDED" REFERS TO MIN. 1/4" FILLET WELD. FULL DEPTH, ENTIRE PERIMETER.
- BOLTED CONNECTIONS SHALL BE MADE USING A325 BOLTS UNLESS NOTED OTHERWISE.
- ANCHORING OF STEEL CONFORM TO A325M P504 GRADE 50 MATERIAL UNLESS NOTED OTHERWISE.
- STRUCTURAL STEEL SHALL BE INSTALLED PLUMB AND LEVEL WITHIN TOLERANCES OUTLINED IN CSA S16-09 DESIGN OF STEEL STRUCTURES, SECTION 29.3 (ERCTION TOLERANCES).
- ALL STRUCTURAL STEEL TO RECEIVE ONE COAT OF SHOP PRIMER, TOUCH-UP AS REQUIRED.
- EXTERIOR STRUCTURAL STEEL SHALL BE PROTECTED FROM CORROSION BY PRIMING + PAINTING WITH EPOXY BASED EXTERIOR GRADE PAINT.
- ANY AND ALL STRUCTURAL STEEL ELEMENTS, REGARDING BOTH DESIGN AND CONSTRUCTION, ARE TO CONFORM TO CAN/CSA-S16.19 "DESIGN OF STEEL STRUCTURES"

REBAR SPECIFICATIONS

WOOD SPECIFICATIONS

- ALL REBAR TO BE GRADE 400.
- ALL REBAR BEND DIAMETERS SHALL CONFORM TO CAN/CSA-A23.1. REBAR BENDING SHALL NOT COMPROMISE THE REBAR IN ANYWAY.
- REBAR SPLICE LENGTHS:
  - 10M BARS = 18" (450mm) MIN.
  - 15M BARS = 20" (500mm) MIN.
  - 20M BARS = 30" (750mm) MIN.
  - 25M BARS = 48" (1200mm) MIN.
- REBAR CONCRETE COVER:
  - 1. 1 1/2" (40mm) FOR CONCRETE PLACED IN FORMWORK 15M OR SMALLER.
  - 2. 2" (50mm) FOR CONCRETE PLACED IN FORMWORK FOR 20M OR LARGER.
  - 3. 2 1/2" (65mm) FOR SLAB ON GRADE, TOP OF SLAB TO TOP LAYER OF STEEL
  - 4. 3" (75mm) FOR CONCRETE PLACED AGAINST THE EARTH (BOTTOM OF FOOTINGS IN WOOD)
- FRAMED WALLS ARE TO BE WIND BRAZED AT ALL CORNERS IN BOLTS. DRAINS ARE TO BE PLACED IN THE WOOD.
- LUMBER SHALL BE SPF No. 1/2 OR BETTER UNLESS NOTED OTHERWISE. MOISTURE CONTENT SHALL BE 15% OR LESS.
- LUMBER SHALL NOT BE NOTCHED OR DRILLED IN THE FIELD.
- WOOD IS NOT PERMITTED TO BEAR DIRECTLY ON MASONRY OR CONCRETE WITHOUT BEING PRESSURE TREATED.
5. PRE-DRILLED HOLES IN WOOD FOR NAIL HANGING AT MAXIMUM 1.2m (4ft) O.C. FOR NAIL, FRAMING WALLS.
6. ALL NAILS SHALL CONFORM TO STEEL WIRE NAILS AND SPIKES AS DEFINED IN CSA STANDARD B111 WIRE NAILS, SPIKES AND STAPLES UNLESS NOTED OTHERWISE.
7. ALL NAILS AND STAPLES SHALL CONTACT WITH PRESSURE TREATED WOOD AND TO THE HOLLOW GALVANIZED (TO CSA-G164) OR STAINLESS STEEL.
- ALL WOOD FRAMING, BOTH DESIGN AND CONSTRUCTION, IS TO CONFORM TO CAN/CSA-S16.19 - "ENGINEERING DESIGN IN WOOD".

3.26 Sight Triangles (Municipality of Aran-Elderslie Comprehensive Zoning By-law 36-09)

In all zones, on a corner lot, no buildings, structures or plantings Area/Visual Screening shall be erected in such a manner as to materially impede vision of the intersection above a height of 0.5 metres (20 inches) and below a height of 4 metres (13 ft) above the centre line grade of the intersecting street in the triangular area bounded by the street lines of the corner lot and a line from the points along said street lines distant 10 metres (33 ft) from the point of intersection of said street lines.

3.27 Off-Street Parking Requirements (Municipality of Aran-Elderslie Comprehensive Zoning By-law 36-09)

Unless otherwise provided for in this By-law, angle or parallel parking spaces shall be provided and maintained in accordance with the following regulations:

xxx. Any "Industrial Use" not otherwise specified herein / 1 per each 90 m<sup>2</sup> (969 ft<sup>2</sup>) of gross floor area or fraction thereof with a minimum of 5 spaces.

3.27.2 Barrier Free Parking Spaces (Municipality of Aran-Elderslie Comprehensive Zoning By-law 36-09)

Included in the number of parking spaces required in Section 3.27.1 for all uses, save and except for Residential uses, shall be Barrier Free parking spaces in accordance with the following:

Total Parking Spaces Required	No. of Barrier Free Spaces Required
2-25	1
26-50	2
51-75	3
76-100	4
101 +	4 plus 2% of over 100 spaces

3.27.3 Calculation of Spaces (Municipality of Aran-Elderslie Comprehensive Zoning By-law 36-09)

.1 When a building or lot accommodates more than one use or purpose the required parking spaces shall be the sum total of the required parking spaces for the separate uses or purposes. Parking facilities for one use shall not be considered as providing required parking for any other uses.

.2 If calculation of the required parking spaces results in a fraction, the required parking spaces shall be the next higher whole number.

3.27.4 Size and Accessibility of Parking Spaces (Municipality of Aran-Elderslie Comprehensive Zoning By-law 36-09)

Every parking space shall maintain a minimum area and width and shall be accessible from unobstructed manoeuvring aisles and shall be in accordance with the following regulations:

Angle of Parking Angle in Degrees	Parking Space in Length m (ft)	Manoeuvring Aisle Width m (ft)	Parking Space in Width m (ft)
30	4.6 m (15 ft)	3.7 m (12 ft)	2.75 m (9 ft)
45	5.5 m (18 ft)	4.0 m (13 ft)	2.75 m (9 ft)
60	5.8 m (19 ft)	5.5 m (18 ft)	2.75 m (9 ft)
90	5.5 m (18 ft)	7.3 m (24 ft)	2.75 m (9 ft)

2. Parallel Parking

Parking Space in Length

Parking Space in Width

Manoeuvring Aisle Width

Parking Space in Depth

Manoeuvring Aisle Depth

Manoeuvring Aisle Total Depth

Manoeuvring Aisle Total Width

Manoeuvring Aisle Total Length

Manoeuvring Aisle Total Depth

Manoeuvring Aisle Total Width

Manoeuvring Aisle Total Length

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Manoeuvring Aisle Total Depth

Manoeuvring Aisle Total Width

Manoeuvring Aisle Total Length

Manoeuvring Aisle Total Depth

Manoeuvring Aisle Total Width



SOUTH EAST VIEW  
SCALE N.T.S.



SOUTH WEST VIEW  
SCALE N.T.S.

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DRAWING REVISIONS			
No.	DATE	REVISION	BY / APPROV
1.	NOV. 27, 2025	- GRADING PLAN - PLUMBING PLAN - ELECTRIC PLAN	RMM HB
2.	DEC. 3, 2025	- SVCA'S HAZARD LIMIT	RMM HB

DRAWING RELEASE			
DATE	ISSUE	BY	APPROV
SEPT. 20, 2025	FOR PERMIT	RMM	HB

ENGINEER:

**H.BYE**  
**ENGINEERING**  
MOUNT FOREST  
519-323-1527  
Since 2017

OWNER INFORMATION:  
KINTYRE METAL CRAFT  
23 SIDE ROAD 15 N ELDERSLIE  
PAISLEY, ONTARIO N0G 2N0

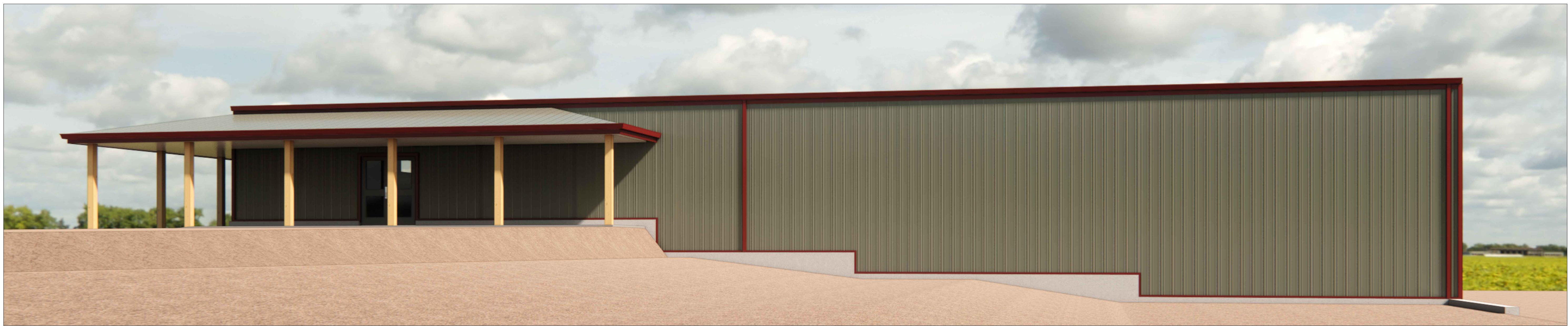
PROJECT NAME / LOCATION:  
82'x18' WORKSHOP  
23 SIDE ROAD 15 N ELDERSLIE  
PAISLEY, ONTARIO N0G 2N0

SHEET TITLE:  
SOUTH EAST + SOUTH WEST RENDERS

DWG FILE: 2025.142 - Kintyre Metal Craft - 82'x18' Shop  
DRAWN BY: RMM JOB# 2025.142  
CHECKED BY:  
REVISION: REV#2  
DATE: DEC. 3, 2025  
SCALE: AS NOTED

**S17**

SHEET SIZE = 36" x 24". DO NOT SCALE DRAWINGS



EAST VIEW  
SCALE N.T.S.



NORTH WEST VIEW  
SCALE N.T.S.

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DRAWING REVISIONS			
No.	DATE	REVISION	BY APPRO
1.	NOV. 27, 2025	ZUM	HB
		- GRADING PLAN	
		- PLUMBING PLAN	
		- ELECTRIC PLAN	
2.	DEC. 3, 2025	ZUM	HB
		- SVCA'S HAZARD LIMIT	

DRAWING RELEASE			
DATE	ISSUE	BY APPRO	
SEPT. 20, 2025	FOR PERMIT	RMM	HB

ENGINEER:

**H.BYE**  
**ENGINEERING**  
MOUNT FOREST  
519-323-1527  
Since 2017

OWNER INFORMATION:  
KINTYRE METAL CRAFT  
23 SIDE ROAD 15 N ELDERSLIE  
PAISLEY, ONTARIO N0G 2N0

PROJECT NAME / LOCATION:  
82'x18' WORKSHOP  
23 SIDE ROAD 15 N ELDERSLIE  
PAISLEY, ONTARIO N0G 2N0

PROJECT TITLE:  
EAST + NORTH WEST RENDERS

DWG FILE: 2025.142 - Kintyre Metal Craft - 82'x18' Shop  
DRAWN BY: RMM JOB# 2025.142  
CHECKED BY: REV#2  
REVISION: DEC. 3, 2025  
DATE: AS NOTED  
SCALE: S18

SHEET SIZE = 36" x 24". DO NOT SCALE DRAWINGS



# Staff Report

Council Meeting Date: January 12, 2026

Prepared By: Emily Dance, CAO

Report Number: PLAN-2026-03

Subject: Delegation of Authority Site Plan Control

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## Recommendation

Be It Resolved that Council hereby approves Report PLAN-2026-03  
Delegation of Authority Site Plan Control;

AND amends the Delegation of Authority By-Law 22-2022 to remove the existing delegation of authority related to Site Plan Control;

AND FURTHER establishes a specific Delegation of Powers and Duties By-Law delegating authority for the approval of all site plan control applications and related agreements to the Chief Administrative Officer, and authorizes the Clerk and Mayor to execute site plan control agreements approved under this new delegation.

## Background

In 2022, the Planning Act, through the More Homes for Everyone Act, 2022 (Bill 109), mandated that municipal councils delegate the authority for site plan application approval to a designated officer or employee.

This delegation was intended to streamline the development approval process, reduce administrative burden on Councils, and ensure timely decisions, as staff are typically responsible for the technical review of applications.

The current Delegation of Powers and Duties Policy (By-law No. 22-2022) provides the CAO with the authority to approve site plan control applications. However, the by-law does not explicitly authorize the Clerk and Mayor to execute site plan control agreements.



## Analysis

The existing process requires the Chief Administrative Officer (CAO) to approve Site Plan Control applications, after which the agreement is presented to Council for further authorization of the Mayor and Clerk to execute the Site Plan Agreement. This practice has resulted in unnecessary delays to the development process, primarily due to the timing of Council meetings.

Staff recommend that Council establish a specific Delegation of Powers and Duties By-Law to delegate authority for the approval of all site plan control applications and related agreements to the Chief Administrative Officer, and further authorize the Clerk and Mayor to execute site plan control agreements approved under this delegation.

For developments that are complex or, in the opinion of the CAO, have significant impact on the municipality, such as Battery Energy Storage projects or large/multi-residential developments, staff recommend that these applications be presented to Council for information and support prior to execution of the site plan agreement.

In cases where the CAO does not approve the Site Plan application or recommend entering into a Site Plan Agreement, the applicant should be provided the opportunity to appeal the decision to Council.

This approach is intended to streamline the development approval process, reduce administrative delays, and maintain Council's oversight for projects of particular importance to the municipality.

## Link to Strategic/Master Plan

6.3 Facilitating Community Growth

## Financial Implications

There are no financial implications related to this report.

## Attachments:

DRAFT Delegation of Powers and Duties By-Law – Site Plan Control

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Approved By: Emily Dance, Chief Administrative Officer



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

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### By-law XX-2026

#### **Being a By-Law to Delegate Authority for Site Plan Control Applications and for the Approval and Execution of Site Plan Control Agreements**

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**WHEREAS** the Municipal Act, 2001, Section 23.1 provides authority for a Council to delegate its powers and duties;

**AND WHEREAS** the Municipal Act, 2001, Section 23.2 provides authority for a Council to delegate its powers to an individual who is a member of its Council, an officer, employee or agent of the municipality and if the power being delegated is minor in nature;

**AND WHEREAS** the Planning Act, 1990 Section 41 makes provision for site plan control;

**AND WHEREAS** the Planning Act, 1990 Section 41 (4.0.1) provides for the appointment of an authorized staff person to make decisions regarding the processing and approval of site plan control agreements;

**AND WHEREAS** the Planning Act, 1990 Section 45 makes provision for the municipality to enter into agreements which may be registered against the title to the lands;

**AND WHEREAS** the Corporation of the Municipality of Arran-Elderslie currently enters into site plan control agreements, adopted by by-law, and said agreements are registered on the titles of the respective properties;

**AND WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie is desirous of delegating to the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, the authority to approve site plan control applications and approve site plan control agreements;

**AND WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie is desirous of permitting the Mayor and Clerk to execute approved site plan control agreements.

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

1. That the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, is hereby delegated the authority to approve site plan control applications and approve site plan control agreements.
2. That the Mayor and Clerk shall have the authority to execute approved site plan control agreements.
3. That developments that are complex or have significant impact on the municipality will be presented to Council prior to execution of the site plan agreement.

4. That the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, will cause site plan control agreements to be registered on the respective titles of the properties affected by the agreements.
5. That all relevant policy, by-laws and legislation shall apply to the exercise of delegated authority authorized by this by-law.
6. That this by-law will come into full force and effect upon the final passing thereof.

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Read the first and second time this of January 2026.

Read a third time and finally passed this of January 2026.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald

DRAFT



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law 01-2026

#### **Being A By-Law to Authorize the County of Bruce to collect the Dedicated Gas Tax Funds Allocation from the Ministry Of Transportation**

**WHEREAS** Saugeen Mobility and Regional Transit (S.M.A.R.T.) operates a disabled transit service in the municipalities of Arran-Elderslie, Brockton, Chatsworth, Grey Highlands, Hanover, Huron-Kinloss, Kincardine, Saugeen Shores, Southgate and West Grey;

**AND WHEREAS** the Town of Hanover is the host municipality for the receipt of the Dedicated Gas Tax Funds for Public Transportation Program for S.M.A.R.T. on behalf of the member municipalities;

**AND WHEREAS** the Province of Ontario requires a by-law from the member municipalities involved in a jointly provided public transportation service agreeing to the County of Bruce collecting the Dedicated Gas Tax Funds on their behalf;

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

1. That the Corporation of the Municipality of Arran-Elderslie authorizes the County of Bruce to collect the Dedicated Gas Tax Funds from the Ministry of Transportation on their behalf.
2. That the Corporation of the Municipality of Arran-Elderslie agrees that the funds received under the Dedicated Gas Tax Funds for Public Transportation Program will be used in accordance with the Guidelines and Requirements issued by the Ministry of Transportation.
3. This by-law shall come into full force and effect upon its final passage.
4. This by-law may be cited as the "Authorize County of Bruce to Collect Dedicated Gas Tax Funds By-Law"

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Read the first and second time this 12th day of January 2026.

Read a third time and finally passed this 12th day of January 2026.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law 02-2026

#### **Being a By-law to Enter into an Agreement with the Canadian Imperial Bank of Commerce**

**WHEREAS** in accordance with Section 407(1) of the *Municipal Act, S.O. 2001, c.25, as amended*, the Municipality of Arran-Elderslie considers it necessary to borrow the amount of \$2,000,000.00 to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

**WHEREAS** pursuant to Section 407(2) of the *Municipal Act, S.O. 2001, c.25, as amended*, the total amount borrowed pursuant to this By-law together with the total any similar borrowings are not to exceed the limits set forth in that subsection or other relevant sections of the Act and if so required under subsection 407(2), the Municipality shall have obtained the approval of the Ontario Municipal Board;

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

1. That the Treasurer is authorized on behalf of the Municipality to borrow, from time to time, from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate \$2,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.
2. That all sums borrowed pursuant to this By-law, as well as all other sums borrowed pursuant to the Act, in this year and in any previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and showing the total of any amounts borrowed that have not been repaid.

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Read a first and second time this 12<sup>th</sup> day of January, 2026.

Read a third time and finally passed this 12<sup>th</sup> day of January, 2026.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law 03-2026

#### Being a By-law to Provide for a 2026 Interim Tax Levy & to Provide for the Payment of Taxes

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

**WHEREAS** the assessment roll on which 2026 taxes are to be levied will be returned and revised pursuant to the provisions of the *Assessment Act*; and

**WHEREAS** it is necessary for the Council of the Corporation of the Municipality of Arran-Elderslie pursuant to the *Municipal Act 2001, S.O. 2001, c. 25, as amended*, to raise certain sums for the 2026 taxation year; and

**WHEREAS** it is expedient to provide for an interim tax levy and to fix the date upon which such interim tax levy shall become due and payable;

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

1. THAT the 2026 interim levy is hereby imposed and levied on the whole of the taxable assessment for all rate able property in the Municipality of Arran-Elderslie according to the last revised assessment roll of the Corporation of the Municipality of Arran-Elderslie.
2. THAT for the year 2026, the interim levy shall become due and payable in two equal installments being March 25, 2026, and June 25, 2026, and shall be at 50% of the taxes levied in the previous year.
3. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

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Read a first and second time this 12<sup>th</sup> day of January, 2026.

Read a third time and finally passed this 12<sup>th</sup> day of January, 2026.

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Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law 04-2026

#### **Being a By-law to Authorize the Execution of an Agreement with CC Nuclear Inc. for the Supply of Potable Water and the Discharge of Wastewater into Municipal Works**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public, including public utilities, and may pass by-laws regarding the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and matters within the sphere of jurisdiction of public utilities (ss. 8, 9, 10, 11);

**AND WHEREAS** the Municipal Act, 2001 provides authority respecting entry onto land to inspect, repair, alter, disconnect and shut off a public utility and to require reasonable security for payment, and related powers respecting mandatory supply, recovery of fees and discontinuance (ss. 80-86);

**AND WHEREAS** the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended, defines and governs water works and sewage works, and section 53 requires Environmental Compliance Approvals for sewage works, which the Municipality must maintain and comply with;

**AND WHEREAS** the Municipality has enacted By-law 40-08, Sewer & Water: Regulate Use of Sewer & Water Works, regulating the use of its waterworks and sewage works, including permits, meters, backflow prevention, sampling and inspection powers, shut-off powers, and fee recovery;

**AND WHEREAS** CCNuclear Inc. (CCNuclear) is the registered owner of lands municipally known as 3437 Bruce Road 3, Arran-Elderslie, legally described in Schedule 'A' to the agreement, and has constructed a Nuclear Laundry Cleaning Facility that will generate wastewater, and holds a Canadian Nuclear Safety Commission licence (Waste Nuclear Substance Licence No. WNSLW2-3852.01/2034) in good standing;

**AND WHEREAS** Council deems it advisable to enter into a Water and Sewage Agreement with CCNuclear to govern the supply of potable water and the discharge of wastewater to municipal works, subject to the terms, limits, monitoring, sampling, surcharge, access, insurance, and termination provisions set out therein, consistent with By-law 40-08 and applicable law;

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

1. THAT the Mayor and Clerk are hereby authorized and directed to execute, on behalf of the Municipality, the Water and Sewage Agreement between The Corporation of the Municipality of Arran-Elderslie and CCNuclear Inc.,

2. THAT the Municipality shall provide potable water and accept wastewater from CCNuclear in accordance with the Municipal Act, 2001, the Ontario Water Resources Act, the Environmental Compliance Approval(s) applicable to the Municipality's works, and By-law 40-08, all as amended from time to time.
3. THAT CCNuclear shall pay water supply charges and wastewater discharge fees as established by By-law 40-08 and any fees & service charges by-law in force from time to time, including any surcharges for exceeding agreed limits, adjusted annually by the Consumer Price Index.
4. THAT CCNuclear shall install, maintain and calibrate water meters, reduced-pressure backflow prevention, flow meters, and composite samplers as set out in the Agreement and By-law 40-08, and shall provide unhindered access for municipal inspection and sampling.
5. THAT CCNuclear shall maintain insurance coverage and provide indemnities to the Municipality in accordance with the Agreement.
6. THAT the Agreement term and termination rights, including emergency suspension or termination where there is an imminent threat to municipal works, persons, property or the environment, shall be as set out in the Agreement, in addition to any rights available under the Municipal Act, 2001, By-law 40-08, and other applicable law.
7. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

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Read a first and second time this 12<sup>th</sup> day of January, 2026.

Read a third time and finally passed this 12<sup>th</sup> day of January, 2026.

Mayor – Steve Hammell  
McDonald



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### By-law 05-2026

#### **Being a By-law to Authorize the Execution of a Site Plan Control Agreement with David Weber and Javan Weber regarding 23 Sideroad 15 N**

**WHEREAS** Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, authorizes municipalities to designate areas of site plan control and to require development within such areas to be subject to site plan approval;

**AND WHEREAS** the Municipality of Arran-Elderslie has enacted a Site Plan Control By-law designating certain lands within the municipality as a Site Plan Control Area;

**AND WHEREAS** David Weber and Javan Weber are the registered owner of lands municipally known as 23 Sideroad 15 N, Dobbinton, and legally described in Schedule "A" of the Site Plan Control Agreement;

**AND WHEREAS** Council deems it expedient to enter into a Site Plan Control Agreement with David Weber and Javan Weber to ensure the orderly development of the subject lands;

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

1. THAT the Municipality of Arran-Elderslie is hereby authorized to enter into a Site Plan Control Agreement with David Weber and Javan Weber for the property located at 23 Sideroad 15 N, Dobbinton, substantially in the form attached hereto as Schedule "A".
2. THAT the Mayor and Deputy Clerk are hereby authorized and directed to execute the said Agreement and to affix the corporate seal thereto as well as any other documentation including any acknowledgement and direction required and relating to the said Site Plan Agreement.
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

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Read a first and second time this 12<sup>th</sup> day of January, 2026.

Read a third time and finally passed this 12<sup>th</sup> day of January, 2026.

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Mayor – Steve Hammell

Clerk – Christine Fraser-McDonald



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

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### By-law 06-2026

#### **Being a By-Law to Delegate Authority for Site Plan Control Applications and for the Approval and Execution of Site Plan Control Agreements**

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**WHEREAS** the Municipal Act, 2001, Section 23.1 provides authority for a Council to delegate its powers and duties;

**AND WHEREAS** the Municipal Act, 2001, Section 23.2 provides authority for a Council to delegate its powers to an individual who is a member of its Council, an officer, employee or agent of the municipality and if the power being delegated is minor in nature;

**AND WHEREAS** the Planning Act, 1990 Section 41 makes provision for site plan control;

**AND WHEREAS** the Planning Act, 1990 Section 41 (4.0.1) provides for the appointment of an authorized staff person to make decisions regarding the processing and approval of site plan control agreements;

**AND WHEREAS** the Planning Act, 1990 Section 45 makes provision for the municipality to enter into agreements which may be registered against the title to the lands;

**AND WHEREAS** the Corporation of the Municipality of Arran-Elderslie currently enters into site plan control agreements, adopted by by-law, and said agreements are registered on the titles of the respective properties;

**AND WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie is desirous of delegating to the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, the authority to approve site plan control applications and approve site plan control agreements;

**AND WHEREAS** the Council of the Corporation of the Municipality of Arran-Elderslie is desirous of permitting the Mayor and Clerk to execute approved site plan control agreements.

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

1. That the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, is hereby delegated the authority to approve site plan control applications and approve site plan control agreements.
2. That the Mayor and Clerk shall have the authority to execute approved site plan control agreements.
3. That developments that are complex or have significant impact on the municipality will be presented to Council prior to execution of the site plan agreement.
4. That the Chief Administrative Officer or a designate as assigned by the Chief Administrative Officer, will cause site plan control agreements to be registered on the respective titles of the properties affected by the agreements.
5. That all relevant policy, by-laws and legislation shall apply to the exercise of delegated authority authorized by this by-law.
6. That this by-law will come into full force and effect upon the final passing thereof.

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Read the first and second time this 12<sup>th</sup> day of January 2026.

Read a third time and finally passed this 12<sup>th</sup> day of January 2026.

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Mayor – Steve Hammell

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Clerk – Christine Fraser-McDonald



# THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

## By-Law 08-2026 Being a By-law to Confirm the Proceedings of the Council Meeting of the Municipality of Arran-Elderslie held January 12, 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 January 12, 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 Special Council meeting held January 12, 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 Deputy Clerk is authorized and directed to affix the Seal of the Corporation to all such documents.

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Read a first and second time this 12th day of January 2026.

Read a third time and finally passed this 12th day of January 2026.

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Mayor Steve Hammell

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Clerk – Christine Fraser-McDonald