



## **AGENDA**

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Municipal Administration Office  
1925 Bruce County Road 10  
Chesley, Ontario

1. Adoption of Agenda
2. Disclosures of Pecuniary Interest and General Nature Thereof
3. Adoption of Minutes of Previous Meeting(s)
  - 3.1 Regular Council Meeting C#16-2020 held on June 22, 2020 - pages 4-14
4. Business Arising from the Minutes
5. Public Meeting(s) - None
6. Presentation(s) - None
7. Delegation(s) –
  - 7.1 – Susannah Robinson – EPCOR Update pages 16-17
  - 7.2 - Tracey Smith, BDO – 2019 Financial Statements pages 18-94
8. Correspondence
  - 8.1 Requiring Action
    - 8.1.1 – Municipality of Brockton – amalgamation of SMART pages 95-96
    - 8.1.2 – Township of Huron-Kinloss - amalgamation of SMART page 97
    - 8.1.3 – Mississippi Mills – Support for Rural Broadband pages 98-99
  - 8.2 For Information
    - 8.2.1 – Construction Notice – Chesley page 100
    - 8.2.2 – Construction Notice – North Saugeen River – Fish Habitat Measures page 101
    - 8.2.3 – Minister's Letter – Covid-19 Recovery pages 102-104
    - 8.2.4 – Local Immigration Partnership pages 105-106
9. Staff Reports
  - 9.1 CAO/Clerks Department
    - 9.1.1 – SRCLK.20.12 - Transfer of Lands with McLean and 1113469 Ontario Inc. pages 107-111
    - 9.1.2 – SRCAOCLK.20.19 – Informal Group Homes pages 112-126

9.2 Treasurer

9.2.1 - SRFIN.20.39 – 2018 Municipal Surplus pages 127-128

9.3 Works Manager

9.3.1 – SRW.20.21 – Award Hot Mix Pavement Tender pages 129-130

9.3.2 – SRW.20.22 - Award Request for Proposal for Zero Turn Lawnmower pages 131-133

9.3.3 – SRW.20.23 – Landfill Monitoring Cameras pages 134-146

9.3.4 – SRW.20.24 - Financial Agreement for Bruce Road 30 for 1<sup>st</sup> Ave North in Chesley pages 147-150

9.3.5 – SRW.20.25 - Allowing Connections to the Pipeline pages 151-155

9.3.6 - SRW.20.26 - Award Monkman and Hemstock Bridge Rehabilitation (Arran) pages 156-158

9.4 Building Department

9.4.1 – SRCBO.20.06 – Building Permit Information pages 159-160

9.5 Recreation Department - None

9.6 Fire Departments - None

9.7 Community Development Co-ordinator - None

9.8 Planning Department - None

10. Reports of Members

11. Health and Safety – None

12. Other Business – None

13. Notice of Motion – None

14. By-laws –

14.1 – By-law 41-2020 – to acquire lands for the purpose of a public highway page 161

14.2 – By-law 42-2020 – to close an unused highway and declare surplus page 162

14.3 – By-law 43-2020 – to dispose of surplus lands pages 163-164

14.4 – By-law 44-2020 – Ransome – gravel pit pages 165-166

15. Resolution to Move into Closed Session and General Nature Thereof

i. Advice that is subject to solicitor-client privilege

16. Resolution to Reconvene in Open Session

17. Adoption of Closed Session Minutes
18. Adoption of Recommendations Arising from Closed Session (If Any)
19. Confirming By-law 45-2020 page 167
20. Adjournment

List of Upcoming Council meetings

TIME OF MEETING	DATE
9:00 AM	Monday, August 10, 2020
9:00 AM	Monday, September 14, 2020
9:00 AM	Monday, September 28, 2020

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Municipality of Arran-Elderslie  
Council Meeting - C#16-2020  
June 22, 2020 at 9:00 a.m.  
Council Chambers

## Minutes

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### **Members Present in Council Chambers:**

Mayor Steve Hammell

### **Members Present Electronically:**

Deputy Mayor Mark Davis

Councillor Melissa Kanmacher

Councillor Brian Dudgeon

Councillor Ryan Greig

Councillor Doug Bell

Councillor Ryan Nickason

### **Staff Present in Council Chambers:**

B. Jones, CAO/Clerk

C. Fraser-McDonald, Deputy Clerk (recording secretary)

T. Neifer – Treasurer

M. O'Leary – Water/Sewer Foreman

### **Staff Present Electronically:**

C. Steinhoff, Recreation Manager

S. McLeod, Works Manager

Mayor Hammell called the meeting to order at 9:00 a.m. A quorum was present. Mayor Hammell requested that the agenda be amended for correspondence from the Paisley Blues Festival to be included under Correspondence for Action.

### **1. Adoption of Agenda**

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that the agenda for the Council Meeting of June 22, 2020 be received and adopted, as distributed by the CAO/Clerk.

**Carried Resolution #16-276-2020**

**2. Disclosures of Pecuniary Interest and General Nature Thereof**

None declared.

**3. Adoption of Minutes of Previous Meeting(s)**

3.1 Regular Council Meeting C#15-2020 held June 8, 2020.

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session C#15-2020 held June 8, 2020 as circulated.

**Carried Resolution #16-277-2020**

**4. Business Arising from the Minutes**

4.1 – Notice of Motion – Councillor Kanmacher

Councillor Kanmacher noted that a staff report had been prepared regarding this Notice of Motion.

CAO/Clerk read the motion for Council's benefit and noted that this would be discussed later in the agenda.

**5. Public Meeting(s) – None**

**6. Presentation(s) – None**

**7. Delegation(s) – None**

**8. Correspondence**

**8.1 Requiring Action**

8.1.1 – Crime Stoppers of Grey Bruce Inc.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by Crime Stoppers of Grey Bruce Inc. and further will commit a donation in the amount of \$2,000 each year for the next two (2) years.

**Carried Resolution #16-278-2020**

### 8.1.2 – Town of Orangeville – Diversity Training Program

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the Town of Orangeville regarding diversity training and use of force training and protocols for Police Services.

**Carried Resolution #16-279-2020**

### 8.1.3 – AMO Delegations

Council directed staff that there would not be a request for a delegation at this time. Councillor Kanmacher requested that she be able to attend the AMO conference. Council indicated that she would be able to attend the conference in August as per the Arran-Elderslie Conference policy.

### 8.1.4 - Town of Bracebridge Resolution - establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic.

**Carried Resolution #16-280-2020**

### 8.1.5 – Municipality of Chatham-Kent – Long-term Care Facilities

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the Municipality of Chatham-Kent regarding current and long-standing issues being faced by the Long-term Care sector and to support the Government's Commission on Long-term Care.

**Carried Resolution #16-281-2020**

#### 8.1.6 – Grey Bruce Pride – Flag Flying Request

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie directs that the PRIDE Flag be flown for the month of June, 2020.

**Carried Resolution #16-282-2020**

#### 8.1.7 – Resolution from Grey County Council – Broadband Access

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by Grey County Council regarding the implementation of broadband in unserved and under-served areas.

**Carried Resolution #16-283-2020**

#### 8.1.8 – Tara Minor Softball – Request to Waive Rental Fees

Councillor Greig declared a conflict as he is on the Tara Softball Committee.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Bell  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie hereby waives the rental fees for the use of the Tara Ball diamond by Tara Minor Softball for 2020.

**Carried Resolution #16-284-2020**

#### 8.1.9 – Municipality of Kincardine – Paramedicine

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the Municipality of Kincardine regarding the option of Paramedicine in Bruce County.

**Carried Resolution #16-285-2020**

8.1.10 – Paisley Blues Festival Request

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie hereby grants permission to the Paisley Blues Festival to install up to ten (10) banners at the south end of the Village of Paisley. Work will be completed by Arran-Elderslie staff.

**Carried Resolution #16-286-2020**

**8.2 For Information**

8.2.1 – John Black Bridge Repairs

8.2.2 - Bruce County Economic Taskforce

8.2.3 - Western Ontario Wardens Caucus - Appreciation for Support of Rural Access to Broadband

8.2.4 – Minister Steve Clarke – Ministry of Municipal Affairs and Housing

8.2.5 - Investing in Canada Infrastructure Program - Green funding stream

8.2.6 – SWIFT May 2020 Update

8.2.7 – Tribunals Ontario

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

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 Resolution #16-287-2020**

**9. Staff Reports**

**9.1 CAO/Clerks Department** - None

**9.2 Treasurer** - Tracey Neifer

9.2.1 – SRFIN.20.37 Water and Sewer Financial Report

Tracey Neifer, Treasurer, discussed her report and responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig



Seconded by: Councillor Kanmacher

Be It Resolved that Report SRFIN.20.37 be received for information – Water and Sewer Financial Report.

**Carried Resolution #16-288–2020**

9.2.2 – SRFIN.20.38 - Annual Update on Asset Management Plan

Tracey Neifer, Treasurer, discussed her report and responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be It Resolved

- 1) That SRFIN.20.38 be received – Annual Update on Asset Management Plan; and
- 2) That Council supports the strategy and recommendations outlined in this report.

**Carried Resolution #16-289–2020**

**9.3 Works Manager** – Scott McLeod and Mark O’Leary

9.3.1 – SRW.20.17 - Drinking Water Quality Management Review

Mark O’Leary, Water/Sewer Foreman, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it resolved that Report SRW.20.17, along with the Operational Plan, Annual Water and Wastewater Reports be received, reviewed, and signed off; and

That SLD-12 Owner Communications form be completed and signed off by Arran Elderslie Council (owner) and Senior Management.

**Carried Resolution #16-290–2020**

9.3.2 – SRW.20.18 Adverse Water Sample taken at both the Arran-Elderslie & Tara Drinking Water Systems

Scott McLeod, Works Manager, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it resolved that Report SRW.20.18 is received for information purposes only and follows DWQMS module (12) twelve of Owner Communications.

**Carried Resolution #16-291-2020**

### 9.3.3 - SRW.20.19 Speed Awareness Study

Scott McLeod, Works Manager, responded to questions from Members of Council. Councillor Bell requested that the same system be employed in Chesley. He asked that the potholes in Chesley be addressed, and that there were issues with watering the flower boxes on the Chesley bridge.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be it Resolved that

- 1) Report SRW.20.19 - Speed Awareness Study be received by Arran-Elderslie Council to be conducted on Brook Street West in Tara; and
- 2) Council directs staff to proceed with the options listed in the report and purchasing will be based on Bruce County quotes and recommendations of the required equipment.

**Carried Resolution #16-292-2020**

## **9.4 Building Department – None**

## **9.5 Recreation Department – Carly Steinhoff**

### 9.5.1 - SRREC 20.13 - Dr. Milne Park

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

Deputy Mayor Davis felt that it should have been questioned as to why a park and equipment were placed on a former landfill. He also felt that fruit trees should not be planted as the roots would be in the landfill.

Councillor Dudgeon felt that the park should be closed, plant trees and leave it as greenspace.

Councillor Greig noted that the park should be brought back to standard as a park and to make it safe and visually appealing again.

Councillor Kanmacher told Council that they need to maintain and take of what we have. The parkland area should be maintained, but not necessarily the trails in the wooded area.

Councillor Nickason felt that Council should keep the green spaces and bring the park back to its original state.

Councillor Bell stated that the park has been neglected and this did not happen over night. How can municipality afford to spend \$20,000 to fix it up?

Mayor Hammell noted that the steps are treacherous and believes that, as a Council, this park should be maintained. There are geocaches in this area and good playground equipment, but the steps are not a good idea and should be addressed.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be It Resolved that Report SRREC. 20.13 be received – Dr. Milne Park, for information purposes.

**Carried Resolution #16-293–2020**

## **9.6 Fire Departments – Tara Fire Committee**

### 9.6.1 - Tara Fire Committee Minutes – February 3, 2020

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes and files the Minutes from the Tara Fire Committee for February 3, 2020.

**Carried Resolution #16-295–2020**

### 9.6.2 - Tara Fire Committee Minutes –May 14, 2020

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes and files the Minutes from the Tara Fire Committee for May 14, 2020.

**Carried Resolution #16-296–2020**

**9.7 Community Development Co-ordinator** – None

**9.8 Planning Department** - None

**10. Reports of Members of Council**

Davis:

Deputy Mayor Davis had nothing to report.

Dudgeon:

Councillor Dudgeon had nothing to report.

Greig:

Councillor Greig will be attending a Grey Sauble Conservation Authority meeting on June 24th. Baseball is underway in Tara and there is a “return to play” plan that has been discussed with the Health Unit.

Kanmacher:

Councillor Kanmacher received a request regarding tennis courts and would like to attend the AMO conference. The Paisley Chamber has a new executive and another commercial building has been sold in Paisley.

Nickason:

Councillor Nickason had a lot of complaints regarding farm odours.

Bell:

Councillor Bell will be meeting with the doctor recruitment committee, Saugeen mobility and requested that correspondence be placed on the next agenda to support SMART.

Hammell:

Mayor Hammell noted that Lallemond in Tara is a concern, but staff is working on these complaints.

**11. Health and Safety** – None

**12. Other Business**

12.1 – In Person Council Meetings

CAO/Clerk Bill Jones noted that he will be bringing a report to Council in August regarding council meetings. At this time, there is only one council meeting in July and August, so the use of teleconferencing will remain in place until September.

Deputy Mayor Davis and Councillor Dudgeon are fine with the system that is in

place until restrictions are lifted.

Councillor Greig felt that the system works well, but it is nice to have staff present their reports in person to council.

Councillor Kanmacher felt that the system works well but would be happy to attend in person if necessary. It is a good idea to have first and seconder attend meeting as well to save staff time delivering the motions for signature.

Councillor Nickason noted that Council should wait until August and address the issue at that time.

Councillor Bell wants to be back to the Council chambers as soon as possible as he feels the phones are a problem.

Mayor Hammell noted that Council can attend in person. They are not restricted as long as there is no more than ten people in the council chambers at one time.

### **13. Notice of Motion – Dr. Milne Park - Paisley**

CAO/Clerk Bill Jones reread the Notice of Motion for Council.

Council directed staff to undertake minor repairs and to research costs to maintain and repair the park.

Moved by: Councillor Greig  
Seconded by: Councillor Kanmacher

**Be It Resolved** that Councillor Kanmacher is presenting a Notice of Motion for councils' consideration.

**That** Dr. Milne Park is a greenspace owned and maintained by the Municipality of Arran-Elderslie.

**And That** Dr. Milne Park is utilized by residents of Arran Elderslie on a regular basis.

**And That** Dr. Milne Park amenities include a playground, pavilion, walking path/trail and gardens.

**And That** the Park currently requires additional repairs and maintenance to fully enjoy all that Dr. Milne Park has to offer.

**Therefore**, I am requesting that staff provide a report for Council's consideration on the current state of Dr. Milne Park including;

- Current maintenance activities,
- A list of current deficiencies,
- Costs to make the necessary repairs to the Park
- Potential use as a food forest

**Carried Resolution #16-294-2020**

**14. By-law(s)- None**

**15. Resolution to Move into Closed Session and General Nature Thereof**

The Mayor advised that Council now goes into Closed Session at 11:15 a.m. for the purpose of matters identified in the motion below.

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

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

- i) Personal matters about an identifiable individual, including municipal or local board employees.
- ii) proposed or pending acquisition or disposition of real property

Staff authorized to Remain: Item 1 - CAO Bill Jones and Deputy Clerk Christine Fraser-McDonald

Item 2 - CAO Bill Jones, Deputy Clerk Christine Fraser-McDonald, Works Manager Scott McLeod and Water/Sewer Foreman Mark O'Leary

**Carried Resolution #16-297-2020**

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

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

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that Council of the Municipality of Arran-Elderslie does now return to the Open Session at 11:45 a.m.

**Carried Resolution #16-298-2020**

**17. Adoption of Closed Session Minutes**

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session C#10-2020 held March 30, 2020 as circulated.

**Carried Resolution #16-299-2020**

## 18. Adoption of Recommendations Arising from Closed Session

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that Council of the Municipality of Arran-Elderslie directs the CAO/Clerk to formally advise the Treasurer of the successful completion of her probationary period.

**Carried Resolution #16-300-2020**

Council passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that Council of the Municipality of Arran-Elderslie directs staff to begin negotiations and purchase the property as per Report SRW.20.20.

**Carried Resolution #16-301-2020**

## 9. Confirming By-law

By-law 40-2020 – Confirming By-law

Councillor passed the following resolution:

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that By-law No. 40-2020 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 40-2020 being a By-law to confirm the proceedings of the Council meeting of the Municipality of Arran-Elderslie held June 22, 2020.

**Carried Resolution #16-302-2020**

## 20. Adjournment

Moved by: Councillor Greig

Seconded by: Councillor Kanmacher

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:54 a.m.

**Carried Resolution #16-303-2020**

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Steve Hammell, Mayor

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Bill Jones, CAO/Clerk

A wide-angle photograph of a construction site for a natural gas pipeline. Two large, reddish-brown pipes run parallel to each other, curving into the distance. They are supported by yellow and orange traffic cones. The site is on a gravel road next to a grassy field under a blue sky with light clouds.

# BRINGING NATURAL GAS TO YOUR COMMUNITY

## 2020 Update

### NATURAL GAS FOR YOUR COMMUNITY

Between now and 2021, EPCOR will be constructing a distribution system to bring natural gas to communities within the Municipality of Arran-Elderslie, the Municipality of Kincardine and the Township of Huron-Kinloss.

### CONSTRUCTION ACTIVITY

Construction is taking place over three phases. From July to December of 2019, EPCOR, along with its construction partner, AECON, and its environmental consultant, Stantec, began Phase 1 and installed 57 km of pipeline that will be the backbone of the system.

We're pleased to share some of the highlights from Phase 1:

- Consulted with First Nations and Métis during the planning of the project and through Phase 1.
- Engaged with landowners and stakeholders who had questions about our project.
- Employed 170 workers who logged 150,000 work-hours without any workplace injuries.
- Organized environmental awareness training with all field workers before construction to identify possible species at risk and prevent the spread of invasive weeds.
- Hired a third-party qualified environmental field inspector to conduct weekly inspections of the work site to ensure environmental measures were in place.

Phase 2 is now underway with construction taking place in Kincardine, Inverhuron, Tiverton and a section of Huron Kinloss (between Saratoga Road and Concession Road 10, west of Lake Range Drive).

This year, our crews will be:

- Completing the pipeline, from Dornoch to the Bruce Energy Centre, that will transport gas to each of the communities.
- Installing the distribution networks to directly serve homes, farms, businesses and organizations in the communities that will receive natural gas this year.

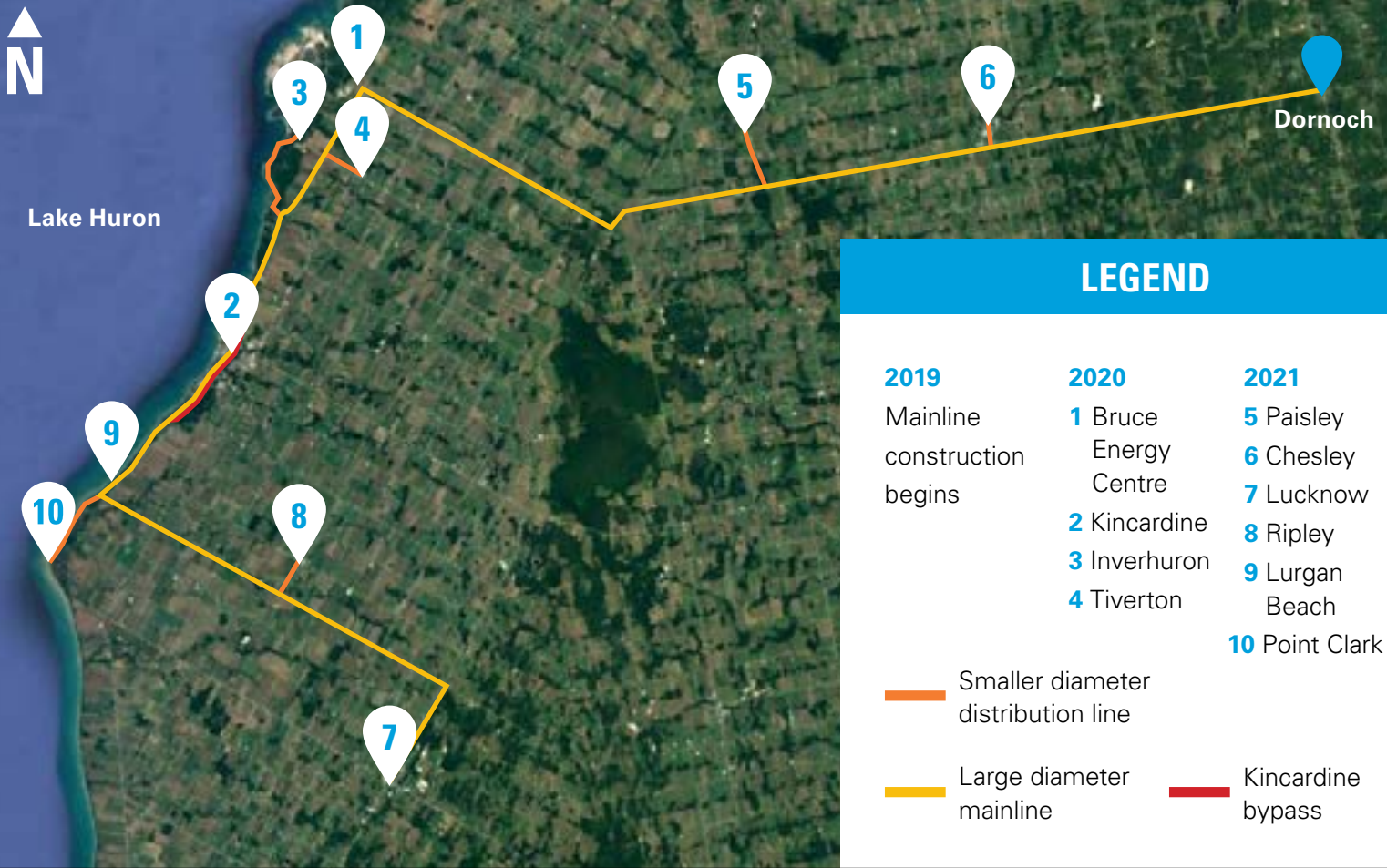
### 2021 CONSTRUCTION

Phase 3 will begin next year as we complete the distribution system and connect customers to natural gas in Chesley, Paisley, Lurgan Beach, Point Clark, Ripley and Lucknow.

We are diligently working on planning for Phase 3 to ensure we maintain the highest level of regard for health, safety and the environment. After review of Phase 2, we will work with AECON and Stantec to determine the most effective construction route in the Municipality of Arran-Elderslie ("the Municipality") that will result in little disruption to residents and businesses.

Once the route is determined, we will provide residents with advanced notification of when construction will begin and as it progresses through the communities. We will also continue to work with the Municipality to post pertinent information on its new website and social media account. We are currently on schedule and expect to begin Phase 3 in spring 2021, weather permitting.





## COVID-19 MEASURES

The health and safety of our customers and staff is our top priority. Due to the heightened attention related to COVID-19, we need the public to maintain a distance of two metres at all times from our crews.

## PROMOTING NATURAL GAS

While construction and service won't take place in the Municipality until 2021, we are currently accepting applications from residents and businesses.

To promote natural gas service, we have been working with local media outlets to share stories and updates about the project—promoting the benefits of natural gas and the long-term opportunities it brings. These articles have included informative updates and flavourful commentary. We will be continuing this approach throughout the summer.

Residents in the Municipality of Kincardine and the section of Huron Kinloss that is starting service this year have received an information package in the mail that explains the benefits of natural gas and the process to sign up. We will send out this package to residents in the Municipality later this year so they have ample time to decide and prepare.

We have also introduced a contest to giveaway natural gas appliances from local retailers for customers who will receive service in 2020. We will work with local retailers to launch this contest for residents in the Municipality in 2021 when construction begins.

**Compared to other major heating fuels, natural gas customers can see an average savings of up to \$2,000/year on their residential energy bills.**

We encourage residents to take the following steps to get natural gas service when it's ready in the area:

- **See how much you'll save.** Visit our website to calculate how much you could save by switching to natural gas.
- **Sign up for service.** Now is the time to complete our applications forms by visiting our website or contacting our office.
- **Contact a local heating (HVAC) contractor.** Have your current appliances inspected for conversion to natural gas and discuss other ones you've been considering, such as a gas stove, outdoor gas fire pit or a gas barbecue.

**With 3,400 employees, EPCOR is proud to have been recognized for our leadership on environment and social responsibility, and providing a healthy, safe and rewarding work environment for our employees.**

**EPCOR**



# MUNICIPALITY OF ARRAN-ELDERSLIE

## AUDIT REPORT TO THE COUNCIL

July 13, 2020



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## SUMMARY

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities. This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.



### Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2019 consolidated financial statements, pending completion of the following items:

- ▶ Approval of consolidated financial statements by Council
- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to financial statement approval date

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement. See [Appendix A](#) for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Council dated January 27, 2020.



### Materiality

As communicated to you in our Planning Report to the Council, preliminary materiality was \$230,000. Final materiality remained unchanged from our preliminary assessment.



### Audit Findings

Our audit strategy and procedures focused on the risks specific to your organization and key accounts as outlined in our Planning Report to the Council. Significant risk of material misstatement identified during our planning included the following items:

- ▶ Control Environment
- ▶ Purchases
- ▶ Government Transfers

There were no changes to our planned procedures and no issues were identified in our testing performed. No additional risks were identified during the audit.

Audit findings are discussed in more detail on Pages 3 and 4.



### Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified. The specifics of this communication are included on Page 5.



## Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the consolidated financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management. A summary of the representation we have requested from management is set out in the representation letter included in [Appendix C](#) to the report.



## Independence

Our annual letter confirming our independence was previously provided to you in our planning correspondence. We know of no circumstances that would cause us to amend the previously provided letter.



## Adjusted and Unadjusted Differences

All significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement are required to be disclosed and discussed with Management. We did not identify any disclosure omissions identified throughout our audit.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the consolidated financial statements taken as a whole. Should the Council agree with this assessment, we do not propose further adjustments.

For purposes of our discussion, a summary of unadjusted differences has been presented in [Appendix B](#).



## Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Municipality.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Municipality since our discussions held at planning, we request that you provide us with this information.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Council.

## AUDIT FINDINGS

Our audit strategy and procedures focused on the risks specific to your Municipality and key accounts as outlined in our Planning report to the Council. There were no changes to our planning procedures and no issues were identified in our testing performed. No additional risks were identified during the audit.

SIGNIFICANT RISKS OF MATERIAL MISSTATEMENT	AUDIT FINDINGS
Management override of controls	To address this risk we developed criteria for unusual journal entries, determined the population of unusual journal entries and obtained corroborating evidence of these journal entries from management as to why the journal entries were made. No inappropriate journal entries were noted.
Purchases	To address this risk we reviewed a sample of invoices for department head authorization and agreed to the purchasing policy to ensure authorization was appropriate. We also noted during our minute review Council approval of vouchers.
Government Transfers	To address this risk we reconciled significant government transfers to their various government funding agreements and letters, reviewed funding agreements for deferred grants and reviewed minutes to ensure grant revenue listed was complete. No issues were noted in regards to grant revenue during our testing.

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Municipality's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.

Management is responsible for determining the Municipality's significant accounting policies. Significant accounting policies have been disclosed in the financial statements. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the Municipality. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the estimates are in accordance with the requirements of Canadian public sector accounting policies and have been consistently applied.

A summary of the significant financial statement disclosures policies and significant estimates and judgements are as follows:

Significant Financial Statement Disclosures	Audit Findings
Accumulated Surplus	A breakdown of the Municipality's accumulated surplus is included in Note 7. This includes the amount invested in capital assets, unfunded liabilities, reserves and reserve funds and also the general surplus which is required to be carried forward to the next year's budget.
Commitments	Significant capital commitments for a snowplow, water projects and a website have been disclosed in Note 16.
Contingencies/Litigation Proceedings	We have discussed with the Municipality's management and they have indicated that there is a claim outstanding against the Municipality. This claim is disclosed in Note 15.

Significant Estimates and Judgements	Audit Findings
Post-Employment Benefits	The Municipality provides post-employment health and life insurance benefits to eligible retired employees. The benefits earned by employees are determined using management's best estimate of expected benefit costs and are expensed as services are rendered. In order to help estimate the liability for post-employment benefits, the Municipality engaged the services of an actuary.
Taxation revenue estimate	In accordance with PS 3510, amounts have been estimated for taxable events that have occurred but have not yet been assessed. The estimate was based on trend analysis by year for supplemental taxation billings and write-offs for the last 3 years; and knowledge of potential reassessments.
Liability for Contaminated Sites	Management compiled a list of all properties owned by the Municipality or where the Municipality has accepted responsibility for the property and assessed whether each property was contaminated. Management is not aware of any contaminated sites therefore no liability is accrued.

## INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Municipality's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ Tested the operating effectiveness of controls in the payroll and purchase transaction stream.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

We did not find any deficiencies in the design and implementation of the internal controls that were tested during the audit.

As the purpose of the audit is for us to express an opinion on the Municipality's consolidated financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the consolidated financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.



## **APPENDIX A: INDEPENDENT AUDITOR'S REPORT**

The Corporation of the  
Municipality of Arran-Elderslie  
Financial Information  
December 31, 2019

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The Corporation of the Municipality of Arran-Elderslie  
Financial Information  
December 31, 2019

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## Independent Auditor's Report

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To the Members of Council, Inhabitants and Ratepayers  
of the Corporation of the Municipality of Arran-Elderslie

### Opinion

We have audited the accompanying consolidated financial statements of the Corporation of the Municipality of Arran-Elderslie (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2019 and the consolidated results of its operations, consolidated changes in net financial assets and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

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

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

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



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

#### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

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

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

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



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

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario  
July 13, 2020

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**The Corporation of the Municipality of Arran-Elderslie**  
**Consolidated Statement of Financial Position**

December 31	2019	2018
<b>Financial assets</b>		
Cash and temporary investments (Note 1)	\$19,762,683	\$ 17,264,022
Taxes receivable	1,180,105	963,572
Trade and other receivables	765,508	745,593
Inventory held for resale	15,007	7,785
Long-term receivables (Note 2)	457,139	507,535
	<u>22,180,442</u>	<u>19,488,507</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,375,755	1,622,758
Solid waste closure and post-closure liabilities (Note 4)	218,390	327,230
Post-employment benefits liabilities (Note 10)	340,937	319,629
Deferred revenue (Page 30)	890,859	479,887
Long-term liabilities (Note 5)	432,278	497,922
	<u>3,258,219</u>	<u>3,247,426</u>
<b>Net financial assets</b>	<u>18,922,223</u>	<u>16,241,081</u>
<b>Non-financial assets</b>		
Inventory of supplies	54,794	-
Prepaid expenses	18,526	31,385
Tangible capital assets (Note 6)	33,444,976	33,164,798
	<u>33,518,296</u>	<u>33,196,183</u>
<b>Accumulated surplus (Note 7)</b>	<u>\$52,440,519</u>	<u>\$ 49,437,264</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of Arran-Elderslie**  
**Consolidated Statement of Operations and Accumulated Surplus**

For the year ended December 31	2019 Budget (Note 9)	2019 Actual	2018 Actual
<b>Revenue</b>			
Taxation	\$ 5,043,329	\$ 5,112,895	\$ 4,850,633
Fees and user charges	3,772,849	4,008,162	3,870,127
Government transfers (Note 11)	3,004,898	2,898,342	2,384,027
Other income (Note 12)	842,345	1,605,629	914,891
	<u>12,663,421</u>	<u>13,625,028</u>	<u>12,019,678</u>
<b>Expenses</b>			
General government	1,150,717	1,372,451	1,635,151
Protection services	1,997,554	2,052,493	1,992,664
Transportation services	2,164,615	2,976,340	2,914,187
Environmental services	1,216,912	2,178,386	2,072,225
Health services	167,442	181,488	183,163
Recreation and cultural services	1,480,871	1,561,848	1,487,481
Planning and development	235,723	298,767	148,823
	<u>8,413,834</u>	<u>10,621,773</u>	<u>10,433,694</u>
Annual surplus (Note 9)	4,249,587	3,003,255	1,585,984
Accumulated surplus, beginning of the year	<u>49,437,264</u>	<u>49,437,264</u>	<u>47,851,280</u>
<b>Accumulated surplus, end of the year</b>	<u>\$ 53,686,851</u>	<u>\$52,440,519</u>	<u>\$ 49,437,264</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of Arran-Elderslie**  
**Consolidated Statement of Changes in Net Financial Assets**

For the year ended December 31	2019 Budget (Note 9)	2019 Actual	2018 Actual
Annual surplus (Page 6)	\$ 4,249,587	\$ 3,003,255	\$ 1,585,984
Acquisition of tangible capital assets	(4,275,485)	(2,178,407)	(3,197,505)
Amortization of tangible capital assets	-	1,890,516	1,915,293
(Gain) loss on sale of tangible capital assets	-	3,328	(37,617)
Proceeds on disposal of capital assets	-	4,385	40,760
	(4,275,485)	(280,178)	(1,279,069)
Change in prepaid expenses	-	12,859	(4,579)
Change in inventories of supplies	-	(54,794)	-
	-	(41,935)	(4,579)
Increase (decrease) in net financial assets	(25,898)	2,681,142	302,336
Net financial assets, beginning of the year	16,241,081	16,241,081	15,938,745
Net financial assets, end of the year	\$ 16,215,183	\$ 18,922,223	\$ 16,241,081

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The Corporation of the Municipality of Arran-Elderslie  
Consolidated Statement of Cash Flows

For the year ended December 31	2019	2018
Cash provided by (used in)		
Operating activities		
Annual surplus (Page 6)	\$ 3,003,255	\$ 1,585,984
Items not involving cash		
Solid waste closure and post-closure liabilities	(108,840)	(3,588)
Amortization	1,890,516	1,915,293
Post-employment benefits liabilities	21,308	(20,488)
Deferred revenue recognized	(149,430)	(215,413)
Change in prepaid expenses	12,859	(4,579)
(Gain) loss on sale of capital assets	3,328	(37,617)
	<u>4,672,996</u>	<u>3,219,592</u>
Changes in non-cash working capital balances		
Taxes receivable	(216,533)	99,979
Trade and other receivables	(19,915)	179,482
Inventory held for resale	(7,222)	335
Inventory of supplies	(54,794)	-
Accounts payable and accrued liabilities	(247,003)	475,126
Deferred revenue received	560,402	266,366
	<u>4,687,931</u>	<u>4,240,880</u>
Capital transactions		
Cash used to acquire capital assets	(2,178,407)	(3,197,505)
Proceeds on sale of capital assets	4,385	40,760
	<u>(2,174,022)</u>	<u>(3,156,745)</u>
Investing activities		
Increase in long-term receivables	(26,300)	(72,100)
Repayment of long-term receivables	76,696	95,366
	<u>50,396</u>	<u>23,266</u>
Financing activities		
Additions to long-term liabilities	26,300	72,100
Repayment of long-term liabilities	(91,944)	(88,639)
	<u>(65,644)</u>	<u>(16,539)</u>
Net change in cash and cash equivalents	2,498,661	1,090,862
Cash and cash equivalents, beginning of the year	<u>17,264,022</u>	<u>16,173,160</u>
Cash and cash equivalents, end of the year	<u>\$19,762,683</u>	<u>\$ 17,264,022</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

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# The Corporation of the Municipality of Arran-Elderslie

## Summary of Significant Accounting Policies

December 31, 2019

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**Management Responsibility** Management of the Corporation of the Municipality of Arran-Elderslie has prepared and is responsible for the integrity, objectivity and accuracy of the financial information presented in these consolidated financial statements. Council reviews and approves the consolidated financial statements.

**Basis of Accounting** The consolidated financial statements of the Corporation of the Municipality of Arran-Elderslie have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing.

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**Basis of Consolidation** The consolidated statements reflect the assets, liabilities, revenues and expenses of all municipal organizations, committees, and boards which are owned or controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Paisley Local Architectural Conservation Advisory Committee

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

Chesley and District Fire Board	65.70%
Bruce Area Solid Waste Recycling Association	8.77%
Saugeen Mobility and Regional Transit	7.20%

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The Corporation of the Municipality of Arran-Elderslie  
Summary of Significant Accounting Policies

December 31, 2019

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Revenue Recognition

Revenues are recognized as follows:

- a) Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts.
- b) Other revenues and user fees are recorded upon sale of goods or provision of service when collection is reasonably assured.
- c) Investment income earned on surplus funds (other than obligatory reserve funds) are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is recorded directly to each fund balance and forms part of the respective deferred revenue balances.
- d) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
- e) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of financial activities in the year in which it is used for the specified purpose.

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The Corporation of the Municipality of Arran-Elderslie  
Summary of Significant Accounting Policies

December 31, 2019

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Cash and Cash Equivalents	Cash and cash equivalents include all cash balances and short- term highly liquid investments that are readily converted into cash.
Temporary Investments	Temporary investments are recorded at the lower of cost and market value.
Inventory	Inventory of goods held for resale is recorded at net realizable value.
Post-Employment Benefits	<p>The municipality provides post-employment health, dental, travel, and life insurance benefits to eligible retired employees. The benefits earned by employees are determined using management's best estimate of expected benefit costs and are expensed as services are rendered.</p> <p>The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due.</p>
Solid Waste Landfill Closure and Post-Closure Costs	Site closure and post-closure care costs are recognized over the operating life of the landfill based on capacity used. The liability is recorded at its discounted value, based on the average long-term borrowing rate of the municipality.
Liability for Contaminated Sites	A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. A liability of \$30,000 has been accrued.

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# The Corporation of the Municipality of Arran-Elderslie

## Summary of Significant Accounting Policies

December 31, 2019

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### Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by management. The following useful lives are used:

Land improvements	40 years
Buildings	40 years
Equipment	5 to 15 years
Roads - paved	15 - 20 years
Roads - gravel	10 years
Water and other utility systems	30 - 80 years
Bridges and culverts	20 - 50 years
Vehicles	5 to 12 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.

### County and School Board

The municipality collects taxation revenue on behalf of the school boards and the County of Bruce. The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Bruce are not reflected in these financial statements.

### Trust Funds

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds statement of continuity and balance sheet.

### Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Estimates are used when accounting for items such as accrued grant receivables, useful life of assets, accrued liabilities, post-employment benefits, solid waste landfill closure and post-closure costs, liabilities for contaminated sites and taxation revenue. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.



The Corporation of the Municipality of Arran-Elderslie  
Notes to Consolidated Financial Statements

December 31, 2019

1. Cash and Temporary Investments

	2019	2018
Cash	\$11,062,844	\$ 8,486,134
Temporary investments - GIC's	8,551,429	8,551,429
Temporary investments - Restricted	28,526	47,858
Accrued interest	119,884	178,601
	\$19,762,683	\$ 17,264,022

On December 31, 2019, the Municipality had bank accounts of \$10,970,763 and GIC's of \$8,551,429 in one chartered bank. The Canadian Deposit Insurance Corporation insures deposits to a maximum of \$100,000 per depositor.

The bank account earns interest at the average prime rate less 1.75%. The GIC's have an interest rate of 2.15% and mature May 2020. The restricted investments are GIC's with interest rates between 0.55% and 2.05% and mature between October 2020 and January 2023.

2. Long-Term Receivables

	2019	2018
Tile drainage loans, 6%, due 2020 to 2029	\$ 432,278	\$ 497,922
Tara water system loans, 6%, due 2020	5,334	9,613
Kinette Club	19,527	-
	\$ 457,139	\$ 507,535

3. Temporary Borrowings

The Municipality of Arran Elderslie has a demand operating facility with interest charged at prime plus 0.5% per annum. This facility is secured by a current borrowing by-law. At December 31, 2019, the municipality had a \$2,000,000 unused operating facility.

The Corporation of the Municipality of Arran-Elderslie  
Notes to Consolidated Financial Statements

December 31, 2019

4. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

The liability for the Chesley Landfill site is recorded at \$183,182 and represents the present value of estimated post-closure costs using a discount rate of 3.43%. There is no remaining fill capacity available and the Chesley Landfill was closed to the public in 2012. Post-closure care is estimated to continue for a period of 18 years.

The Arran Landfill site was expanded and assumed landfilling operations for the entire Municipality on October 1, 2012. The useable area was divided into five phases, each requiring separate approval with Plans of Development for each phase. Currently, only Phases I and II have a Plan of Development and Operation (PDO). The liability for Phase I and II of the Arran Landfill site is recorded at \$35,208 and represents the present value of closure and post-closure costs for 26% of the current site's capacity, using the municipality's average long-term borrowing rate of 3.43%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenditures for closure and post-closure care are \$1,435,446. The estimated remaining open capacity of Phases I and II is approximately 208,360 cubic meters, which will be filled in 58 years. Post-closure care is estimated to continue for a period of 25 years.

The liabilities have been partially funded through budget allocations.

5. Long-Term Liabilities

The balance of long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2019	2018
Tile drainage loans, 6%, due 2020 to 2029	\$ 432,278	\$ 497,922

Principal payments for the next five fiscal years and thereafter are as follows:

2020	\$	82,418	
2021		81,996	
2022		62,242	
2023		60,895	
2024		54,033	
Thereafter		90,694	
		\$ 432,278	

Interest paid during the year totalled \$29,971 (2018 - \$32,583).

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

6. Tangible Capital Assets

	2019							
	Land and Land Improvements	Buildings	Equipment	Roads	Water and Other Utility Systems	Bridges and Culverts	Vehicles	Total
Cost, beginning of the year	\$ 927,882	\$ 7,020,525	\$ 2,754,390	\$ 44,849,990	\$ 28,028,931	\$ 8,063,246	\$ 5,715,506	\$ 97,360,470
Additions	71,222	117,104	110,218	428,288	590,823	585,138	275,614	2,178,407
Disposals	-	-	-	-	-	-	(24,379)	(24,379)
Cost, end of the year	999,104	7,137,629	2,864,608	45,278,278	28,619,754	8,648,384	5,966,741	99,514,498
Accumulated amortization, beginning of the year	165,139	4,188,870	1,666,043	39,364,644	10,419,912	4,333,828	4,057,236	64,195,672
Amortization	33,270	121,332	147,006	504,288	675,493	159,692	249,435	1,890,516
Disposals	-	-	-	-	-	-	(16,666)	(16,666)
Accumulated amortization, end of the year	198,409	4,310,202	1,813,049	39,868,932	11,095,405	4,493,520	4,290,005	66,069,522
Net carrying amount, end of the year	\$ 800,695	\$ 2,827,427	\$ 1,051,559	\$ 5,409,346	\$ 17,524,349	\$ 4,154,864	\$ 1,676,736	\$ 33,444,976

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

6. Tangible Capital Assets - (continued)

	2018							
	Land and Land Improvements	Buildings	Equipment	Roads	Water and Other Utility Systems	Bridges and Culverts	Vehicles	Total
Cost, beginning of the year	\$ 841,733	\$ 6,782,023	\$ 2,581,002	\$ 44,147,133	\$ 27,310,926	\$ 7,750,113	\$ 5,366,369	\$ 94,779,299
Additions	86,149	238,502	187,463	1,105,958	718,005	314,492	546,936	3,197,505
Disposals	-	-	(14,075)	(403,101)	-	(1,359)	(197,799)	(616,334)
Cost, end of the year	927,882	7,020,525	2,754,390	44,849,990	28,028,931	8,063,246	5,715,506	97,360,470
Accumulated amortization, beginning of the year	138,158	4,063,014	1,518,393	39,230,081	9,765,612	4,178,420	3,999,892	62,893,570
Amortization	26,981	125,856	161,725	537,664	654,300	155,408	253,359	1,915,293
Disposals	-	-	(14,075)	(403,101)	-	-	(196,015)	(613,191)
Accumulated amortization, end of the year	165,139	4,188,870	1,666,043	39,364,644	10,419,912	4,333,828	4,057,236	64,195,672
Net carrying amount, end of the year	\$ 762,743	\$ 2,831,655	\$ 1,088,347	\$ 5,485,346	\$ 17,609,019	\$ 3,729,418	\$ 1,658,270	\$ 33,164,798

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

6. Tangible Capital Assets - (continued)

The net book value of tangible capital assets not being amortized because they are under construction or development is \$707,671 (2018 - \$542,523).

7. Accumulated Surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2019	2018
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$33,444,976	\$ 33,164,798
Unfinanced capital assets	-	(12,239)
Total invested in capital assets	33,444,976	33,152,559
Unfunded post-employment benefits	(340,937)	(319,629)
Unfunded solid waste closure and post-closure costs	(53,352)	(162,192)
General operating surplus (Note 9)	208,119	208,119
Fire surplus	277	277
Saugeen Mobility and Regional Transit (S.M.A.R.T.)	-	202
Bruce Area Solid Waste Recycling (B.A.S.W.R.)	(5,346)	(2,950)
	33,253,737	32,876,386
Reserves and reserve funds (Note 8)	19,186,782	16,560,878
Accumulated surplus	<u>\$52,440,519</u>	<u>\$ 49,437,264</u>

As per resolution of Council the general 2019 operating surplus of \$123,032 was transferred to working capital reserve.

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

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8. Reserves and Reserve Funds Set Aside for Specific Purpose by Council

	<u>2019</u>	<u>2018</u>
Reserves		
Working funds	\$ 1,823,010	\$ 301,060
Sick leave	487,436	491,080
Capital purposes	<u>16,712,895</u>	<u>15,608,398</u>
	19,023,341	16,400,538
Reserve funds		
Capital purposes	<u>163,441</u>	<u>160,340</u>
Reserves and reserve funds set aside for specific purpose by Council	<u>\$19,186,782</u>	<u>\$ 16,560,878</u>

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

9. Budgets

Under Canadian public sector accounting standards, budget amounts are to be reported on the consolidated statements of operations and accumulated surplus and changes in net financial assets for comparative purposes. The 2019 budget amounts for the Corporation of the Municipality of Arran-Elderslie approved by Council have been restated to conform to the presentation of the consolidated statements of operations and accumulated surplus and changes in net financial assets. The following is a reconciliation of the budget approved by Council.

	2019 Budget	2019 Actual	2018 Actual
Annual surplus (Page 7)	\$ 4,249,587	\$ 3,003,255	\$ 1,585,984
Amortization	-	1,890,516	1,915,293
Change in other surpluses	-	2,598	2,950
Change in unfunded liabilities	-	(87,532)	(24,076)
	4,249,587	4,808,837	3,480,151
Transfers to reserves	(3,645,893)	(4,352,536)	(3,564,165)
Transfers from reserves for operations	128,500	167,128	672,612
Transfers from reserves for capital	3,543,291	1,682,536	2,666,267
Capital acquisitions, disposals and write-down	(4,275,485)	(2,170,694)	(3,194,362)
Prior year capital projects funded	-	(12,239)	(14,496)
Unfunded Grey Bruce Health Services	-	-	(5,000)
Current year general operating surplus before transfers to reserve	-	123,032	41,007
Transfer of general operating surplus to reserve per resolution	-	(123,032)	-
Current year general operating surplus	-	-	41,007
Prior year accumulated general surplus	-	208,119	167,112
Accumulated general surplus (Note 7)	\$ -	\$ 208,119	\$ 208,119

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

10. Post-Employment Benefit Liabilities

	2019	2018
Accumulating sick leave (unamortized gain \$39,328)	\$ 262,775	\$ 240,360
Post-employment benefits (unamortized gain \$38,885)	78,162	79,269
	\$ 340,937	\$ 319,629

- a) The municipality provides its employees with an accumulating sick leave plan which allows employees to use days accumulated in prior years, and allows for partial payout upon death, termination or retirement.

	2019	2018
Sick leave liability, beginning of the year	\$ 240,360	\$ 220,010
Amortization of actuarial gain	(3,653)	(3,653)
Current year benefit expense	19,996	18,850
Interest accrued	8,395	7,413
Benefits paid	(2,323)	(2,260)
Sick leave liability, end of the year	\$ 262,775	\$ 240,360

As per the collective agreement, the unused portion of annual earned sick leave days plus interest, is accumulated in a reserve account. The reserve tracks the number and dollar value of the unused days for each employee. When an employee ceases to work for the municipality, the employee receives 50% of the value credited in the reserve for that employee. The estimated liability at December 31, 2019 is \$262,775. The reserve account maintained by the municipality at December 31, 2019 per the agreement is \$487,436 and any future sick leave payouts will be funded from the reserve.

- b) The municipality pays certain health, dental, travel and life insurance benefits on behalf of its retired members to the age of 70. The municipality recognizes these post-employment costs in the period in which the employees rendered the services. The assumptions used reflect management's best estimates. The post-employment benefit liability was determined using a discount rate of 4.00%. For future salaries, a 2.75% annual rate of increase was used for 2019 and forward. For dental and travel premiums, a 3.75% annual rate of increase was assumed for 2019 and forward. For health care premiums, a 6.42% increase was used for 2019 and decreasing .33% until 2027 where 3.75% was used thereafter.

	2019	2018
Accrued benefit liability, beginning of the year	\$ 79,269	\$ 120,107
Amortization of actuarial gain	(4,059)	(4,059)
Current year benefit expense	2,071	(38,047)
Interest accrued	1,642	1,521
Benefit payments	(761)	(253)
Accrued benefit liability, end of the year	\$ 78,162	\$ 79,269



The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

11. Government Transfers

	2019 Budget	2019 Actual	2018 Actual
Operating			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 1,626,800	\$ 1,626,800	\$ 1,656,200
Public Works	12,000	39,308	11,671
Sewer and water	-	14,851	-
Other	620,942	762,522	243,056
	<u>2,259,742</u>	<u>2,443,481</u>	<u>1,910,927</u>
Government of Canada			
Public Works	-	-	9,817
Other	5,712	5,468	18,633
	<u>\$ 5,712</u>	<u>\$ 5,468</u>	<u>\$ 28,450</u>
Other Municipalities			
Other	7,250	2,584	6,869
Total operating transfers	<u>2,272,704</u>	<u>2,451,533</u>	<u>1,946,246</u>
Tangible Capital Asset			
Province of Ontario			
Public Works	326,017	279,033	213,909
Sewer and water	1,800	1,000	-
Other	126,000	19,441	9,099
	<u>453,817</u>	<u>299,474</u>	<u>223,008</u>
Government of Canada			
Federal Gas Tax	\$ 206,377	\$ 112,112	\$ 214,773
Other Municipalities			
Public Works	72,000	35,223	-
Total tangible capital asset transfers	<u>732,194</u>	<u>446,809</u>	<u>437,781</u>
Total Transfers	<u>3,004,898</u>	<u>\$ 2,898,342</u>	<u>\$ 2,384,027</u>

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

12. Other Income

	2019 Budget	2019 Actual	2018 Actual
Penalties and interest on taxation	\$ 176,400	\$ 160,071	\$ 164,602
Other fines and penalties	1,120	966	1,007
Investment income	333,029	394,042	306,806
Licenses, permits and rents	322,036	391,272	327,193
Donations	6,280	85,667	59,321
Local improvement special charges	4,000	52,909	14,052
Gain (loss) on disposal of capital assets	-	(3,328)	37,617
Other	(520)	134,646	4,293
Insurance proceeds	-	389,384	-
	<u>\$ 842,345</u>	<u>\$ 1,605,629</u>	<u>\$ 914,891</u>

13. Pension Agreements

The municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 36 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2019 by the municipality was \$208,039 (2018 - \$194,261). The contribution rate for 2019 was 9.0% to 15.8% depending on age and income level (2018 - 9.0% to 15.8%).

OMERS is a multi-employer plan, therefore, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2019. At that time the plan reported a \$3.40 billion actuarial deficit (2018 - \$4.19 billion), based on actuarial liabilities of \$106.44 billion (2018 - \$99.06 billion) and actuarial assets of \$103.04 billion (2018 - \$94.87 billion). Ongoing adequacy of the current contribution rates will need to be monitored as declines in financial markets may lead to increased future funding requirements.

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

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14. Operations of School Boards and the County of Bruce

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Bruce:

	2019	2018
School boards	\$ 1,435,452	\$ 1,476,066
County of Bruce	2,702,254	2,562,169
	<u>\$ 4,137,706</u>	<u>\$ 4,038,235</u>

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15. Contingencies

The Municipality of Arran-Elderslie has been named as a defendant in a legal action for damages arising from negligence in the amount of \$400,000 plus costs. The municipality's liability with respect to this action is not determinable at the present time. Amounts owing by the municipality, if any, pursuant to this claim will be recorded when they are determinable.

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16. Commitments

As of December 31, the Municipality has committed to various capital projects with a total cost of \$1,033,527, of which \$714,807 was paid in the year and \$315,720 is still to be paid.

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17. Trust Funds

The trust funds administered by the municipality amounting to \$540,400 (2018 - \$513,372) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of financial activities.

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

18. Subsequent Event

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Municipality, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Municipality's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Municipality is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Municipality's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Municipality will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

19. Bruce Area Solid Waste Recycling

The following summarizes the financial position and operations of Bruce Area Solid Waste Recycling, which is a Joint Board of Management of which Arran-Elderslie has a 8.77% interest. The Bruce Area Solid Waste Recycling has been consolidated into these financial statements.

	2019	2018
Financial assets	\$ 2,661,641	\$ 2,883,665
Liabilities	217,468	162,306
Net financial assets	2,444,173	2,721,359
Non-financial assets	1,401,281	1,554,408
Accumulated surplus	<u>\$ 3,845,454</u>	<u>\$ 4,275,767</u>
Revenues	2,817,898	3,057,540
Expenses	3,248,211	3,090,461
Annual deficit	<u>\$ (430,313)</u>	<u>\$ (32,921)</u>

The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

20. Chesley and District Fire Board

The following summarizes the financial position and operations of the Chesley and District Fire Board, which the municipality funds through a service agreement. The Chesley District Fire Board has been consolidated into these financial statements. The municipality's proportionate share is 65.70%.

	2019	2018
Financial assets	\$ 27,734	\$ 27,201
Liabilities	26,395	27,201
Net financial assets	1,339	-
Non-financial assets	116,954	155,079
Accumulated surplus	\$ 118,293	\$ 155,079
Revenues	\$ 235,891	\$ 223,601
Expenses	272,677	226,234
Annual deficit	\$ (36,786)	\$ (2,633)

21. Saugeen Mobility and Regional Transit (S.M.A.R.T.)

The following summarizes the financial position and operations of the Saugeen Mobility and Regional Transit non-profit organization, which the municipality funds through a service agreement. The Saugeen Mobility and Regional Transit organization has been consolidated into these financial statements. The municipality's proportionate share is 7.2%.

	2019	2018
Financial assets	\$ 228,343	\$ 253,623
Liabilities	281,043	300,623
Net financial debt	(52,700)	(47,000)
Non-financial assets	412,489	540,385
Accumulated surplus	\$ 359,789	\$ 493,385
Revenues	\$ 1,791,586	\$ 1,929,610
Expenses	1,925,182	1,942,578
Annual deficit	\$ (133,596)	\$ (12,968)

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

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22. Segmented Information

The Municipality of Arran-Elderslie is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, sewer, water, waste, collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item includes revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, storm sewers, parking areas, and streetlighting.

Sewer and Water

This service provides the municipality's drinking water. The municipality also processes and cleans sewage and ensures sewer and water systems meet all Provincial standards.

Environmental

Environmental services consists of providing waste collection, disposal and recycling to its citizens.

Health

Health services include contributions to support local Hospitals. Health services also includes the operations of local cemeteries.

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The Corporation of the Municipality of Arran-Elderslie  
Notes to Financial Statements

December 31, 2019

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22. Segmented Information - (continued)

Recreational and Cultural Services

This service area provides services meant to improve the health and development of the municipality's citizens. The municipality operates and maintains or contributes to parks, arenas, community centres, a campground, and museums. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for planning and zoning and downtown revitalization. This service area also includes municipal and tile drainage.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation and payments-in-lieu

Allocated to those segments that are funded by these amounts based on the budget for the year.

OMPF grants

Allocated to segments based on the budget for the year.

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The Corporation of the Municipality of Arran-Elderslie  
Notes to the Financial Statements

December 31, 2019

For the year ended December 31, 2019	General Government	Protection Services	Transportation Services	Sewer and Water	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2019 Total
<b>Revenue</b>									
Taxation	\$ 1,278,224	\$ 1,278,224	\$ 1,738,384	\$ -	\$ -	\$ -	\$ 715,805	\$ 102,258	\$ 5,112,895
Fees and user charges	59,265	230,163	79,239	2,495,963	512,783	67,670	524,761	38,318	4,008,162
Specific grants	644,569	-	515,306	15,851	51,530	1,901	10,388	31,997	1,271,542
OMPF grant	406,700	406,700	553,112	-	-	-	227,752	32,536	1,626,800
Other revenue	1,068,664	264,521	715	90,359	(1,041)	72,650	109,761	-	1,605,629
	<b>3,457,422</b>	<b>2,179,608</b>	<b>2,886,756</b>	<b>2,602,173</b>	<b>563,272</b>	<b>142,221</b>	<b>1,588,467</b>	<b>205,109</b>	<b>13,625,028</b>
<b>Expenses</b>									
Salaries and benefits	1,073,851	433,214	1,058,450	435,896	241,253	70,460	877,632	96,284	4,287,040
Interest on debt	-	-	-	-	-	-	-	29,886	29,886
Materials and supplies	159,069	224,106	634,651	424,681	33,884	59,755	533,830	21,655	2,091,631
Contracted services	79,275	1,180,970	454,822	112,755	182,892	5,454	40,644	150,942	2,207,754
Other transfers	26,627	79,348	-	-	-	-	-	-	105,975
Rents and financial expenses	5,620	-	807	131	547	1,002	864	-	8,971
Amortization	28,009	134,855	827,610	726,119	20,228	44,817	108,878	-	1,890,516
	<b>1,372,451</b>	<b>2,052,493</b>	<b>2,976,340</b>	<b>1,699,582</b>	<b>478,804</b>	<b>181,488</b>	<b>1,561,848</b>	<b>298,767</b>	<b>10,621,773</b>
<b>Annual surplus (deficit)</b>	<b>\$ 2,084,971</b>	<b>\$ 127,115</b>	<b>\$ (89,584)</b>	<b>\$ 902,591</b>	<b>\$ 84,468</b>	<b>\$ (39,267)</b>	<b>\$ 26,619</b>	<b>\$ (93,658)</b>	<b>\$ 3,003,255</b>



The Corporation of the Municipality of Arran-Elderslie  
Notes to the Financial Statements

December 31, 2019

For the year ended December 31, 2018	General Government	Protection Services	Transportation Services	Sewer and Water	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2018 Total
<b>Revenue</b>									
Taxation	\$ 388,051	\$ 1,309,671	\$ 2,231,291	\$ -	\$ -	\$ -	\$ 873,114	\$ 48,506	\$ 4,850,633
Fees and user charges	23,100	180,092	76,718	2,421,336	550,555	49,816	512,913	55,597	3,870,127
Specific grants	119,397	-	511,792	-	53,272	9,099	27,398	6,869	727,827
OMPF grant	132,496	447,174	761,852	-	-	-	298,116	16,562	1,656,200
Other revenue	519,235	189,460	781	14,052	3,491	92,080	95,792	-	914,891
	<b>1,182,279</b>	<b>2,126,397</b>	<b>3,582,434</b>	<b>2,435,388</b>	<b>607,318</b>	<b>150,995</b>	<b>1,807,333</b>	<b>127,534</b>	<b>12,019,678</b>
<b>Expenses</b>									
Salaries and benefits	615,268	403,034	1,014,670	396,270	229,251	74,344	797,321	34,971	3,565,129
Interest on debt	-	-	-	-	-	-	-	32,413	32,413
Materials and supplies	144,090	214,980	577,689	301,547	116,840	58,669	544,068	28,259	1,986,142
Contracted services	263,424	1,157,601	437,252	135,917	169,212	9,024	42,266	53,180	2,267,876
Other transfers	582,109	77,801	-	-	-	-	-	-	659,910
Rents and financial expenses	4,135	-	-	150	547	973	1,126	-	6,931
Amortization	26,125	139,248	884,576	700,159	22,332	40,153	102,700	-	1,915,293
	<b>1,635,151</b>	<b>1,992,664</b>	<b>2,914,187</b>	<b>1,534,043</b>	<b>538,182</b>	<b>183,163</b>	<b>1,487,481</b>	<b>148,823</b>	<b>10,433,694</b>
<b>Annual surplus (deficit)</b>	<b>\$ (452,872)</b>	<b>\$ 133,733</b>	<b>\$ 668,247</b>	<b>\$ 901,345</b>	<b>\$ 69,136</b>	<b>\$ (32,168)</b>	<b>\$ 319,852</b>	<b>\$ (21,289)</b>	<b>\$ 1,585,984</b>

**The Corporation of the Municipality of Arran-Elderslie**  
Schedule of Deferred Revenue

For the year ended December 31, 2019

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
<b>Obligatory Reserve Funds</b>					
In lieu of parkland	\$ 3,022	\$ -	\$ 58	\$ -	\$ 3,080
Federal gas tax	410,168	435,213	-	(112,112)	733,269
Main St. Revitalization	40,664	-	-	(33,204)	7,460
Subdivider contributions	21,919	-	424	-	22,343
	<u>475,773</u>	<u>435,213</u>	<u>482</u>	<u>(145,316)</u>	<u>766,152</u>
<b>Other</b>					
Ontario Community Infrastructure Fund	-	46,984	-	-	46,984
RBC Learn to Play grant	2,213	-	-	(2,213)	-
Metis Cemetery grant	1,901	-	-	(1,901)	-
Ontario Trillium Grant	-	22,500	-	-	22,500
Accessibility Grant	-	12,000	-	-	12,000
Tara Rotary Club Fund	-	35,000	-	-	35,000
Ontario Power Grant	-	2,500	-	-	2,500
Treasure Chest Museum	-	5,723	-	-	5,723
	<u>4,114</u>	<u>124,707</u>	<u>-</u>	<u>(4,114)</u>	<u>124,707</u>
	<u>\$ 479,887</u>	<u>\$ 559,920</u>	<u>\$ 482</u>	<u>\$ (149,430)</u>	<u>\$ 890,859</u>

The Corporation of the  
Municipality of Arran-Elderslie  
Trust Funds  
For the year ended December 31, 2019

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The Corporation of the Municipality of Arran-Elderslie  
Trust Funds  
For the year ended December 31, 2019

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BDO Canada LLP  
1717 2<sup>nd</sup> Avenue E, Third Floor  
PO Box 397  
Owen Sound ON N4K 5P7 Canada

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## Independent Auditor's Report

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To the Members of Council, Inhabitants and Ratepayers  
of the Corporation of the Municipality of Arran-  
Elderslie  
Trust Funds

### Opinion

We have audited the accompanying financial information for the Municipality of Arran-Elderslie Trust Funds (Trust Funds), which comprise the balance sheet as at December 31, 2019, the statement of continuity for the year then ended, and notes to the financial information including a summary of significant accounting policies.

In our opinion, the financial information presents fairly, in all material respects, the balance sheet for the Trust Funds as at December 31, 2019 and the statement of continuity for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

### Responsibilities of Management and Those Charged with Governance for the Financial Information

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

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

Those charged with governance are responsible for overseeing the Trust Funds financial reporting process.



## Auditor's Responsibilities for the Audit of the Financial Information

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

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

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

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

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario  
July 13, 2020

The Corporation of the Municipality of Arran-Elderslie  
Trust Funds  
Balance Sheet

December 31, 2019

	Total	Care and Maintenance	Cemetery Prepaid
<b>Assets</b>			
Cash	\$ 540,936	\$ 521,197	\$ 19,739
<b>Liabilities</b>			
Due to the Municipality of Arran-Elderslie	\$ 536	\$ 474	\$ 62
<b>Fund balance</b>	<u>540,400</u>	<u>520,723</u>	<u>19,677</u>
	<u>\$ 540,936</u>	<u>\$ 521,197</u>	<u>\$ 19,739</u>

Statement of Continuity

	Total	Care and Maintenance	Cemetery Prepaid
Balance, beginning of the year	<u>\$ 513,372</u>	<u>\$ 494,558</u>	<u>\$ 18,814</u>
<b>Receipts</b>			
Interest	20,715	20,294	421
Plot sales and monument fees	12,660	12,410	250
	<u>33,375</u>	<u>32,704</u>	<u>671</u>
<b>Expenditures</b>			
Transfers to General	<u>6,347</u>	<u>6,539</u>	<u>(192)</u>
<b>Balance, end of the year</b>	<u>\$ 540,400</u>	<u>\$ 520,723</u>	<u>\$ 19,677</u>

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The Corporation of the Municipality of Arran-Elderslie  
Trust Funds  
Notes to Financial Information

December 31, 2019

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1. Summary of Significant Accounting Policies

**Management Responsibility** The management of the Corporation of the Municipality of Arran-Elderslie has prepared and is responsible for the integrity, objectivity and accuracy of this financial information. The Council reviews and approves the financial information.

**Basis of Accounting** The financial information has been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada.

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**Use of Estimates** The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

**Basis of Consolidation** These trust funds have not been consolidated with the financial statements of the Corporation of the Municipality of Arran-Elderslie.

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Chesley and District Fire Board  
Financial Statements  
For the year ended December 31, 2019

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Chesley and District Fire Board  
Financial Statements  
For the year ended December 31, 2019

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Financial Statements

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## Independent Auditor's Report

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To the Board Members, Members of Council  
Inhabitants and Ratepayers of the  
Participating Municipalities of the  
Chesley and District Fire Board

### Opinion

We have audited the accompanying financial statements of the Chesley and District Fire Board, which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Chesley and District Fire Board as at December 31, 2019 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

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

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

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

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



## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario  
July 13, 2020

Chesley and District Fire Board  
Statement of Financial Position

December 31	2019	2018
Financial assets		
Due from the Township of Chatsworth	\$ 26,395	\$ 27,201
Due from the Municipality of Arran-Elderslie-Reserve	1,339	-
	27,734	27,201
Liabilities		
Due to the Municipality of Arran-Elderslie	26,395	27,201
	1,339	-
Net financial assets	1,339	-
Non-financial assets		
Tangible capital assets (Note 2)	116,954	155,079
	\$ 118,293	\$ 155,079
Accumulated surplus (Note 3)	\$ 118,293	\$ 155,079

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Chesley and District Fire Board  
Statement of Operations and Accumulated Surplus

For the year ended December 31	2019 Budget (Note 1)	2019 Actual	2018 Actual
<b>Revenue</b>			
Municipal contributions			
Municipality of Arran-Elderslie	\$ 115,274	\$ 136,221	\$ 111,349
Municipality of Arran-Elderslie reserves	-	-	4,079
Township of Chatsworth	54,759	67,838	54,243
Donations and other income	20,400	31,832	32,930
Contributed capital assets	-	-	21,000
	<u>190,433</u>	<u>235,891</u>	<u>223,601</u>
<b>Expenses</b>			
Salaries and wages	100,950	126,091	105,593
Dispatch	6,200	6,347	6,161
Tanker expense	1,400	3,481	1,191
Materials, supplies and services	81,883	98,633	76,670
Amortization	-	38,125	36,619
	<u>190,433</u>	<u>272,677</u>	<u>226,234</u>
Annual deficit (Note 1)	-	(36,786)	(2,633)
Accumulated surplus, beginning of the year	<u>155,079</u>	<u>155,079</u>	<u>157,712</u>
<b>Accumulated surplus, end of the year</b>	<u>\$ 155,079</u>	<u>\$ 118,293</u>	<u>\$ 155,079</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Chesley and District Fire Board  
Statement of Changes in Net Financial Assets

For the year ended December 31	2019 Budget (Note 1)	2019 Actual	2018 Actual
Annual deficit (Page 5)	\$ -	\$ (36,786)	\$ (2,633)
Acquisition of tangible capital assets	-	-	(33,986)
Amortization of tangible capital assets	-	38,125	36,619
	-	38,125	2,633
Increase in net financial assets	-	1,339	-
Net financial assets, beginning of the year	-	-	-
<b>Net financial assets, end of the year</b>	<b>\$ -</b>	<b>\$ 1,339</b>	<b>\$ -</b>

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Chesley and District Fire Board  
Statement of Cash Flows

For the year ended December 31	2019	2018
Cash provided by (used in)		
Operating activities		
Annual deficit (Page 5)	\$ (36,786)	\$ (2,633)
Items not involving cash		
Amortization	38,125	36,619
Contributed capital assets	-	(21,000)
	1,339	12,986
Changes in non-cash working capital balances		
Due from the Township of Chatsworth	806	(2,135)
Due from the Municipality of Arran-Elderslie-reserve	(1,339)	-
Due to the Municipality of Arran-Elderslie	(806)	2,135
	-	12,986
Capital transactions		
Cash used to acquire capital assets	-	(12,986)
Net change in cash and cash equivalents	-	-
Cash and cash equivalents, beginning of the year	-	-
Cash and cash equivalents, end of the year	\$ -	\$ -

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## Chesley and District Fire Board Summary of Significant Accounting Policies

December 31, 2019

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**Management Responsibility**      The management of the Corporation of the Municipality of Arran-Elderslie is responsible for the integrity, objectivity and accuracy of the financial information presented in these financial statements. Management reviews and approves the financial statements before they are submitted to the Board.

**Basis of Accounting**              The financial statements of the Chesley and District Fire Board are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants as prescribed by the Ontario Ministry of Municipal Affairs and Housing.

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

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

**Tangible Capital Assets**          Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are used:

Vehicles	10 years
Equipment and clothing	12 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

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Chesley and District Fire Board  
Summary of Significant Accounting Policies

December 31, 2019

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Revenue Recognition

Revenues are reported on the accrual basis of accounting. Revenues are recognized as follows:

- (a) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- (b) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

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Chesley and District Fire Board  
Notes to Financial Statements

December 31, 2019

1. Budgets

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations and accumulated surplus and changes in net debt for comparative purposes. The following is a reconciliation of the budget approved by the Board.

	2019 Budget	2019 Actual	2018 Actual
Annual deficit (Page 5)	\$ -	\$ (36,786)	\$ (2,633)
Transfers to reserves	-	(1,339)	-
Capital acquisitions	-	-	(33,986)
Amortization	-	38,125	36,619
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2. Tangible Capital Assets

	2019		
	Vehicles	Equipment & Clothing	Total
Cost, beginning of the year	\$ 710,945	\$ 306,577	\$ 1,017,522
Additions	-	-	-
Disposals	-	-	-
Cost, end of the year	<b>710,945</b>	<b>306,577</b>	<b>1,017,522</b>
Accumulated amortization, beginning of the year	688,098	174,345	862,443
Amortization	16,128	21,997	38,125
Disposals	-	-	-
Accumulated amortization, end of the year	<b>704,226</b>	<b>196,342</b>	<b>900,568</b>
Net carrying amount, end of the year	<b>\$ 6,719</b>	<b>\$ 110,235</b>	<b>\$ 116,954</b>

Chesley and District Fire Board  
Notes to Financial Statements

December 31, 2019

2. Tangible Capital Assets - (continued)

	2018		
	Vehicles	Equipment & Clothing	Total
Cost, beginning of the year	\$ 710,945	\$ 272,591	\$ 983,536
Additions	-	33,986	33,986
Disposals	-	-	-
Cost, end of the year	710,945	306,577	1,017,522
Accumulated amortization, beginning of the year	671,970	153,854	825,824
Amortization	16,128	20,491	36,619
Disposals	-	-	-
Accumulated amortization, end of the year	688,098	174,345	862,443
Net carrying amount, end of the year	\$ 22,847	\$ 132,232	\$ 155,079

3. Accumulated Surplus

	2019	2018
Invested in tangible assets	\$ 155,079	\$ 155,079
Reserve	1,339	-
	\$ 156,418	\$ 155,079

# **APPENDIX B: UNADJUSTED DIFFERENCES**

Municipality of Arran-Elderslie  
Summary of Unadjusted Misstatements  
December 31, 2019

Description of the Misstatement	Identified Misstatement	Projected Misstatement	Estimates	Pre-Tax Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)
EHT expense recorded as accounts payable	7,590	-	-	-	(7,590)	-	7,590
Cannabis Grant	10,000	-	-	-	(10,000)	-	10,000
Chesley Fire SCBA Bottles donated by Bruce Power in 2018 for \$21,000 not recorded as a donation in prior year and capital asset on consolidate statement. Chesley portion \$21,000 x 65.7%	-	-	21,000	12,647	-	(13,797)	1,150
Estimated future tax revenue not accrued	-	-	6,152	9,087	(2,935)	-	(6,152)
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	17,590	-	27,152	21,734	(20,525)	(13,797)	12,588
Effect of Previous Year's Errors, Net of Tax Effects				-	-	-	-
Tax Effect				-	-	-	-
Likely Aggregate Misstatements				21,734	(20,525)	(13,797)	12,588

Details of why no adjustment has been made to the financial statements for the above items:

Amounts are not material

# **APPENDIX C: REPRESENTATION LETTER**

The Corporation of the Municipality of Arran-Elderslie  
1925 Bruce Road 10, Box 70  
Chesley ON N0G1L0

July 13, 2020

BDO Canada LLP  
Chartered Professional Accountants  
1717 2nd Ave. E., 3rd Floor  
P.O. Box 397  
Owen Sound ON N4K 5P7

This representation letter is provided in connection with your audit of the financial statements of The Corporation of the Municipality of Arran-Elderslie for the year ended December 31, 2019, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **Financial Statements**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 18, 2019, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the practitioners during the audit. A list of the journal entries is attached to the representation letter.

### **Information Provided**

- We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.



- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- We have made available to you all copies of all material change reports and other correspondence with the regulators.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

## **Fraud and Error**

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

## **General Representations**

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).

- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

**Other Representations Where the Situation Exists**

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We have:
  - Evaluated all land owned by the Municipality or where the Municipality has accepted responsibility for the land as to whether there are sites in the Scope of PS 3260 Liability for Contaminated Sites.
  - Made available to you all financial records and related data relevant to the assessment of the liability for contaminated sites.
  - Recorded the necessary contaminated sites within the Scope of PS 3260
  - To the extent that our normal procedures and controls related to our financial statement close process at any of our locations were adversely impacted by COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with Canadian public sector accounting standards.

Yours truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position



Year End Report for  
The Municipality of Arran-Elderslie  
December 31, 2019

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We have audited the consolidated financial statements of the Municipality of Arran-Elderslie which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated July 13, 2020.

The audit was performed to form an opinion on the consolidated financial statements as a whole. The information in this year-end report is presented for the purposes of additional analysis and is not a required part of the consolidated financial statements. The information was derived from the underlying accounting and other records used to prepare the consolidated financial statements. The information in this year-end report has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling the information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

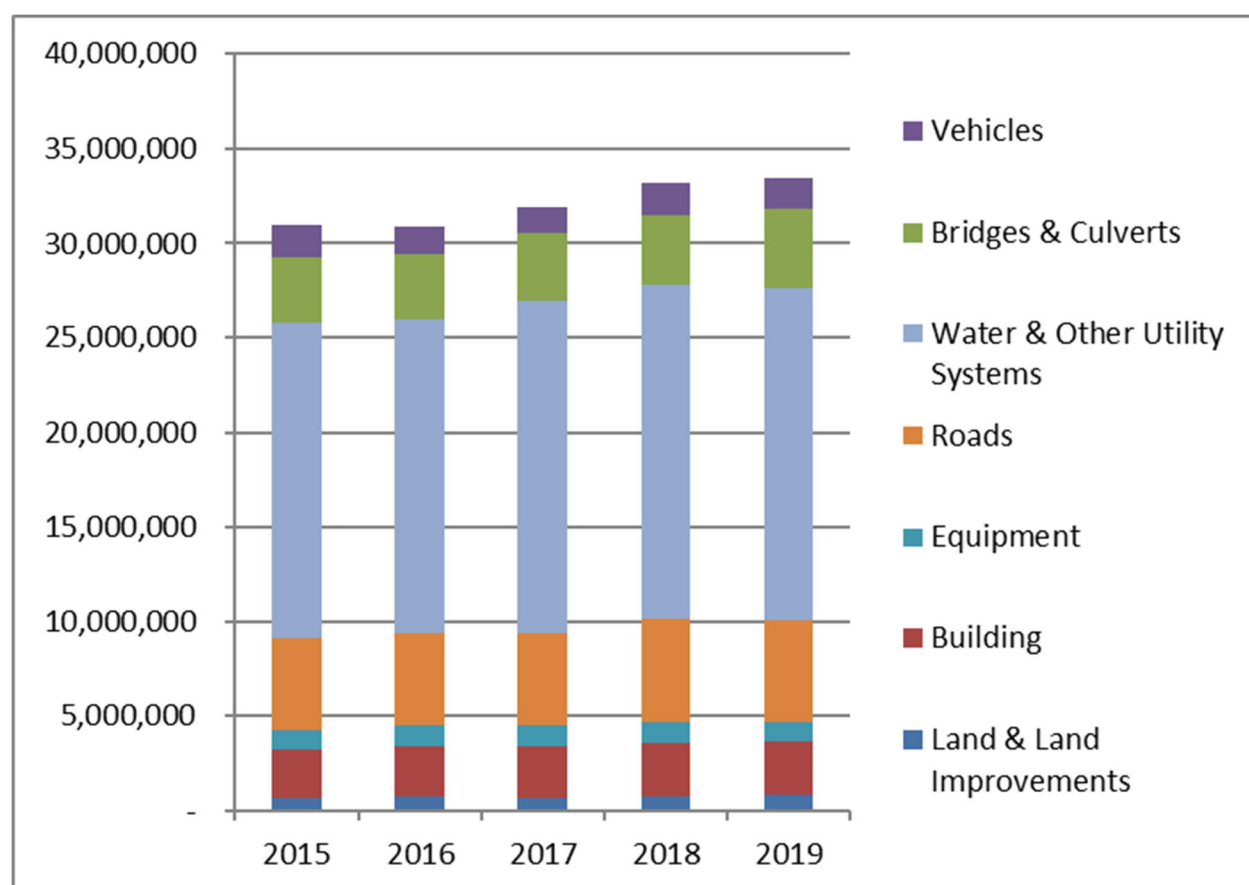
The year-end report is prepared to provide Council with more detailed financial information and graphical analysis of the consolidated financial statements. As a result, the year-end report may not be suitable for other purposes. Our year-end report is intended solely for the use of Council and should not be distributed to or used by parties other than Council in conjunction with the audited consolidated financial statements.

## WHERE ARE YOU TODAY?

	2019	2018	2017	2016	2015
Cash	11,062,844	8,486,134	7,550,020	6,300,336	5,218,578
Investments	8,699,839	8,777,888	8,623,140	8,492,866	8,353,210
	<u>19,762,683</u>	<u>17,264,022</u>	<u>16,173,160</u>	<u>14,793,202</u>	<u>13,571,788</u>
Long term debt					
Tile drainage loans	432,278	497,922	514,461	581,972	610,515
	<u>18,922,223</u>	<u>16,241,081</u>	<u>15,938,745</u>	<u>14,915,088</u>	<u>13,514,852</u>
Accumulated surplus					
Invested in tangible capital assets					
Tangible capital assets at cost less amortization	33,444,976	33,164,798	31,885,729	30,928,548	31,008,485
Capital assets financed by long-term liabilities					
and to be funded in future years		(12,239)	(26,735)	(70,457)	(86,574)
Total invested in capital assets	<u>33,444,976</u>	<u>33,152,559</u>	<u>31,858,994</u>	<u>30,858,091</u>	<u>30,921,911</u>
Unfunded post-employment benefits	(340,937)	(319,629)	(340,117)	(317,266)	(256,464)
Unfunded solid waste closure and post-closure costs	(53,352)	(162,192)	(165,780)	(170,117)	(165,521)
Fire surplus	277	277	277	277	277
Saugeen Mobility and Regional Transit (S.M.A.R.T.)	-	202	202	202	202
Unfunded Grey Bruce Health Services contribution	-	-	(5,000)	(10,000)	(15,000)
Bruce Area Solid Waste Recycling (B.A.S.W.R.)	(5,346)	(2,950)	-	-	1,750
General Surplus (Deficit)	<u>208,119</u>	<u>208,119</u>	<u>167,112</u>	<u>233,544</u>	<u>101,385</u>
	<u>33,253,737</u>	<u>32,876,386</u>	<u>31,515,688</u>	<u>30,594,731</u>	<u>30,588,540</u>
Reserves and discretionary reserve funds	19,186,782	16,560,878	16,335,592	15,287,152	13,972,322
	<u>52,440,519</u>	<u>49,437,264</u>	<u>47,851,280</u>	<u>45,881,883</u>	<u>44,560,862</u>

## TANGIBLE CAPITAL ASSETS

	2019	2018	2017	2016	2015
Tangible capital assets					
Beginning of year	33,164,798	31,885,729	30,928,548	31,008,485	30,266,959
Purchases	2,178,407	3,197,505	2,915,573	1,888,891	2,773,892
Disposals	(7,713)	(3,143)	(40,833)	(11,700)	(22,397)
Amortization	(1,890,516)	(1,915,293)	(1,917,559)	(1,957,128)	(1,993,904)
Adjustments	-	-	-	0	(16,065)
End of year	33,444,976	33,164,798	31,885,729	30,928,548	31,008,485

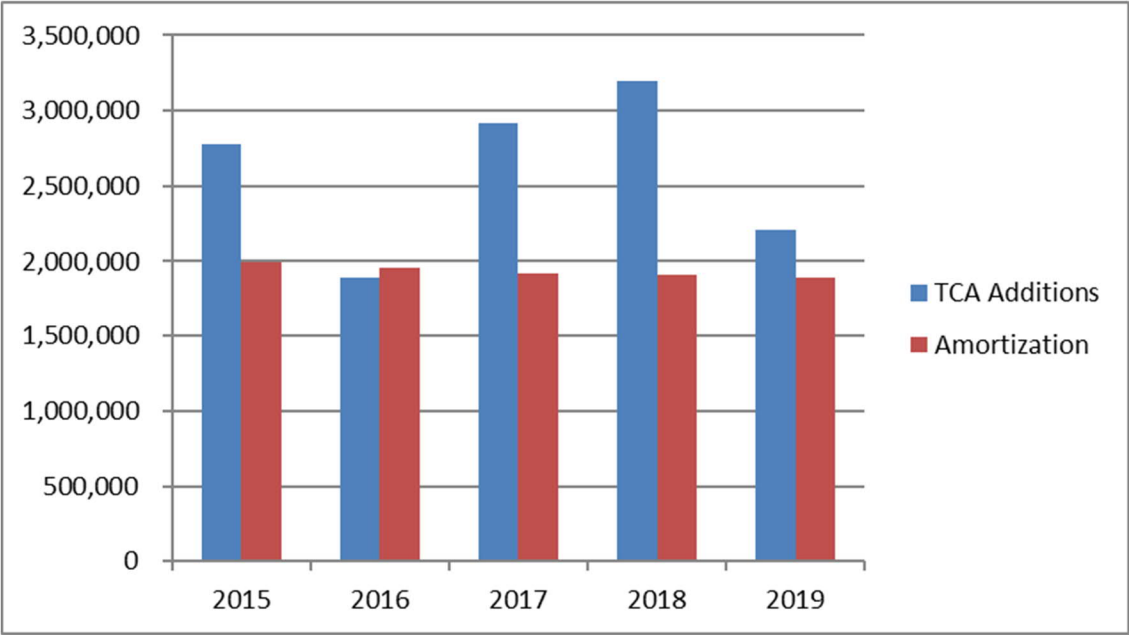


# TANGIBLE CAPITAL ASSETS

As assets age, the TCA Financial Indicator percentage will decrease. The newer the assets, the longer the remaining life of the asset and the higher the percentage.

$$\text{Age of TCA Financial Indicator} = \frac{\text{Net Book Value of TCA}}{\text{Historical Cost of TCA}}$$

2019	2018	2017	2016	2015
33.60%	34.06%	33.64%	33.63%	34.42%

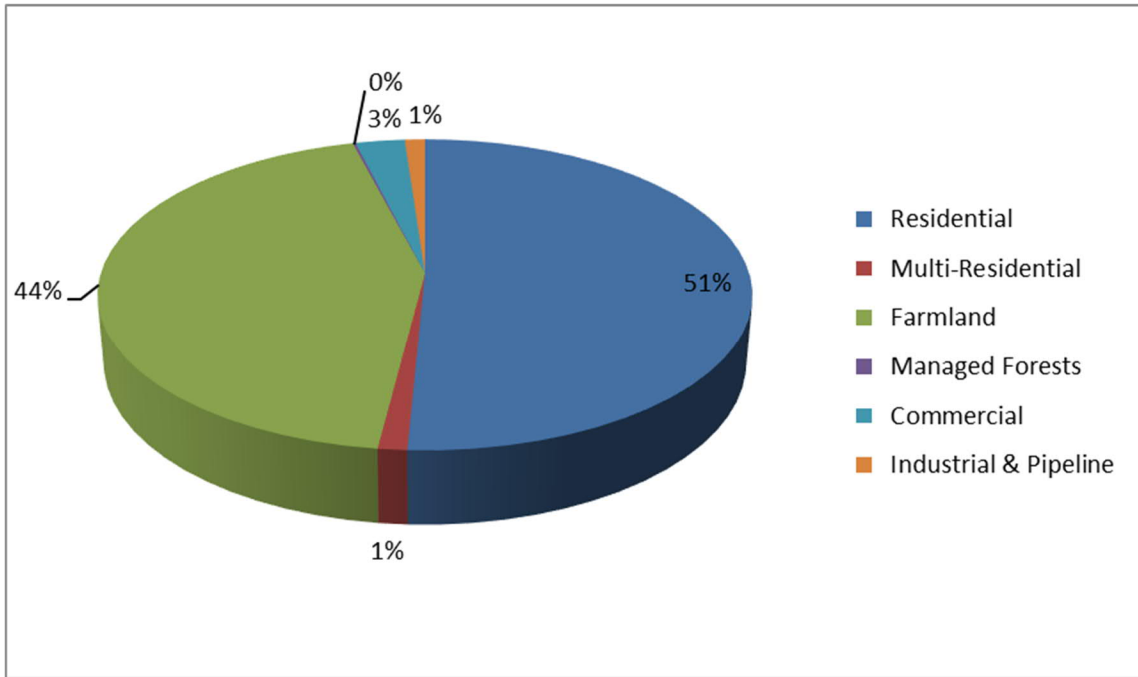


# TAXATION

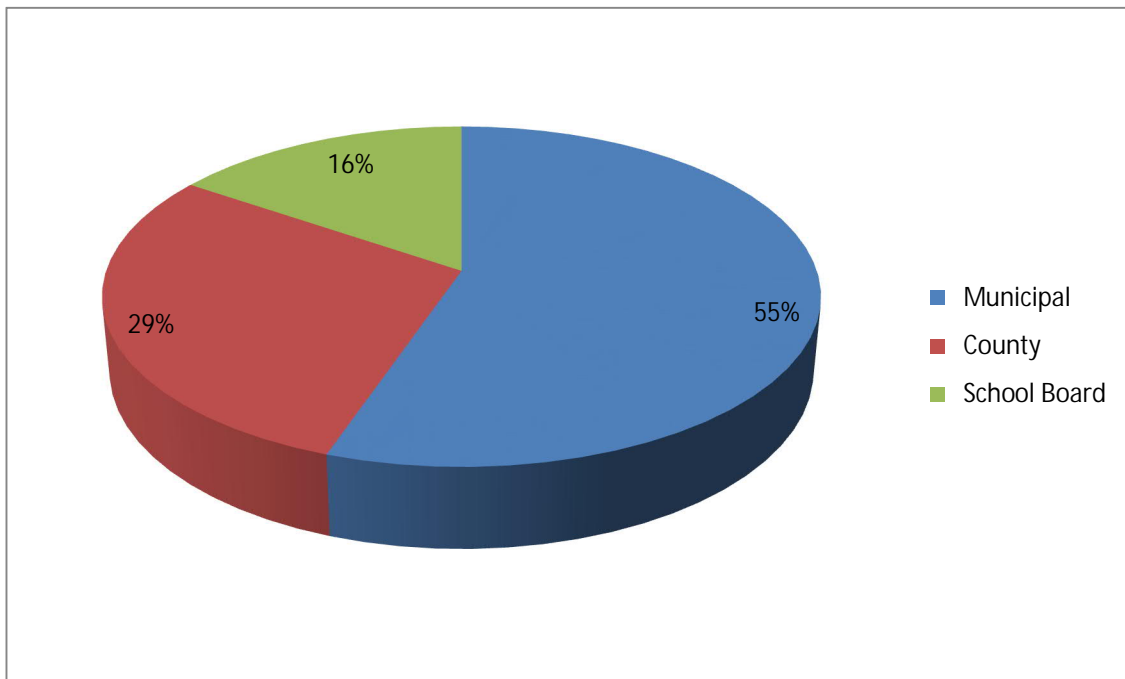
	2019	% Change	2018	% Change	2017	% Change	2016	% Change	2015	% Change
<b>Residential Tax Rate</b>										
Municipal	0.735215%	0.0%	0.735440%	-1.9%	0.749322%	3.0%	0.727497%	0.0%	0.727497%	-1.0%
County	0.389693%	0.7%	0.386942%	-0.2%	0.387743%	3.5%	0.374629%	-1.1%	0.378902%	-1.0%
School Board	0.161000%	-5.3%	0.170000%	-5.0%	0.179000%	-4.8%	0.188000%	-3.6%	0.195000%	-3.9%
	<u>1.285908%</u>	<u>-0.5%</u>	<u>1.292382%</u>	<u>-1.8%</u>	<u>1.316065%</u>	<u>2.0%</u>	<u>1.290126%</u>	<u>-0.9%</u>	<u>1.301399%</u>	<u>-1.5%</u>
<b>Assessments (Including Payments-In-Lieu)</b>										
Residential	512,736,050	3.8%	493,794,745	2.6%	481,392,992	0.0%	481,201,348	3.6%	464,418,403	4.3%
Multi-Residential	12,801,425	15.7%	11,065,450	0.6%	11,004,475	-3.5%	11,407,500	12.6%	10,132,459	14.6%
Farmland	443,695,252	14.0%	389,158,351	18.1%	329,532,775	21.7%	270,811,900	11.1%	243,797,317	10.1%
Managed Forests	1,678,494	15.9%	1,448,846	24.4%	1,164,475	4.5%	1,113,800	7.5%	1,036,425	7.8%
Commercial	28,039,396	3.3%	27,147,189	-2.8%	27,923,141	-2.3%	28,572,720	2.4%	27,910,420	2.5%
Industrial & Pipeline	11,485,986	11.3%	10,324,353	6.3%	9,710,788	-0.7%	9,774,832	6.8%	9,153,231	0.4%
	<u>1,010,436,603</u>	<u>8.3%</u>	<u>932,938,934</u>	<u>8.4%</u>	<u>860,728,646</u>	<u>7.2%</u>	<u>802,882,100</u>	<u>6.1%</u>	<u>756,448,255</u>	<u>6.1%</u>
<b>Tax Levies</b>										
Municipal	5,112,895	5.4%	4,850,633	3.7%	4,676,739	4.6%	4,472,980	5.0%	4,261,499	5.6%
County	2,702,254	5.5%	2,562,169	4.8%	2,443,896	5.5%	2,317,208	7.6%	2,154,443	0.0%
School Board	1,435,452	-2.8%	1,476,066	0.5%	1,468,577	-3.0%	1,514,068	2.6%	1,475,399	0.0%
	<u>9,250,601</u>	<u>4.1%</u>	<u>8,888,868</u>	<u>3.5%</u>	<u>8,589,212</u>	<u>3.4%</u>	<u>8,304,256</u>	<u>5.2%</u>	<u>7,891,341</u>	<u>2.9%</u>
<b>Tax Arrears</b>										
Current	715,469		603,666		555,784		598,173		639,753	
Previous	238,637		203,961		296,296		310,726		273,688	
Prior	119,977		84,328		128,446		209,396		175,666	
Interest	106,022		71,617		83,025		105,405		108,239	
	<u>1,180,105</u>		<u>963,572</u>		<u>1,063,551</u>		<u>1,223,700</u>		<u>1,197,346</u>	
<b>Collection % of</b>										
Current year Taxes	<u>92.3%</u>		<u>93.2%</u>		<u>93.5%</u>		<u>92.8%</u>		<u>91.9%</u>	



## ASSESSMENT



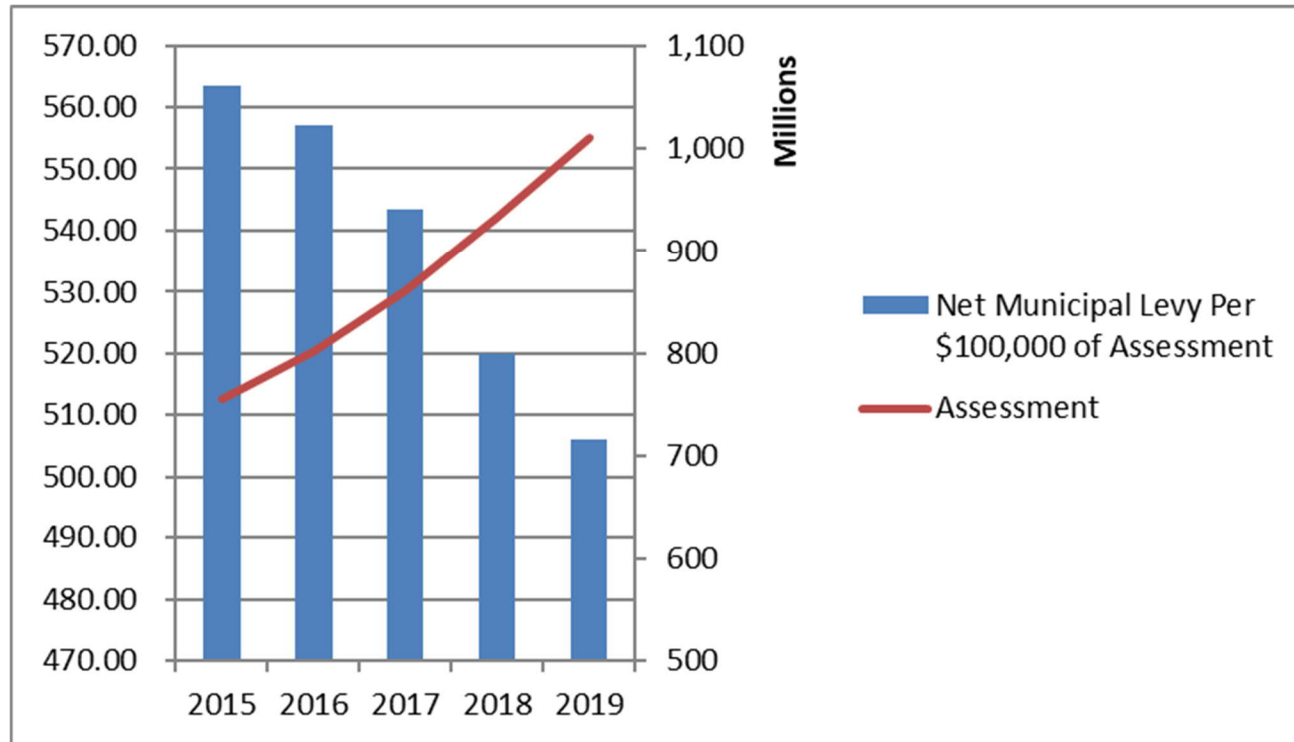
## TAX LEVY



# TAXATION

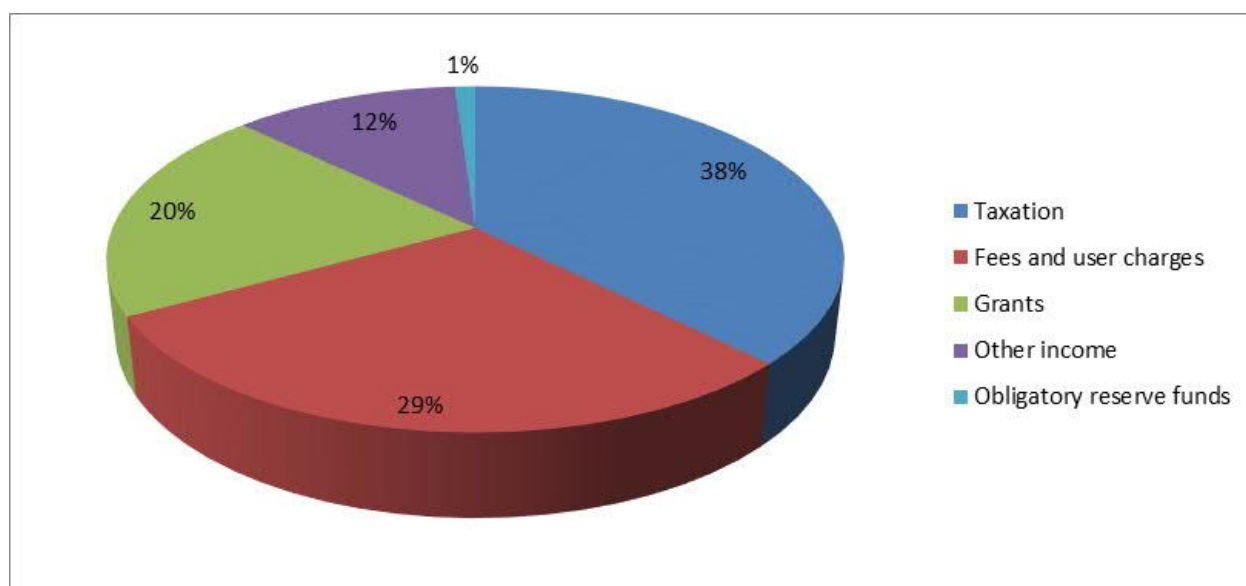
Net Municipal Levy Per \$100,000 of Assessment       $\frac{\text{Net Municipal Levy} \times \$100,000}{\text{Assessment}}$

	2019	2018	2017	2016	2015
Net Municipal Levy (per Financial Statements)	5,112,895	4,850,633	4,676,739	4,472,980	4,261,499
Assessment	1,010,436,603	932,938,934	860,728,646	802,882,100	756,448,255
Net Municipal Levy Per \$100,000 of Assessment	506.01	519.93	543.35	557.12	563.36



## TOTAL REVENUES

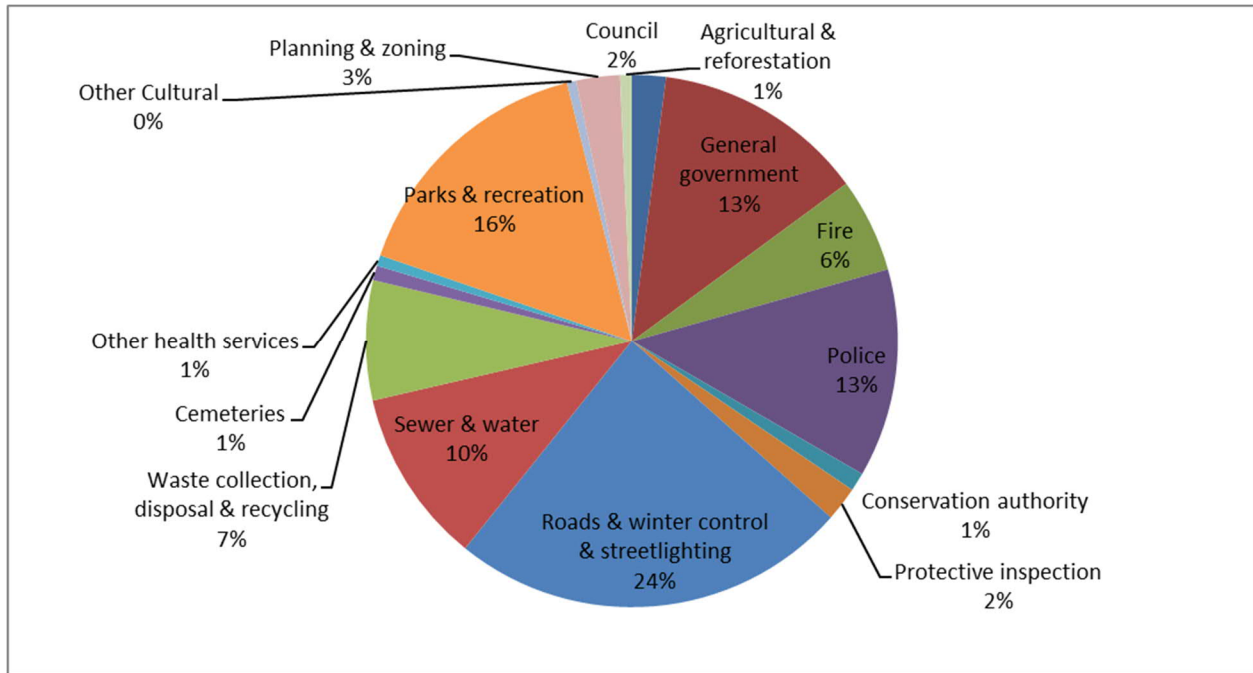
	Budget	2019	2018	2017	2016
Taxation	5,043,329	5,112,895	4,850,633	4,676,739	4,472,980
Fees and user charges	3,772,849	4,008,162	3,949,529	3,631,950	3,680,852
Grants	3,004,898	2,753,026	2,169,254	2,131,926	1,700,465
Other income	842,345	1,605,629	914,891	913,074	1,053,136
Obligatory reserve funds	-	145,316	214,773	207,046	188,617
	12,663,421	13,625,028	12,099,080	11,560,735	11,096,050



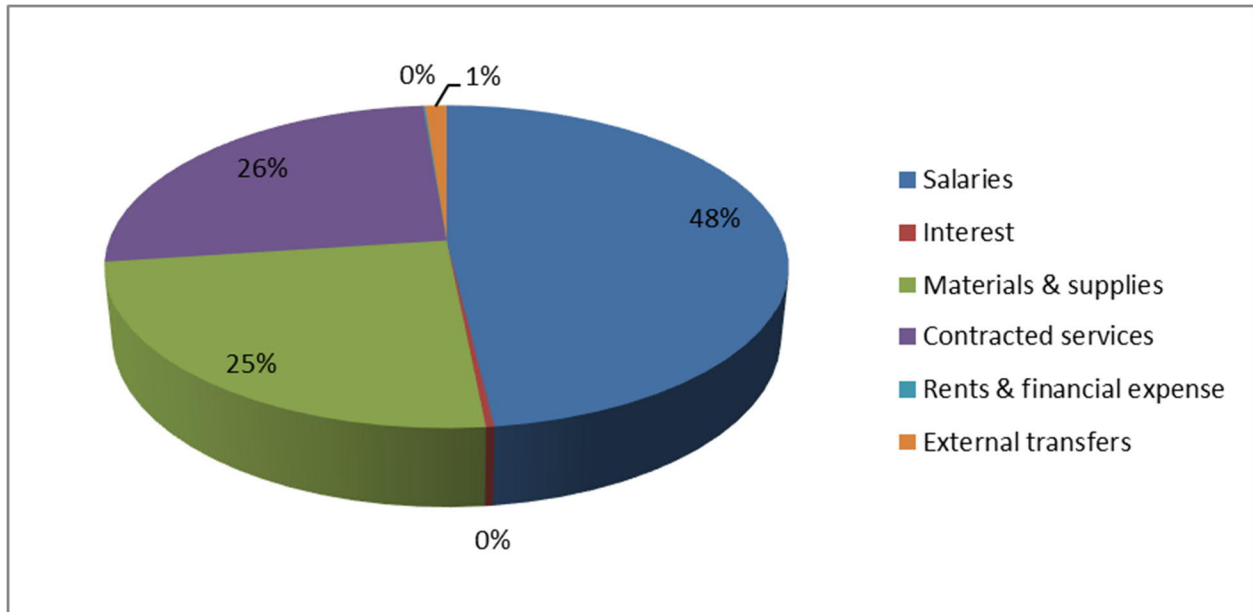
**FOUR YEAR COMPARISON OF EXPENSES  
(EXCLUDING AMORTIZATION, POST EMPLOYMENT BENEFIT  
CHANGE AND SOLID WASTE LANDFILL CHANGE)**

	Budget	2019	2018	2017	2016
Council	168,240	182,084	154,928	128,754	127287
General government	982,477	1,141,049	1,474,587	696,856	641429
Fire	503,242	506,622	434,095	424,648	357609
Police	1,131,576	1,126,179	1,111,349	1,135,781	1109381
Conservation authority	107,348	99,652	104,519	98,591	95426
Protective inspection	255,388	185,185	203,452	181,739	157866
Roads & winter control & streetlighting	2,164,615	2,148,730	2,029,610	1,918,429	1897290
Sewer & water	857,632	973,462	833,886	835,816	896020
Waste collection, disposal & recycling	359,280	567,417	598,839	591,146	599771
Cemeteries	110,471	78,760	82,699	77,820	84112
Other health services	56,971	57,911	60,312	44,813	96411
Parks & recreation	1,463,686	1,402,830	1,327,540	1,289,350	1335040
Other Cultural	17,185	50,140	57,241	49,668	59790
Planning & zoning	190,447	235,088	103,442	102,205	208285
Agricultural & reforestation	45,276	63,680	45,380	79,649	86786
<b>Total</b>	<b>8,413,834</b>	<b>8,818,789</b>	<b>8,621,879</b>	<b>7,655,265</b>	<b>7,752,503</b>
Salaries	3,578,599	4,265,732	3,585,617	3,333,379	3,249,465
Interest	31,430	29,886	32,413	34,945	36,308
Materials & supplies	2,142,615	2,200,472	1,989,729	1,907,705	2,015,950
Contracted services	2,544,131	2,207,753	2,347,279	2,265,041	2,327,804
Rents & financial expense	7,711	8,971	6,931	10,536	20,190
External transfers	109,348	105,975	659,910	103,659	102,786
<b>Total</b>	<b>8,413,834</b>	<b>8,818,789</b>	<b>8,621,879</b>	<b>7,655,265</b>	<b>7,752,503</b>

## OPERATING EXPENSES BY FUNCTION



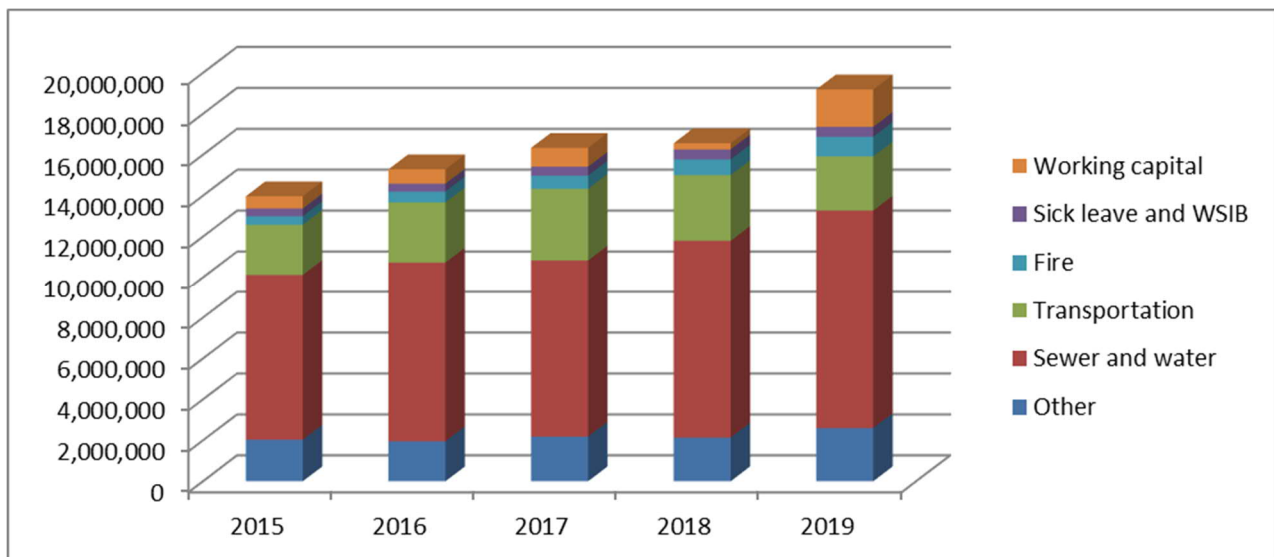
## OPERATING EXPENSES BY OBJECT



## WHAT DO YOU HAVE FOR THE FUTURE?

	2019	2018	2017	2016	2015
<b>Obligatory Reserve Funds</b>					
Gas tax	733,269	410,168	401,537	397,846	377,556
Recreational land	3,080	3,022	2,974	2,946	2,922
Subdivider contributions	22,343	21,919	21,570	21,366	21,201
Main St. Revitalization	7,460	40,664	0	0	0
	<u>766,152</u>	<u>475,773</u>	<u>426,081</u>	<u>422,158</u>	<u>401,679</u>

<b>Reserves and discretionary reserve funds</b>					
Working capital	1,823,010	301,060	922,623	702,203	600,261
Sick leave and WSIB	487,436	491,080	433,565	382,486	375,667
Fire	958,869	759,811	650,578	528,875	422,964
Transportation	2,645,522	3,215,995	3,498,432	2,942,160	2,448,897
Sewer and water	10,674,739	9,658,701	8,654,572	8,779,863	8,094,947
Other	2,597,206	2,134,231	2,175,822	1,951,565	2,029,585
	<u>19,186,782</u>	<u>16,560,878</u>	<u>16,335,592</u>	<u>15,287,152</u>	<u>13,972,322</u>



The Municipality of Arran-Elderslie held reserves equivalent to 179.82% of 2019 expenses (2018 - 157.53%) or 375.26% of 2019 own purpose taxation (2018 - 341.42%).



Roger Cook, Manager  
Saugeen Mobility and Regional Transit  
603 Bruce Line 19, Walkerton, ON N0G 2V0  
[roger@saugeenmobility.ca](mailto:roger@saugeenmobility.ca)

June 17, 2020

**Sent by Email**

Dear Mr. Cook,

On May 12, 2020 the Council of the Municipality of Brockton passed the following resolution:

**Resolution 20-12-04      Moved by D. Leifso      Seconded by D. Gieruszak**

Whereas Saugeen Mobility and Regional Transit (SMART) supplies an essential specialized transit service for many vulnerable and mobility challenged individuals in our community; and

Whereas the Municipality of Brockton is a member of the SMART organization; and

Whereas each member municipality financially supports the SMART organization and the service provided to each member community; and

Whereas there are multiple agencies supplying specialized transit services across Grey and Bruce Counties creating a fractured service; and

Whereas the duplication of these services is a costly and inefficient way to operate a transit service; and

Whereas the cost for SMART to deliver service continues to rise impacting the burden on taxpayers;

Now therefore be it resolved that the Council of the Municipality of Brockton hereby requests Saugeen Mobility and Regional Transit (SMART) to explore the amalgamation of specialized transit services within Grey and Bruce Counties and transition to a County-wide operation to potentially reduce transit duplication and develop transit efficiencies.

And further that a supporting letter be forwarded to the Councils of Grey and Bruce Counties and all lower-tier municipalities within Grey and Bruce Counties.

**Carried.**



Please do not hesitate to contact me should you have any further inquiries, or require additional information.

Sincerely,

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

Fiona Hamilton, Clerk  
Municipality of Brockton  
519-881-2223 Ext. 124 or [fhamilton@brockton.ca](mailto:fhamilton@brockton.ca)

CC: County of Grey  
County of Bruce  
Municipality of Arran-Elderslie  
Town of the Blue Mountains  
Township of Chatsworth  
Township of Georgian Bluffs  
Municipality of Grey Highlands  
Town of Hanover  
Township of Huron-Kinloss  
Municipality of Kincardine  
Town of Meaford  
Municipality of North Bruce Peninsula  
City of Owen Sound  
Town of Saugeen Shores  
Municipality of South Bruce  
Municipality of South Bruce Peninsula  
Township of Southgate  
Municipality of West Grey





**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735  
Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)  
Website: <http://www.huronkinloss.com>

Roger Cook, Manager  
Saugeen Mobility and Regional Transit  
603 Bruce Line 19  
Walkerton, ON N0G 2V0  
Via email: [roger@saugeenmobility.ca](mailto:roger@saugeenmobility.ca)

May 26, 2020

Dear Roger Cook;

Re: Copy of Resolution #327

Motion No. 327

Moved by: Lillian Abbott Seconded by: Jeff Elliott

THAT the Council of the Township of Huron-Kinloss hereby requests Saugeen Mobility and Regional Transit (SMART) to explore the amalgamation of specialized transit services within Grey and Bruce Counties and transition to a County wide operation to potentially reduce transit duplication and develop transit efficiencies;  
AND FURTHER THAT a supporting letter be forwarded to the council of Grey and Bruce Counties and all lower tier municipalities within Grey and Bruce Counties.

Sincerely,

Kelly Lush  
Deputy Clerk



## CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

3131 OLD PERTH ROAD • PO BOX 400 • RR 2 • ALMONTE ON • K0A 1A0

PHONE: 613-256-2064  
FAX: 613-256-4887  
WEBSITE: [www.mississippimills.ca](http://www.mississippimills.ca)

### VIA E-MAIL

June 19, 2020

Hon. Doug Ford  
Premier of Ontario  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Hon. Steve Clark  
Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Hon. Vic Fedeli  
Minister of Economic Development, Job Creation and Trade  
[MEDJCT.Minister@ontario.ca](mailto:MEDJCT.Minister@ontario.ca)

Hon. Lisa MacLeod  
Minister of Heritage, Sport, Tourism and Culture Industries  
[Minister.MacLeod@ontario.ca](mailto:Minister.MacLeod@ontario.ca)

Hon. Stephen Lecce  
Minister of Education  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

Hon. Laurie Scott  
Minister of Infrastructure  
[laurie.scottco@pc.ola.org](mailto:laurie.scottco@pc.ola.org)

Dear Premier and Ministers,

### **RE: Support for Rural Broadband**

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On behalf of the Council of the Corporation of the Municipality of Mississippi Mills, this is to advise you that the following resolution was adopted by Council at its meeting held on June 16, 2020.

**Resolution No. 246-20**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Dalgity**

**WHEREAS** in December 2016 the Canadian Radio-television and Telecommunications Commission declared broadband internet an essential service for Canadians;

**AND WHEREAS** access to internet in many rural communities in Ontario is limited or non-existent;

**AND WHEREAS** current broadband investment projects across Ontario will still leave many residents unserved;

**AND WHEREAS** the COVID-19 pandemic has underscored the digital divide leaving many rural residents unable to participate in e-commerce, online schooling, are unable to move businesses online or access healthcare and other services online;

**AND WHEREAS** communities and municipalities are developing economic recovery plans;

**AND WHEREAS** there may be potential federal and provincial funding for shovel-ready infrastructure programs to kick-start the economy;


**THEREFORE BE IT RESOLVED THAT** the Municipality of Mississippi Mills calls on the provincial and federal governments to include rural broadband investment as part of the economic recovery shovel-ready projects for municipalities;

**AND THAT** Council direct staff to circulate this resolution to the Prime Minister of Canada; the Federal Minister of Rural Economic Development; the Federal Minister of Innovation, Science and Industry; the Federal Minister of Economic Development; the Minister of Infrastructure and Communities; the Federal Minister of Health; the Premier of Ontario; the Minister of Municipal Affairs; the Minister of Economic Development, Job Creation and Trade; the Minister of Heritage, Sport, Tourism and Culture Industries; the Minister of Education; the Minister of Infrastructure; and all Ontario Municipalities; the Association of Rural Municipalities of Ontario; the Association of Municipalities of Ontario and The Federation of Canadian Municipalities.

**CARRIED**

Should you have any questions please feel free to follow up with our office directly at 613-256-2064 or [jharfield@mississippimills.ca](mailto:jharfield@mississippimills.ca)

Kind Regards,

  
Jeanne Harfield  
Clerk



County of Bruce Transportation &  
Environmental Services Department  
30 Park Street, P.O. Box 398, Walkerton, ON N0G 2V0  
(519) 881-2400 Fax (519)507-3030

[brucecounty.on.ca](http://brucecounty.on.ca)

## 2020 CONSTRUCTION UPDATE

### 1<sup>st</sup> Ave North, Chesley

The County of Bruce Transportation and Environmental Services Department follows an Asset Management Strategy that ensures infrastructure is maintained and in the best condition possible at the most cost-effective method for the residents and explorers in Bruce County.

This notice is to inform you that the following road and infrastructure construction project has been scheduled to start in July with completion forecasted for November 2020. The work will require a full road closure with a short local detour for non-truck traffic.

Please be advised proceeding with this work is subject to Council approval on July 9<sup>th</sup>, 2020. If this work is approved, we will wish to start the project promptly. We are therefore providing this conditional notice.

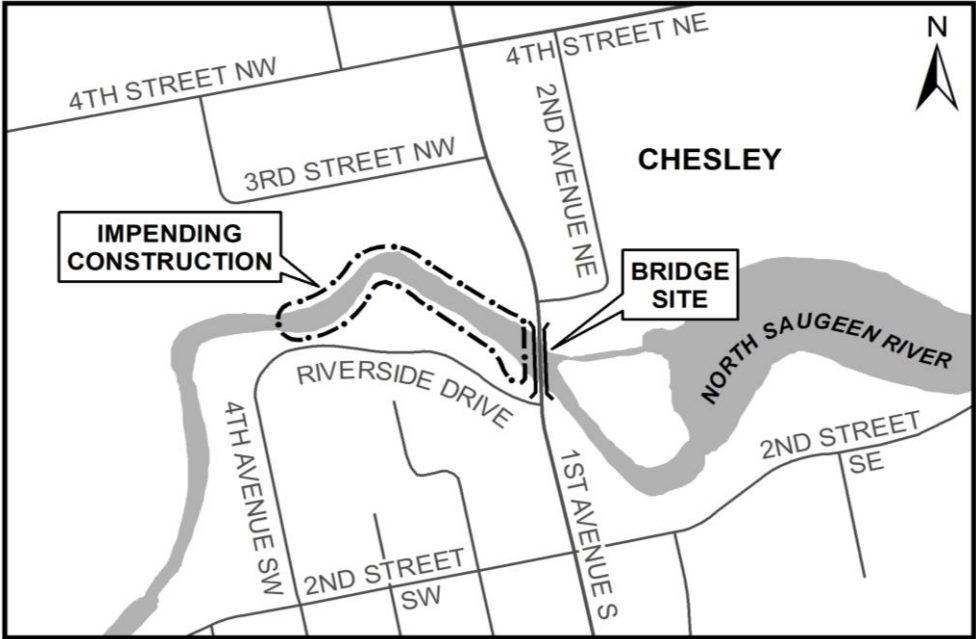
**Road Reconstruction, Storm Water, Watermain and Sanitary Main Replacements:**  
Bruce Road 30D north of 2<sup>nd</sup> St NE to 4<sup>th</sup> St NW.

You can also access current road and bridge construction information at  
<https://brucecounty.on.ca/departments/highways>

Questions or concerns regarding this notice can be directed to:  
Jim Donohoe, Engineering Manager  
519-881-2400

**COUNTY OF BRUCE**  
**NOTICE OF IMPENDING CONSTRUCTION**  
**NORTH SAUGEEN RIVER IN CHESLEY**

This notice is being issued to advise residents and local business owners of impending construction along the shoreline of the North Saugeen River in Chesley, downstream (west), of the new bridge crossing (see attached plan). The work is being completed to implement fish habitat measures in the channel, which were required as a condition of the Federal Fisheries Act Authorization, issued for the bridge replacement project.



It is anticipated that access to portions of the Heritage Trail and shoreline areas along the river will be restricted for approximately 2 weeks, beginning on July 6<sup>th</sup>. Access over the new bridge and to Riverside Drive, should be maintained for the duration of the project.

For further information on this project, please contact the project engineers:

B.M. Ross and Associates Ltd., 62 North Street, Goderich, Ontario, N7A 2T4. Telephone: 1-(888) 524-2641. Attention: Ken Logtenberg, P. Eng., Project Manager (e-mail: klogtenberg@bmross.net).



**Ministry of Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council  
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: [Ontario.ca/alert](https://ontario.ca/alert). I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark  
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers  
Municipal Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario





## Media Release

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July 7, 2020

### Local Immigration Partnership Underway in Grey and Bruce

Grey and Bruce Counties are joining forces to address newcomer integration and employment needs in the region. The two counties have received funding through Immigration, Refugees and Citizenship Canada to form a Local Immigration Partnership and hire a coordinator. The partnership will help create a more welcoming environment for newcomers by bringing together various settlement programs and institutions to share knowledge and develop resources. Melissa Avedesian will begin in the coordinator role on July 6, 2020.

“Newcomers to Grey and Bruce bring skills and knowledge to our communities and they are an important part of our future,” said Grey County Warden Paul McQueen. “As our population continues to age out of the workforce, it’s important that we have resources available to help our newcomers settle in our region and call Grey and Bruce Counties home.”

“Bruce County and Grey County have many of the same opportunities and challenges with newcomer attraction and retention,” said Bruce County Warden Mitch Twolan. “By working together, we can pool our resources and networks to develop a responsive and successful partnership.”

Newcomers have unique needs that can be challenging for service providers. The Local Immigration Partnership will offer support to local employers, school boards, healthcare centres, boards of trades, professional associations, ethno-cultural and faith-based organizations, social services sectors and other service providers. Specifically, the project will focus on developing community-based partnerships, enhancing access to services, improving access to jobs and local training opportunities, and promoting the benefits of diverse and multi-cultural communities. The Grey Bruce Local Immigration Partnership will also be involved in local youth retention initiatives to ensure youth newcomers have opportunities and support they need to find employment in our region.

Organizing the project will be up to the newly hired Local Immigration Partnership coordinator, Melissa Avedesian. Ms. Avedesian understands local labour challenges

well, having worked previously for the Four County Labour Market Planning Board and the Town of Hanover.

"I'm excited to work with Grey and Bruce counties on such an important project. I look forward to building on the current successes in the community, while also supporting new initiatives," said Avedesian. "In my experience working in the area, I've loved collaborating on projects with numerous businesses and organizations in Bruce and Grey counties. I look forward to continuing to work with these community partners in a new capacity, as well as building new relationships."

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For more information and media inquiries contact:

**Grey County**

Rob Hatten, Communications Manager

[rob.hatten@grey.ca](mailto:rob.hatten@grey.ca)

519-373-1592

**Bruce County**

Jessie McGibbon, Marketing & Communications Coordinator

[jmcgibbon@brucecounty.on.ca](mailto:jmcgibbon@brucecounty.on.ca)

226-909-2460



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
July 13, 2020  
SRCLK.20.12

SUBJECT: Transfer of Lands with McLean and 1113469 Ontario Inc.

## RECOMMENDATION:

*Be It Resolved,*

- 1) That SRCLK.20.12 be received – Transfer of Lands with McLean and 1113469 Ontario Inc.; and
- 2) That Council directs staff to bring forward the necessary implementing by-laws; and
- 3) That the Clerk and Mayor be authorized to sign all documentation related to the disposition and acquisition of the subject lands.

Submitted by:

*Christine Fraser-McDonald*

Christine Fraser-McDonald  
Deputy Clerk

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

## BACKGROUND:

At the Council meeting on April 10, 2017, Council reviewed an email from Ross McLean regarding Durst Street and 1<sup>st</sup> Ave S in the Town of Chesley.

Mr. McLean indicated that he would like to square off the lot as PIN 33186-0496, which would involve closing the angular part of Durst Street and Mr. McLean acquiring the triangular tip of the former rail line, which is owned by 1113469 Ontario Inc. (Crate Design). Durst Street now goes straight through to 1<sup>st</sup> Ave S.

Subsequent to that discussion, Council agreed with the proposal, with Mr. McLean bearing all costs associated for the reference plan, including the travelled road that the municipality would acquire from 111469 Ontario Inc.

## **COMMENTS:**

In this proposal, Parts 5 and 6 are to be conveyed by 1113469 Ontario Inc. (Crate Design), while McLean is transferring Part 8 to the Municipality.

Parts 3, 4, and 5, will be conveyed to McLean with Part 4 being subject to an easement in favour of the municipality. Parts 3, 4, and 5, Plan 10340, will be permanently closed and will be exempted from the requirement of Schedule "A" Legal: Sale of Real Property to By-law 1-99 to be valued as they are former highway, road or road allowance. Notice of the disposition will also be exempted.

Part 7 is already owned by the Municipality.

By-laws and transfers have been prepared for this proposal.

## **FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

Mr. McLean indicated that he would bear all costs associated with such conveyance including the cost of the preparation and registration of Reference Plan 3R-10340, the cost of the acquisition of Parts 3,4 and 5 on Reference Plan 3R-10340, the preparation and registration of the By-Law and any other By-Law related to any part on Reference Plan 3R-10340.

## **APPENDICIES: None**

Appendix A – Reference Plan 3R-10340

Appendix B – Lands owned by Municipality and McLean

Appendix C – Bruce County Air Photo





**PROPERTY INDEX MAP**  
BRUCE (No. 03)

**LEGEND**

- FRESHOLD PROPERTY
- LEASEHOLD PROPERTY
- LIMITED INTEREST PROPERTY
- CONDOMINIUM PROPERTY
- RETIREE PIN (MAP UPDATE PENDING) 0449
- PROPERTY NUMBER 00050
- ELECTRICAL FABRIC
- EASEMENT

**THIS IS NOT A PLAN OF SURVEY**

**NOTES**

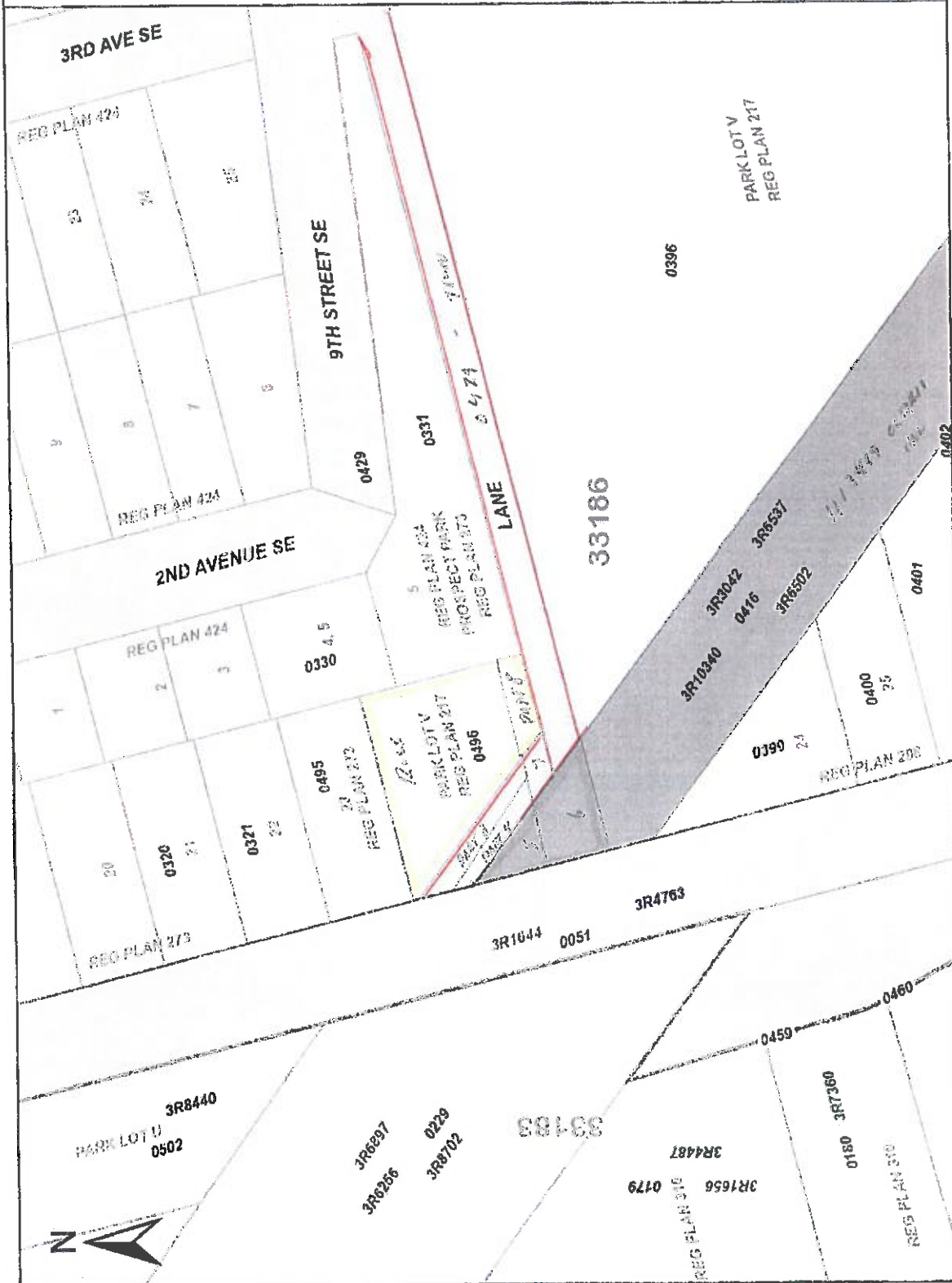
REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

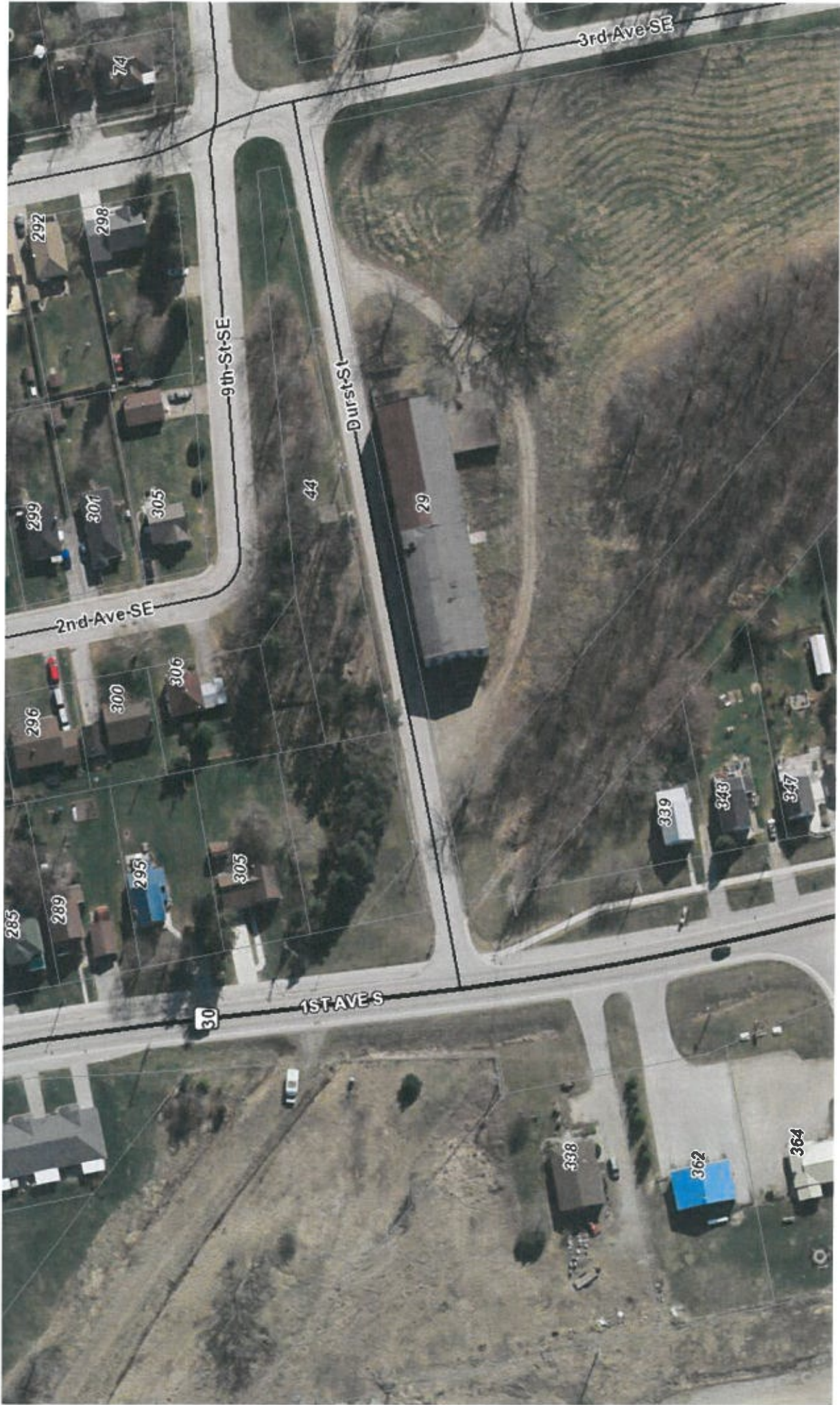
THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MATCH EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED







# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
July 13, 2020  
SRCAO/CLK.20.19

SUBJECT – Informal Group Homes - bylaw

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## **RECOMMENDATION:**

*Be It Resolved,*

- 1) That Council receive SRCAO/CLK.20.19. as information; and
- 2) That council consider passage of the Informal Group Homes Licencing Bylaw at an upcoming council meeting, after receiving comments from Provincial Offences Staff regarding set fines.

Submitted by:

Bill Jones

Bill Jones  
CAO/Clerk

## **BACKGROUND:**

The Municipality continues to receive complaints and concerns regarding an informal group home operating in Chesley. The municipality has engaged with the manager of the facility, supporting agencies, the OPP, provincial government and the public, in an attempt to try and resolve ongoing issues. The Municipality has asked the province to consider regulating informal group homes, but that process, if successful, will take years. Until such time that we see provincial oversight of informal group homes, the municipality could consider regulations via municipal licensing bylaw.

Council has previously been circulated a copy of the City of London “Informal residential care facility licensing bylaw” for information purposes.



Recently, the CAO/Clerk has had discussions with the City of London Bylaw department regarding the licensing bylaw. Essentially, the bylaw has worked very well for the City and has improved conditions for residents residing in these homes as well as the general public living in the vicinity of these homes.

The proposed licencing bylaw requires owners/managers of these homes to comply with a list of requirements to obtain and maintain a licence to operate. These requirements include but not limited to:

- a written tenancy agreement with each tenant
- a service plan for each tenant which shall include all the information as prescribed by the Licence Manager.
- separate file for each tenant which contains the following information: (a) Name, gender, date of birth, age, date of admission and date of discharge; (b) Name, address and telephone number of next-of-kin; (c) Name address and telephone number of the tenant's attorney for personal care, if any; (d) Name address and telephone number of the tenant's attorney for property; if any; (e) Name, address and telephone number of the tenant's physician(s);
- The Licensee shall maintain an up-to-date, alphabetical list of the tenants of the Informal Residential Care Facility which includes the name, gender, date of birth, age and date of admission of each tenant.
- The Licensee shall maintain insurance as required
- The Licensee shall ensure that all persons working at the Informal Residential Care Facility or providing Informal Care Services, whether employed by the Licensee or not, are at least 18 years of age.
- The Licensee shall ensure that at all times when food is being prepared, processed, packaged, served or stored at the Informal Residential Care Facility there is a Certified Food Handler working at the Informal Residential Care Facility who is supervising the preparation, processing, packaging, service or storage of food.
- The Licensee shall ensure that all serious incidents are responded to and reported within 24 hours of the occurrence, or if on a weekend or a statutory holiday, on the next business day to the Licence Manager. A serious incident may include but is not limited to: (a) an emergency, including fire or unplanned evacuation of tenants; (b) an unexpected or sudden death, including a death resulting from an accident or suicide; (c) a tenant who is missing for twenty-four hours or more; (d) any missing tenant who returns to the Informal Residential Care Premises with an injury or any significant change in condition regardless

of the length of time the tenant was missing, where “significant change” means a major change in the person’s health condition that;

- (i) will not resolve itself without further intervention;
- (ii) impacts on more than one aspect of the tenant’s health condition, and
- (iii) requires emergency medical attention;

(e) an outbreak of a reportable disease or communicable disease as defined in the Health Protection and Promotion Act; (f) an event on the Informal Residential Care Premises that resulted in law enforcement or emergency services intervention resulting in criminal charges or the need for unexpected emergency medical service requiring transportation to a hospital or other emergency care institution; or (g) an allegation of abuse, threat of violence, or danger to life of any staff person or tenant.

Premises used for the Informal Residential Care Facility shall be in accordance with the requirements of the Building Code Act and the Regulations thereunder, the Fire Protection and Prevention Act, and the Regulations thereunder, and the Municipality’s Property Standards By-law.

As you can see, the bylaw is comprehensive and will require the licensee to provide significant documentation to obtain a licence as well as payment of an annual fee.

What the bylaw does not do and cannot do, is regulate or impose conditions regarding illegal activities that take place off site by tenants of a facility. These occurrences will still have to be addressed by local enforcement agencies.

The majority of municipal resources required to manage the bylaw’s requirements will be administrative (continuous follow up with facility managers to confirm paperwork on each new tenant is completed and the review and issuance of the annual licence). Actual bylaw enforcement will vary depending on compliance.

Arran-Elderslie only has bylaw enforcement one day per week, which may prove to be inadequate depending on how time sensitive enforcement activity needs to be. Review of bylaw enforcement needs in Arran-Elderslie will be discussed at a future council meeting, as there seems to be some interest and need for additional enforcement (parking, property standards, fire bans, and this bylaw if approved).

The Licencing Bylaw will also require the appointment of a Hearing Officer (third party appointed by council and should not be a councillor or municipal employee. This person would only be used if the licensee wishes to appeal the decision of licence revocation or suspension.

## **COMMENTS:**

The CAO/Clerk believes this bylaw will provide enhanced municipal oversight of unregulated group homes but may not fully satisfy local residents who have concerns with tenants' activities "off-site". If council wishes to consider implementation of a licencing bylaw, staff will place the bylaw on an upcoming council agenda for consideration. The bylaw will need to be reviewed by Provincial Offences Staff as there are set fines withing the document. Staff will provide additional information regarding the appointment process for a hearing officer if/when the bylaw gets approved.

## **FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

The bylaw may require additional enforcement that would have to be considered as part of an overall review of our bylaw capabilities/requirements. In the meantime, existing staff will provide the necessary resources to enact and enforce the proposed bylaw.

## **APPENDICIES:**

Draft "Informal Residential Care Facility Licencing Bylaw"

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

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**BY-LAW NO. [REDACTED]-2020**

A by-law to provide for the licensing and regulation of informal residential care facilities and services in the Municipality of Arran-Elderslie.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the *Municipal Act, 2001*), provides that a municipal power shall be exercised by by-law:

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 5, Economic, social and environmental well-being of the municipality; in paragraph 6, Health, safety and well-being of persons, in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, Protection of persons and property; in paragraph 11 Business Licensing;

AND WHEREAS subsection 151 of the *Municipal Act, 2001* provides that, without limiting sections 9 and 10 of the Act, a municipality may provide for a system of licences with respect to a business;

AND WHEREAS the Council for the Municipality of Arran-Elderslie considers it necessary and desirable for the public to regulate informal residential care facilities and services for the purpose of protecting the health, safety and well-being of persons, nuisance control and to address quality of life issues in our neighbourhoods;

AND WHEREAS section 23.2 of the *Municipal Act, 2001* permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS Council for the Municipality of Arran-Elderslie is of the opinion that the delegation of legislative powers under this by-law to the Licence Manager and the Hearings Officer including without limitation the power to issue, revoke, suspend and impose conditions on a licence, prescribe operational standards to be imposed on licensees are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001*;

AND WHEREAS subsection 391(1) of the *Municipal Act, 2001* provides that a municipality may impose fees and charges on persons,

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

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention

occurred to discontinue the contravening activity, and any person who contravenes such an order is guilty of an offence;

AND WHEREAS it is deemed expedient to pass this by-law;

NOW THEREFORE the Municipal Council of Arran-Elderslie hereby enacts as follows:

## 1.0 DEFINITIONS

1.1 For the purpose of this By-law:

**“Accredited Program”** means:

- (a) The local Health Unit’s Food Handler Certification Course;
- (b) A food handler training and certification program or course provided by a Board of Health established under the *Health Protection and Promotion Act*, R.S.O. 1990, c.H-7, as amended, and any regulations thereunder; or
- (c) A food handler training and certification program or course that has been accredited by the Medical Officer of Health;

**“Applicant”** means a person applying for a licence under this By-law;

**“Certified Food Handler”** means a person who holds a valid Food Handler Certificate;

**“Municipality”** means The Corporation of the Municipality of Arran-Elderslie;

**“Council”** means the Municipal Council of The Corporation of the Municipality of Arran-Elderslie;

**“Chief Building Official”** means the Chief Building Official as appointed by Council pursuant to the *Building Code Act*;

**“Enforcement Officer”** means a Municipal Law Enforcement Officer appointed by the Council, or an officer, employee or agent of the Municipality whose responsibilities include the enforcement of this By-law;

**“Fire Chief”** means the Chief of Chesley, Paisley or Tara’s Fire Services of the Municipality or a person delegated by him or her for the purposes of this By-law;

**“Food Handler Certificate”** means a certificate issued to a person by the provider of an Accredited Program certifying that the person has successfully completed that program;

**“Hearings Officer”** means a Hearings Officer appointed by Municipal Council.

**“Informal Care Services”** means the provision of services to support the routines of daily life including without limitation to assistance with money management, assistance with facilitating the payment of rent, assistance with facilitating the payment of bills, receiving payment for rent and services including rent received on behalf of another party, housing finding and stabilization, assistance with finding housing whether temporary or permanent, meal preparation, the provision of food or meals, advocacy, transportation, assistance with transportation, or other services;

**“Informal Residential Care Facility”** means a residential facility that is occupied or intended to be occupied by three or more persons for the purpose of receiving Informal Care Services, whether or not receiving the services is the primary purpose of the occupancy but does not include a residential facility that is funded or licensed by the federal or provincial government or regulated under one of the following:

- (a) Long-Term Care Homes Act, 2007;
- (b) Retirement Homes Act, 2010;
- (c) Homes for Special Care Act;
- (d) Public Hospitals Act;

**“Licensee”** means any person licensed under this By-law;

**“Licence Manager”** means the Chief Building Official of the Municipality;

**“Medical Officer of Health”** means the Medical Officer of Health for the Grey Bruce Health Unit or a person delegated by him or her for the purposes of this By-law;

**“Operational Standards”** means the operational standards prescribed by the Licence Manager under subsection 7.9(b) of this By-law;

**“tenant”** means a person other than an operator or employee who resides in an Informal Residential Care Facility and to whom the operator provides Informal Care Services and the term “tenant” has a corresponding meaning;

## **2.0 PROHIBITIONS**

**2.1** No person shall operate an Informal Residential Care Facility without holding a current valid licence issued under this By-law.

**2.2** No person shall hold himself, herself or itself out to be licensed under this By-law if they are not.

**2.3** No person shall contravene or fail to comply with a term or condition of his, her or its licence imposed under this By-law.

**2.4** No person shall operate an Informal Residential Care Facility while their licence issued under this By-law is under suspension.

## **3.0 ADMINISTRATION**

**3.1** The administration of this By-law is assigned to the Licence Manager who shall generally perform all of the administrative functions conferred upon him or her by this By-law and without limitation may:

- (a) receive and process all applications for all licenses and renewals of licences under this By-law;
- (b) issue licenses in accordance with the provisions of this By-law;
- (c) impose terms and conditions on licences in accordance with this By-law; and
- (d) refuse to issue or renew a licence or revoke or suspend a licence in accordance with this By-law.

## **4.0 APPLICATIONS FOR A LICENCE AND RENEWAL OF LICENCE**

**4.1** Every application for a licence and renewal licence shall be made to the Licence Manager on the forms provided by the Licence Manager. Without limitation, every application for a licence or a renewal shall include the following information:

- (a) the name, municipal address and telephone number of each Applicant or Licensee;
- (b) if the Applicant or Licensee is a partnership, the name, address and telephone number of each partner;
- (c) if the Applicant or Licensee is a corporation, the address of its head office, the name, address and telephone number of each director and officer;
- (d) the municipal address and legal description of the business;
- (e) a sworn statement by the Applicant or Licensee certifying the accuracy, truthfulness and completeness of the application;
- (f) if the Applicant or Licensee is a partnership, a sworn statement by each partner certifying the accuracy, truthfulness and completeness of the application; and

- (g) if the Applicant or Licensee is a corporation, a sworn statement by an officer of the corporation duly authorized for that purpose certifying the accuracy, truthfulness and completeness of the application.

**4.2** Every person applying for a licence or a renewal of a licence shall provide in full at the time the application is submitted all of the information requested on the application form as well as:

- (a) payment of the prescribed fee as set out in Schedule "A" of this By-law;
- (b) if the Applicant or Licensee is a corporation, a copy of the incorporating documentation, a copy of the last initial notice or notice of change which has been filed with the provincial or federal government and a Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than fifteen (15) days prior to the date of the application for a licence;
- (c) a police records check from the Ontario Provincial Police Service dated no later than 60 days prior to the application for a licence;
- (d) if the Applicant or Licensee is a partnership, have each partner submit to the Licence Manager a police records check from the Ontario Provincial Police Service dated no later than 60 days prior to the application for a licence;
- (e) if the Applicant or Licensee is a corporation, have each director submit to the Licence Manager a police records check from the Ontario Provincial Police Service dated no later than 60 days prior to the application for a licence;
- (f) proof of insurance in respect of the Informal Residential Care Facility that:
  - (i) is satisfactory to the Licence Manager;
  - (ii) includes general liability insurance in an amount not less than \$5,000,000;
  - (iii) includes risk property insurance for the Informal Residential Care Facility Including its furniture and fixtures in an amount sufficient to cover current replacement of the property;
  - (iv) identifies the use as an Informal Residential Care Facility; and
  - (v) requires that the Licence Manager be notified within 60 days of its expiry; and
- (g) any other documentation or information as may be required in any other Part of this By-law and by the Licence Manager.

**4.3** The Licence Manager may require affidavits in support of an application for or a renewal of a licence.

**4.4** Every application may be subject to investigations by and comments or recommendations from the municipal or provincial department or agencies as the Licence Manager deems necessary including but not limited to:

- (a) the Chief Building Official;
- (b) the Fire Chief;
- (c) the Municipal Law Enforcement Officer;
- (d) the Chief of Police; and
- (e) the Medical Officer of Health.

## **5.0 ISSUANCE OF LICENCES**

**5.1** Every licence issued under this By-law shall be in the form and manner as provided by the Licence Manager and without limitation shall include on its face the following information;

- (a) the licence number;
- (b) the name, address and telephone number of each Licensee;
- (c) the date the licence was issued and the date it expires; and,
- (d) the municipal address of the premises used for the Informal Residential Care Facility.

**5.2** Every licence that is issued for the first time, and every renewal thereof, is subject to the following conditions of obtaining, continuing to hold and renewing a licence all of which shall be performed and observed by the Applicant or the Licensee:

- (a) the Applicant or Licensee shall pay the prescribed licence fee as set out in Schedule "A" of this By-law;
- (b) the Applicant or Licensee shall pay all fees and fines owed by the Applicant or Licensee to the Municipality;
- (c) the Applicant or Licensee shall have a contractual or proprietary interest in the premises upon which the Informal Residential Care Facility is to be operated which will enable the Applicant or Licensee to carry on the business;
- (d) the Applicant or Licensee shall allow, at any reasonable time and when permitted by law, the Municipality to inspect the premises used for the Informal Residential Care Facility;
- (e) the premises used for the Informal Residential Care Facility shall be in accordance with the requirements of the *Building Code Act* and the Regulations thereunder, the *Fire Protection and Prevention Act*, and the Regulations thereunder, and the Municipality's Property Standards By-law;
- (f) the premises used for the Informal Residential Care Facility are not constructed or equipped so as to hinder the enforcement of this By-law;
- (g) the use of the premises used for the Informal Residential Care Facility is permitted or conforms with the uses permitted under the applicable zoning by-law or is a legal non-conforming use;
- (h) the operation of the Informal Residential Care Facility shall comply with all federal and provincial laws;
- (i) the conduct of the Applicant or Licensee, or any partner, officer, director, employee or agent of the Applicant or Licensee, shall not afford reasonable cause to believe that the Applicant or Licensee will not carry on or engage in the operation of the Informal Residential Care Facility in accordance with the law or with honesty or integrity;
- (j) if the Applicant or Licensee is a partnership or a corporation, any change in the composition of the partnership or of the officers and/or directors of the corporation shall be reported to the Licence Manager within ten (10) days; and
- (k) the Applicant or Licensee shall be in compliance with all provisions of this By-law.

**5.3** The issuance of a licence or renewal thereof under this By-law is not intended and shall not be construed as permission or consent by the Municipality for the Licensee to contravene or fail to observe or comply with any law of Canada, Ontario or any by-law of the Municipality.

**5.4** A licence issued under this By-law shall be valid only for the period of time for which it was issued.

**5.5** Every licence, at all times, is owned by and is the property of the Municipality and is valid only in respect of the person and for the Informal Residential Care Facility named therein. A separate licence shall be required for each Informal Residential Care Facility.

**5.6** The Licensee shall notify the Licence Manager of any change in ownership of the Informal Residential Care Facility and shall surrender his, her or its licence to the Licence Manager within seventy-two (72) hours of the completion of such change.

**5.7** All licence fees and inspection fees paid under this By-law are non-refundable.

## **6.0 REGULATIONS**

**6.1** The Licensee shall ensure that a legible copy of the license issued under this By-law is



posted and maintained in a prominent and visible position inside the Informal Residential Care Facility near the front entrance.

**6.2** The Licensee shall have a written tenancy agreement with each tenant.

**6.3** The Licensee shall develop and maintain a service plan for each tenant which shall include all the information as prescribed by the Licence Manager.

**6.4** The Licensee shall maintain a separate file for each tenant which contains the following information:

- (a) Name, gender, date of birth, age, date of admission and date of discharge;
- (b) Name, address and telephone number of next-of-kin;
- (c) Name address and telephone number of the tenant's attorney for personal care, if any;
- (d) Name address and telephone number of the tenant's attorney for property; if any;
- (e) Name, address and telephone number of the tenant's physician(s);
- (f) A service plan required under section 6.3;
- (g) A signed tenancy agreement for the tenant; and
- (h) Such other information as prescribed by the Licence Manager.

**6.5** The Licensee shall ensure that the tenant file required under section 6.4 shall be retained for a period of seven (7) years following the discharge of the tenant from the Informal Residential Care Facility.

**6.6** The Licensee shall maintain an up-to-date, alphabetical list of the tenants of the Informal Residential Care Facility which includes the name, gender, date of birth, age and date of admission of each tenant.

**6.7** The Licensee shall maintain insurance as required under subsection 4.2(f) of this By-law.

**6.8** The Licensee shall ensure that all persons working at the Informal Residential Care Facility or providing Informal Care Services, whether employed by the Licensee or not, are at least 18 years of age.

**6.9** The Licensee shall ensure that at all times when food is being prepared, processed, packaged, served or stored at the Informal Residential Care Facility there is a Certified Food Handler working at the Informal Residential Care Facility who is supervising the preparation, processing, packaging, service or storage of food.

**6.10** Every person, when working as the Certified Food Handler supervising the preparation, processing, packaging, service or storage of food under section 6.9 shall produce for inspection his or her Food Handler Certificate upon request by an Enforcement Officer.

**6.11** The Licensee shall ensure that all serious incidents are responded to and reported within 24 hours of the occurrence, or if on a weekend or a statutory holiday, on the next business day to the Licence Manager.

**6.12** For the purpose of section 6.11 a serious incident may include but is not limited to:

- (a) an emergency, including fire or unplanned evacuation of tenants;
- (b) an unexpected or sudden death, including a death resulting from an accident or suicide;
- (c) a tenant who is missing for twenty-four hours or more;
- (d) any missing tenant who returns to the Informal Residential Care Premises with an injury or any significant change in condition regardless of the length of time the tenant was missing, where "significant change" means a major change in the person's health condition that;
  - (i) will not resolve itself without further intervention;

- (ii) impacts on more than one aspect of the tenant's health condition, and
- (iii) requires emergency medical attention;

(e) an outbreak of a reportable disease or communicable disease as defined in the *Health Protection and Promotion Act*;

(f) an event on the Informal Residential Care Premises that resulted in law enforcement or emergency services intervention resulting in criminal charges or the need for unexpected emergency medical service requiring transportation to a hospital or other emergency care institution; or

(g) an allegation of abuse, threat of violence, or danger to life of any staff person or tenant.

**6.13** Where a Licensee is required to make a report under section 6.11 the report shall be in a form and contain the information as prescribed by the Licence Manager.

**6.14** The Licensee shall comply with all of the Operational Standards for Informal Residential Care Facility and Services prescribed by the Licence Manager.

## **7.0 POWERS OF THE LICENCE MANAGER**

**7.1** The power and authority to issue or renew a licence, refuse to issue or refuse to renew a licence, to cancel, revoke or suspend a licence, to impose terms and conditions, including special conditions, on a licence, are delegated to the Licence Manager.

**7.2** The Licence Manager shall issue a licence or renew a licence where the requirements or conditions of this By-law have been met.

**7.3** The Licence Manager may refuse to issue, refuse to renew or revoke or suspend a licence or impose a term or condition on a licence on the following grounds:

- (a) the conduct of the Applicant or Licensee, or any partner, officer, director, employee or agent of the Applicant or Licensee, affords reasonable cause to believe that the Applicant or Licensee will not carry on his or her business in accordance with the law or with honesty or integrity;
- (b) an Applicant or Licensee is carrying on activities that are in contravention of this By-law;
- (c) there are reasonable grounds to believe that an application or other documents provided to the Licence Manager by or on behalf of the Applicant or a Licensee contains a false statement;
- (d) any information contained in the original application form or any other information provided to the Licence Manager, has ceased to be accurate and the Licensee has not provided up-to-date accurate information to the Licence Manager to allow the Licence Manager to conclude that the Licence should continue;
- (e) an Applicant or Licensee does not meet, at any time, one or more of the requirements of this By-law or any conditions imposed on a Licence;
- (f) the Applicant or Licensee is not in compliance with any federal, provincial law or Municipal By-law, including this By-law;
- (g) the Applicant or Licensee or any partner, officer or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VIII (Offences Against the Person and Reputation) or IX (Offences Against Property) of the *Criminal Code of Canada*, R.S.C. 1985 c. C-46, as amended or any other criminal convictions in the preceding five (5) years;
- (h) the Applicant or Licensee has been convicted of an indictable offence under any Statute of Canada, including but not limited to the *Criminal Code of Canada*, the *Narcotic Control Act*, the *Food and Drug Act*, and the *Controlled Drug and Substances Act* in the preceding five (5) years;
- (i) the Applicant or Licensee has been convicted of any other criminal offence for which, in

the opinion of the Licence Manager, it would not be in the interest of public safety to issue a licence; or

(j) the Informal Residential Care Facility does not comply with this By-law.

**7.4** Where the Licence Manager is of the opinion that:

- (a) an application for a licence or renewal of a licence should be refused;
- (b) a reinstatement should not be made;
- (c) a licence should be revoked;
- (d) a licence should be suspended, or,
- (e) a term or condition of a licence should be imposed;

the Licence Manager shall make that decision.

**7.5** Where the Licence Manager has made a decision under subsection 7.4, the Licence Manager's written notice of that decision shall be given to the Applicant or the Licensee by regular mail to the last known address of that person and shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be effected by registered mail to the address of the corporation's registered head office.

**7.6** The written notice to be given under subsection 7.5 shall:

- (a) set out the grounds for the decision;
- (b) give reasonable particulars of the grounds;
- (c) be signed by the Licence Manager; and,
- (d) state that the Applicant or Licensee is entitled to request a hearing by a Hearings Officer if the Applicant or Licensee files with the Clerk, a notice of appeal in writing and the appeal fee as set out in Schedule "A" of this By-law within ten (10) days after the notice in subsection 7.5 is served

**7.7** Where no appeal is registered within the required time period, the decision of the Licence Manager shall be final.

**7.8** Despite subsection 7.6 where a licence is voluntarily surrendered by the Licensee for revocation, the Licence Manager may revoke the licence without notice to the Licensee.

**7.9** In addition to any other power, duty or function prescribed this By-law, the Licence Manager may make regulations under this By-law including:

- (a) prescribing the information that must be included in a file for each tenant as required under section 6.4;
- (b) prescribing the Operational Standards including without limitation any matter relating to the health, safety, well-being and protection of the tenants of such facility;
- (c) prescribing the form of and any information required to be provided to the Licence Manager in report under sections 6.11 and 6.12;
- (d) prescribing the format and content of any forms or other documents required under this By-law;
- (e) prescribing the form of and minimum requirements for criminal record checks and insurance policies; and
- (f) prescribing criteria for any requirements or approvals not otherwise specified in this section.

## **8.0 HEARINGS BEFORE THE HEARINGS OFFICER**

**8.1** The power and authority to conduct hearings of appeals under this By-law are hereby delegated to the Hearings Officer.

**8.2** The Hearings Officer may uphold or vary the decision of the Licence Manager or make any decision that the Licence Manager was entitled to make in the first instance.

**8.3** The decision of the Hearings Officer is final.

## **9.0 ENFORCEMENT**

**9.1** This By-law may be enforced by an Enforcement Officer.

**9.2** No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this By-law, including carrying out an inspection.

## **10.0 PENALTY**

**10.1** Any person who contravenes any provision of this By-law is guilty of an offence and all contraventions of this By-law are designated as continuing offences.

**10.2** A director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law is guilty of an offence and all contraventions of this By-law are designated as continuing offences.

**10.3** A person convicted under this By-law is liable to a minimum fine of \$500.00 and a maximum fine of \$25,000.00 upon a first conviction and a maximum fine of \$50,000.00 for any subsequent conviction.

**10.4** Despite subsection 10.3, where the person convicted is a corporation, the corporation is liable to a minimum fine of \$500.00 and a maximum fine of \$50,000.00 upon a first conviction and a maximum fine of \$100,000.00 for any subsequent conviction.

**10.5** In addition to the fine amounts set out in subsections 10.3 and 10.4 above, for each day or part of a day that an offence continues, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00 and the total of all daily fines for the offence is not limited to \$100,000.00.

**10.6** If this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order,

- (a) prohibiting the continuation or repetition of the offence by the person convicted; and,
- (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

## **11.0 GENERAL**

**11.1** If any provision or part of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

**11.2** If there is a conflict between a provision of this By-law and a provision of any other Municipal by-law, then the more restrictive provision shall apply.

## **12.0 MISCELLANEOUS**

**12.1** This by-law may be referred to as the "Informal Residential Care Facility Licensing By-law".

**12.2** This by-law shall come into force and effect on its date of passage

READ a FIRST and SECOND time this 17<sup>th</sup> day of August, 2020.

READ a THIRD time and finally passed this 17<sup>th</sup> day of August, 2020.

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Steve Hammell, Mayor

Bill Jones, CAO/Clerk

DRAFT

**Schedule "A" - FEES**

Informal Residential Care Facility Licence Fee    \$750

Hearings Officer Appeal Fee                    \$100

DRAFT



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRFIN.20.39

SUBJECT: 2018 Municipal Surplus

### RECOMMENDATION:

Be It Resolved

- 1) That SRFIN.20.39 be received – 2018 Municipal Surplus, and
- 2) That the 2018 Municipal Surplus of \$208,119 be transferred to Reserve - Working Capital (01-0000-2101).

Submitted by:

*Tracey Neifer*

Tracey Neifer  
Treasurer

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

### BACKGROUND:

The audited financial statements presented at Council today noted that the Municipality of Arran-Elderslie has a surplus carryforward balance from 2018 of \$208,119.

### COMMENTS:

In accordance with the Section 290 of the Municipal Act, 2001 any surplus of a prior year shall be included as revenue in the budget. This amount was not included in the 2019 budget and remains reflected as a surplus carryforward.

On March 23, 2020 Council was presented with report SRFIN.20.22 December 31, 2019 Financial Report, which included the recommendation that the 2019 surplus be transferred to Reserve – Working Capital (01-0000-2101) and that surplus funds be transferred annually. In keeping with this process, it is recommended that the 2018 surplus be transferred to reserves in 2020.

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

The retention of funds in the reserves allows for better planning of future capital needs and required reserve balances.

**CONCLUSION:**

That Council approves the recommendations of the report.

Appendices:

**None**





# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRW.20.21

SUBJECT: Hot Mix Pavement

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### **PURPOSE:**

Award tender for paving Concession 10, Arran East in the Municipality of Arran-Elderslie with Hot Mix Asphalt.

### **RECOMMENDATION(S):**

That council accept the tender of Harold Sutherland Construction Ltd to supply and apply HL3 Asphalt cement for \$119,316.00 excluding HST.

Submitted by:

*Scott McLeod*

Scott McLeod  
Public Works Manager

Reviewed by:

*Bill Jones*

Bill Jones  
CAO-Clerk

### **BACKGROUND:**

The tenders for hot mix asphalt closed on June 19, 2020 and were advertised to meet the requirements of the Municipality for the year 2020. The tender included the following prices.

	<u>MEI</u>	<u>E. C. King Cont.</u>	<u>Sutherland Const.</u>
Concession 10, Arran East	No Bid	\$104.30 tonne	\$99.43 tonne
<b>Total</b>		<b>\$125,160.00</b>	<b>\$119,316.00</b>
2019 price		\$79.73 tonne	

**FINANCIAL:**

That the payment for the Hot Mix Pavement will be financed from the following Capital Accounts.

Account #02-2546-7134

**CONCLUSION:**

Staff recommends that the tender be awarded to Harold Sutherland Construction Ltd for 2020 paving on Concession 10 Arran East in Arran-Elderslie with Hot Mix Asphalt.



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRW.20.22

SUBJECT: Award Request for Proposal for Zero Turn Lawnmower

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### **PURPOSE:**

Award the Request for Proposal for the purchase of a new Zero Turn Diesel Lawnmower.

### **RECOMMENDATION(S):**

Whereas the award of contract for the supply one (1) 2020 Zero Turn Diesel Lawnmower as outlined in the specifications has been recommended by the Works Manager in report SRW.20.22; therefore

Be It Resolved that Council hereby;

- 1) That SRW.20.22 be received – Award Request for Proposal for a New Zero Turn Diesel Lawnmower; and
- 2) Award the quotation for the supply and delivery of one (1) 2020 New Zero Turn Diesel Lawnmower to Roberts Farm Equipment in the amount of \$ 16,725.00 (excluding applicable taxes), being financed from the 2020 Capital Budget Account Number 02-3429.

Submitted by:

Scott McLeod

Scott McLeod  
Public Works Manager

Reviewed by:

Christine Fraser-McDonald

Christine Fraser-McDonald  
Deputy Clerk

Reviewed by:

Bill Jones

Bill Jones  
CAO/Clerk

## BACKGROUND:

The Public Works Department has four (4) zero turn lawnmowers, one (1) gas unit and three (3) diesel units. Based on the 2020 Budget, staff is replacing the 2010 Ferris gas zero turn mower.

On June 19, 2020, the Manager of Public Works sent out two (2) invitations to respond to a Request for Proposal to supply one (1) 2020 New Zero Turn Diesel Lawnmower with rear discharge.

Two (2) quotations were received and opened at the Municipal Office on June 25, 2020. The following chart illustrates the quotation prices received:

### ZERO TURN DIESEL LAWNMOWER

SUPPLIER	LOCATION	TENDER AMOUNT
Roberts Farm Equipment	Chesley, Ontario	\$16,725
Huron Tractor	Chatsworth, Ontario	\$16,100
2018 Mower purchased		\$15,780

**Note:** Above prices are exclusive of all applicable taxes.

### OTHER IMPLICATIONS:

The Request for Proposal required a Zero Turn Diesel with a **preference given to the smallest deck size and a rear discharge**. In prior years John Deere did not have a small zero turn diesel mower. They now have a 60 inch zero turn diesel mower. Kubota continues to be the only small deck mower with the rear discharge option. John Deere has Mulch on Demand mower in the 60 inch size.

Based on past performance, safety reasons and protection of the Cemetery Monuments staff recommends purchasing the rear discharge model from Kubota. The Kubota Diesel model with the rear discharge has proved to be a sturdy, dependable, zero turn mowers for Arran-Elderslie.

### FINANCIAL:

The following funds are in the 2020 Capital Budget under Vehicles & Equipment:

Zero Turn Lawnmower	02-3429-7052	\$17,500.00
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**CONCLUSION:**

Staff recommends that Council approves the recommendation as set out in this report.

Appendices:

None



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRW.20.23

SUBJECT: Arran Landfill Camera Monitoring

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### **PURPOSE:**

Provide Council with information and a plan to initiate a Camera Monitoring Program at the Arran Landfill Site.

### **RECOMMENDATION(S):**

- 1) That Report SRW.20.23 – Camera Monitoring be received by Arran-Elderslie Council to be conducted at the Arran Landfill Site; and
- 2) Council directs staff to with the purchase of the required equipment based on the recommendations of our present computer system onsite.

Submitted by:

Scott McLeod

Scott McLeod  
Public Works Manager

Reviewed by:

Christine Fraser-McDonald

Christine Fraser-McDonald  
Deputy Clerk

Reviewed by:

Bill Jones

Bill Jones  
CAO/Clerk

### **BACKGROUND:**

Starting in November 2019, a person or persons, started climbing the fence to enter the Arran Landfill and remove e-waste. Starting the first of the year they became more customary as listed by the dates below:

- January 2, 2020 Found Arran Landfill broken into, e-waste taken #671 Sideroad 20 Arran.
- January 11, 2020 Found Arran Landfill broken into again [Installed padlock on E-waste Bin.](#)
- January 25, 2020 Found Arran Landfill broken into. Padlock cut off E-waste Bin. Reported to OPP first time. Officer took flashlight as evidence. [Police report #LP20024084 – no evidence located on property including flashlight seized at scene.](#)
- February 22, 2020 Found Arran Landfill broken into. Padlock cut off E-waste Bin. [Police report #LP20052688 – no evidence located on property seized at scene.](#) Found Chesley Landfill broken into same date. [This Police report was listed under the above noted report \(LP20056088\) as they occurred the same day with quite likely same suspects.](#) Didn't replace the padlock on the E-waste Bin.
- Intruders continued to climb fence and come into Landfill, going through e-waste bin hauling stuff to the road. Basically a monthly occurrence.
- On June 12<sup>th</sup>, the burglars cut the padlock on the main gate for the first time.
- Again, on June 25, 2020 the padlock was destroyed on the main gate again, with articles taken out of the e-waste building.
- Staff has been instructed to contact the Police again if the main gate or padlock is broken into again.

Based on the chain of events above, and now with the added cost of purchasing new padlocks bi-weekly, Arran-Elderslie staff is recommending installing camera's for monitoring the Arran Landfill. Cameras can be purchased and connected to the existing computer system at the Landfill.

At the October 28, 2019 Council meeting, Council approved a Video Surveillance Policy, so a policy is already in place for this type of situation.

#### **FINANCIAL/OTHER IMPLICATIONS:**

Cameras can be purchased at a reasonable price with a budget of approximately \$200.00 to \$500.00. They can be purchased from the Environmental Waste Disposal Material Account #01-3050-7052.

#### **CONCLUSION:**

Council received Report SRW.20.23 Camera Monitoring Program at the Arran Landfill Site and advise staff to proceed with the options listed in the report.

**APPENDIX:**

Appendix A: Policy No: REC-2019-01 - Video Surveillance Policy





# The Corporation of the Municipality of Arran-Elderslie

PO Box 70, 1925 Bruce Road 10, Chesley, ON N0G 1L0  
t 519.363.3039 | f 519.363.2203 | info@arran-elderslie.ca

<b>Policy Name:</b>	Video Surveillance Policy	Policy No: REC-2019-01
<b>Department:</b>	Municipal Wide	
<b>Effective Date:</b>	November 1, 2019	
<b>Date Revised:</b>		
<b>Authority:</b>	Council	

## **POLICY STATEMENT:**

The Municipality of Arran-Elderslie is committed to the ongoing safety of its employees, patrons, residents and visitors. It is also committed to the ongoing protection of Municipally owned and occupied property.

The Municipality of Arran-Elderslie recognizes the need to balance an individual's right to privacy and its responsibility to promote a safe and secure environment. To that end, The Municipality of Arran-Elderslie is committed to ensuring and enhancing the safety and security of the public, its employees and property by integrating best practices with the responsible use of technology.

While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must be designed to minimize privacy intrusion. The Municipality of Arran-Elderslie supports the safe use of video surveillance, where deemed necessary, to promote a safe and secure environment and to protect Municipal assets and property in accordance with established standards and procedures.

## **PURPOSE:**

The purpose of this policy is to enhance safety and security of employees, public, residents, visitors and municipally owned and occupied property to prevent unauthorized activities on or involving Municipal properties to reduce risk and exposure to liability.



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## **SCOPE:**

This policy applies to all types of video surveillance systems, surveillance monitors, and camera recording devices used for security purposes and municipally owned and leased properties.

This policy does not apply to video surveillance used for employment related or labour-related information, nor to the videotaping, audiotaping and broadcast of Council or Committee meetings. In the event that taping of a Council or Committee meeting takes place, disclosure must be made to the participants and attendees through posted signage.

This policy does not apply to covert surveillance used as an investigation too for law enforcement purposes or in conjunction with litigation.

## **DEFINITIONS:**

“MFIPPA” means Municipal Freedom of Information and Protection of Privacy Act

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

## **LEGISLATIVE AUTHORITY:**

Video surveillance involves the collection, retention, use, disclosure and disposal of personal information. These activities must be in compliance with MFIPPA.

## **ROLES AND RESPONSIBILITIES:**

### **Municipal Clerk**

The Municipal Clerk shall be responsible for:

- a. Providing oversight and compliance with this policy by all Municipal employees.
- b. Implementation, administration and evaluation of the Municipality’s Video Surveillance Policy.
- c. Storage of recorded information being kept for a specified purpose.
- d. Ensuring that information obtained through video surveillance is used exclusively for lawful purposes.
- e. Responding to requests for information regarding video surveillance records.
- f. Responding to requests for information, by-law enforcement or other regulatory/legal authority.
- g. Making reports to the Information and Privacy Commissioner.
- h. Conducting the annual audit and acting upon reported breaches of this policy (if required).



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## Senior Management

Senior Management staff shall be responsible for:

- a. Any site under their responsibility with a video surveillance system.
- b. Ensuring that the site complies with this policy and any site-specific procedures that may be required.
- c. Ensuring that staff with authorized access to monitoring equipment and recording information is trained to do so in accordance with this policy.

## Municipal Staff

All Municipal staff shall be responsible for:

- a. Adhering to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the policy.

## GOVERNANCE, RULES AND REGULATIONS:

### Location of Video Surveillance

- a. The Municipality shall complete a Security Threat Assessment (Appendix A) when considering video surveillance equipment locations.
- b. The Municipality shall install video surveillance equipment in identified public areas where video surveillance is deemed to be necessary in the detection and deterrent of unauthorized or unlawful activity.
- c. In locations where video surveillance equipment is not visible, the Municipality shall ensure appropriate signage is installed, in accordance with this Policy.
- d. Video surveillance equipment shall not be installed in areas where the public and employees have higher expectations of privacy, such as changerooms and washrooms.

### Use of Video Surveillance

The information collected through video surveillance is used for the purposes of:

- a. Enhancing the safety and security of employees, public and municipal assets.
- b. Preventing unauthorized activities upon or involving Municipal property.
- c. Assisting in investigating unlawful activity including police, municipal or other government body investigation of an incident involving the safety or security of people, facilities or assets.
- d. Providing evidence as needed to protect the legal rights of the Municipality.
- e. Investigating an incident or allegations of serious employee misconduct.
- f. Investigating an incident involving a potential or active insurable claim against the Municipality.



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## **Custody and Control of Video Surveillance Recordings**

The Municipality shall retain custody and control of all original video surveillance recordings. Video records are subject to the access and privacy requirements of the MFIPPA, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance equipment, its components, files or database for personal reasons.

## **Retention of Video Surveillance Recordings**

Video recordings will be digitally secured and stored on Municipal servers in accordance with applicable security and information management protocols. For clarity, this policy shall supersede the Municipality's Retention By-Law.

The livestream access and video surveillance storage systems will be kept in a secure, non-public location at all times and will only be accessible to the Municipal Clerk, Manager of Public Works and the Manager of Facilities, Parks & Recreation, unless otherwise directed by the Clerk. Exceptions shall be made, as needed, for secure on-site viewing of live streaming services only when such viewing assists with security monitoring within a facility.

Recordings will be kept for a maximum of thirty (30) days on the system's hard drive, unless identified pursuant to this Policy as being related to a potential security, insurance or liability risk, potential municipal by-law/policy breaches and/or potential occurrence of provincial or criminal offenses.

In the event a video recording reaches a lifetime of thirty (30) days without having been identified as potentially being related to a security, insurance or liability risk, potential breach of a municipal by-law/policy and/or potential occurrence of a provincial or criminal offense, it will be overwritten by subsequent security camera recordings. Despite the forgoing, technological capacity issues may, from time to time, cause video recordings to be overwritten prior to the thirty (30) day lifetime.

Recordings and copies thereof retained by the Municipality due to potential security, insurance or liability risk, potential breach of a municipal by-law/policy and/or potential occurrence of a provincial or criminal offenses in accordance with this Policy may be retained by the Municipality for as long as is required in order for the Municipality to address the concerns and shall be securely stored by the Municipality for a period of not less than one (1) year. Following one (1) year, when hard drive recordings retained for security purposes are identified by the Clerk, for security issues only, as no longer being necessary to address security concerns, such recordings will be destroyed by the Clerk, using a method that complies with Communications Security Establishment Canada's (CSEC) publication ITSG-06, as amended or replaced.



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## **Video Surveillance and Law Enforcement**

The Municipality shall ensure that video recordings requiring viewing by law enforcement be set aside in a clearly marked manner in a locked storage unit until retrieved by the law enforcement agency.

The Municipality shall ensure that if personal information on video record is used for law enforcement or public safety purposes under MFIPPA, the recorded information shall be retained for at least one (1) year after its use, which may be extended if the video recording is used as evidence in a legal proceeding.

Following an investigation and any corresponding legal action, the law enforcement agency shall be encouraged to return the video record to the original site for retention and disposal. If the law enforcement agency does not wish to return the video record, they will be asked to provide written confirmation to the Clerk that the agency will take full responsibility for the information or that they will destroy the record.

If access to video surveillance is required for the purpose of a law enforcement investigation, the requesting officer must complete the Municipality's Release of Record to Law Enforcement Form (Appendix B) and forward the request to the Clerk.

## **Access to Recorded Information**

Video surveillance recordings will not be monitored in a constant real time surveillance manner.

Video surveillance recordings, both live stream and hard drive recordings, will only be viewed by the Clerk, Manager of Public Works and Manager of Facilities, Parks and Recreation, unless otherwise directed by the Clerk. Viewing will occur in the event of a potential security, insurance or liability risk, potential breach of Municipal by-law/policy and/or potential occurrence of a provincial or criminal offense has come to the attention of authorized viewing personnel, as described in this Policy.

Exceptions shall be made for secure on-site viewing of live streaming services only as when such viewing assists with security monitoring within a facility.

When reviewed, video surveillance recordings will only be viewed by the authorized viewing personnel described in this Policy.

In the event that no potential security, insurance or liability risk, potential breach of Municipal by-law/policy and/or potential occurrence of a provincial or criminal offense has been identified as a concern by authorized viewing personnel, neither the live stream or hard drive recordings will be viewed by anyone and the security camera recordings will be overwritten by subsequent video surveillance recordings in accordance with this Policy.



# The Corporation of the Municipality of Arran-Elderslie

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Any requests from the general public for access to video surveillance recordings created through the video surveillance system will be processed through the MFIPPA procedure or directed to a law enforcement agency, if appropriate.

## **Public Notification**

The Municipality will provide notice that an area is under video surveillance. Signage will be installed in a clearly visible location at all facilities that are subject to video surveillance. The signage will advise all persons entering a facility or public area that there is video surveillance and will provide contact information to inquire further. Signage shall be a consistent size and format that will identify the Municipality's legal authority for collection of personal information through (S.28(2) of MFIPPA and contact information regarding questions about the system.

The Municipality shall ensure that information regarding this Policy and the Policy itself is readily available at all sites where video surveillance systems are located, and on the Municipality's website, [www.arran-elderslie.com](http://www.arran-elderslie.com).

## **Annual Audit**

An audit shall be completed annually to ensure that roles, responsibilities and practices comply with this Policy and to ensure that:

- a. Video surveillance continues to be justified and, if so, whether its use can be restricted.
- b. Logbooks, recording all activities related to video devices and records are being kept and maintained, including proper recording of all reported incidents and police contact.
- c. Video records are being properly retained.
- d. Video records are being properly destroyed in accordance with time frames and security measures.
- e. Any formal or information requests from public have been tracked.

## **Policy Review**

The Municipality shall periodically review this Policy pending the outcome of the annual audit and evaluation or at any time that the Municipality considers changing or adding additional video surveillance.



# The Corporation of the Municipality of Arran-Elderslie

PO Box 70, 1925 Bruce Road 10, Chesley, ON N0G 1L0  
t 519.363.3039 | f 519.363.2203 | info@arran-elderslie.ca

## APPENDIX A | SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT FORM

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To Determine the Requirements for a Video Surveillance System:

Site Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proposed Video Location: \_\_\_\_\_

Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

1. Is there already a video surveillance system and/or camera on site? If so, please describe and advise if their set-up adheres to the Municipality of Arran-Elderslie's Video Surveillance Policy. (Use separate page if required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security counter-measures been considered and rejected as unworkable?

Security Counter Measure	Yes	No	Comments
a. Security Procedures			
b. Duress Buttons			
c. Door Locking Hardware			
d. Alarm System			
e. Access Control System			
f. Signage			
g. Security Guard/Officer Patrols			
h. Lighting			
i. Other			



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3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comments
a. Corporate Security Occurrence Reports			
b. Police Reports			
c. Health & Safety Consultants Report			
d. Health & Safety Committee Minutes			
e. Internal Memos			
f. Other			

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comments
a. The location of the proposed camera is situated in an area that will minimize privacy intrusion.			
b. Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc)?			
c. Is the location of the proposed video camera visible?			
d. Can the video surveillance be restricted to the recognized problem area?			
e. Is space allocated for proper video surveillance signage?			
f. Has a drawing been attached showing the video location?			





# The Corporation of the Municipality of Arran-Elderslie

PO Box 70, 1925 Bruce Road 10, Chesley, ON N0G 1L0  
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g. Other			
----------	--	--	--

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Effects & Mitigation Strategies	Yes	No	Comments
a. Can the proposed camera be restricted through hardware or software to ensure that operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?			
b. Is the reception equipment going to be located in a strictly controlled access area?			
c. Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view?			
d. Other			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed By: \_\_\_\_\_  
 Position: \_\_\_\_\_

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



# The Corporation of the Municipality of Arran-Elderslie

PO Box 70, 1925 Bruce Road 10, Chesley, ON N0G 1L0  
t 519.363.3039 | f 519.363.2203 | info@arran-elderslie.ca

## APPENDIX B | RELEASE OF RECORD TO LAW ENFORCEMENT AGENCY

(Under Section 32(g) of the *Municipal Freedom of Information and Protection of Privacy Act*)

To: Municipality of Arran-Elderslie

I, \_\_\_\_\_, of the \_\_\_\_\_  
Print Name of Police Officer Print Name of Police Force

Request a copy of the following record(s):

Date: \_\_\_\_\_ Time Period: \_\_\_\_\_ to \_\_\_\_\_

Municipal Facility: \_\_\_\_\_

To aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result. \_\_\_\_\_  
(Reason)

I confirm that the record will be returned to the Clerk at the Municipality of Arran-Elderslie or written confirmation regarding its disposition after use by the agency.

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

Return completed original forms to the Clerk at the Municipality of Arran-Elderslie Municipal Office, 1925 Bruce Road 10, Chesley, ON, N0G 1L0

Personal information is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c. 25* for the purpose of creating a record relating to release of video surveillance record to law enforcement agency. Questions about the collection may be addressed to the Clerk at the Municipality of Arran-Elderslie Municipal Office, 1925 Bruce Road 10, Chesley, ON, N0G 1L0, Phone: 519.363.3039



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRW.20.24

SUBJECT: Financial Agreement for Bruce Road 30 or 1<sup>st</sup> Ave North in Chesley

---

### **PURPOSE:**

To provide information that a by-law authorizing the Mayor and CAO/Clerk to execute a Cost-share Agreement between the County of Bruce and the Municipality of Arran-Elderslie to facilitate their respective costs for the street reconstruction of Bruce Road 30 or 1<sup>st</sup> Ave North in Chesley from 2nd Street North East north to 4<sup>th</sup> St North.

### **RECOMMENDATION:**

*Be It Resolved,*

- 1) That SRW.20.24 is received – Financial Agreement for Bruce Road 30 or 1<sup>st</sup> Ave North in Chesley – from 2nd Street North East to 4<sup>th</sup> St North;
- 2) That a by-law be prepared to authorize the Mayor and CAO/Clerk to execute a Cost-share Agreement between the County of Bruce and the Municipality of Arran-Elderslie to facilitate their respective costs based on this report.

Submitted by:

Reviewed by:

Reviewed by:

Scott McLeod

Christine Fraser-McDonald

Bill Jones

Scott McLeod  
Public Works Manager

Christine Fraser-McDonald  
Deputy Clerk

Bill Jones  
CAO/Clerk

## BACKGROUND:

On February 21, 2018, the Chesley Main Street Bridge was closed due structural damage caused by flood waters. On June 1, 2018 Bruce County awarded the contract for reconstruction of the Bridge. From that a report included a recommendation that the Municipality of Arran-Elderslie and the County of Bruce enter into a Cost-Sharing agreement, which would outline the respective responsibilities and subsequent costs for the bridge replacement.

Initial plans were to extend the street reconstruction from 2nd Street North East to 4<sup>th</sup> St N once the bridge was complete. Bridge carry over work took place during the spring of 2019 delaying the budgeting, planning and tendering of this street reconstruction and Municipal services.

Bruce County has now completed the planning and tender process on this proposed project. Moorefield Excavating Ltd had the lowest bid. The bid can be accepted once the financial aspect has been approved by the County and Arran-Elderslie.

<b>Tenderer</b>	<b>Tendered Amount</b>
Moorefield Excavating	\$919,522.81
Kurtis Smith Excavating	\$1,033,538.68
Seeley and Arnill Construction	\$1,456,845.64

## FINANCIAL/ OTHER IMPLICATIONS:

When Bruce County completes road work or reconstruction on streets in urban centres there are allotted costs directed to the Municipality involved. A cost-sharing agreement has been negotiated by both parties based on the following:

- Roadway – County Expense, except sidewalks - Municipality
- Storm Sewers – County 2/3, Municipality 1/3
- Sanitary Sewers – Municipality Expense
- Watermains – Municipality Expense
- Provisional and Miscellaneous – County 92.83 %, Municipality 7.62 %
- Engineering – County 2/3, Municipality 1/3

At the Bruce County Committee meeting on Thursday June 18, 2020. The Committee approved the cost share agreement between the Municipality of Arran-Elderslie (AE) and the County to facilitate infrastructure replacements to water main, sanitary sewer, storm sewer and roadway construction on Bruce Road 30 between 2nd Street North East and 4<sup>th</sup> Street North East in Chesley

Should this tender be awarded, the Municipality of Arran-Elderslie would agree in principle to pay a municipal contribution towards construction of \$351,810.17 and 33.33% of engineering costs at \$28,832 for a total of \$380,642.17. This would leave a balance of \$476,248.60 construction costs plus \$56,664 for engineering costs totalling \$533,912.60 (including net HST expense) for the County's contribution to complete the project.

In the 2020 Arran-Elderslie Budget, funds were allocated from Roads account #02-2027; Water account #02-3609 and Sewer account #02-3747. Total funds budgeted are within the Cost-share Agreement between the County of Bruce and the Municipality of Arran-Elderslie.

### **CONCLUSION:**

That Council review Report SRW.20.24 to support a by-law authorizing the Mayor and CAO/Clerk to execute a Cost-share Agreement between the County of Bruce and the Municipality of Arran-Elderslie to facilitate their respective costs for the street reconstruction of Bruce Road 30 or 1<sup>st</sup> Ave North in Chesley from 2nd Street North East north to 4<sup>th</sup> St North.

### **APPENDICES:**

- Cost Share Break-down

**BRUCE COUNTY (CHESLEY), 1ST AVENUE NORTH RECONSTRUCTION (30D)  
 CONTRACT NO. RFT-BC-TES-20-43  
 TENDER RESULTS REVIEW & COST SHARING ESTIMATE**

**Low Bidder summary of Construction Costs**

<b>Category</b>	<b>Low Bidder</b>	<b>County</b>	<b>Arran-Elderslie</b>
Road	\$ 339,979.83	\$ 293,384.50	\$ 46,595.33
Storm sewer	\$ 113,177.25	\$ 74,696.99	\$ 38,480.27
Sanitary sewer	\$ 77,546.00	\$ -	\$ 77,546.00
Watermain	\$ 150,193.00	\$ -	\$ 150,193.00
Provisional	\$ 45,645.00	\$ 19,378.53	\$ 26,266.47
Miscellaneous (including contingency)	\$ 87,195.92	\$ 80,551.59	\$ 6,644.33
Sub-total	\$ 813,737.00	\$ 468,011.60	\$ 345,725.40
net HST (1.76%)	\$ 14,321.77	\$ 8,237.00	\$ 6,084.77
<b>Total Construction</b>	<b>\$ 828,058.77</b>	<b>\$ 476,248.60</b>	<b>\$ 351,810.17</b>



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13<sup>th</sup>, 2020  
SRW.20.25

SUBJECT: Allowing Connections to the Pipeline

---

### **PURPOSE:**

To provide Council with information regarding the possibility of connections being made on the water pipeline across the Second Concession of Elderslie, and the area near Bruce Road 3 in Paisley.

### **RECOMMENDATION:**

That Report SRW.20-26 is received, and that Council bring a recommendation back to staff.

Prepared by:

Submitted by:

Reviewed by:

Mark O'Leary

Scott McLeod

Bill Jones

Mark O'Leary  
Water/Sewer Foreperson

Scott McLeod  
Works Manager

Bill Jones  
CAO/Clerk

### **BACKGROUND:**

The Municipality installed the Chesley to Paisley water Pipeline in 2005-2006. At the time of installation, the pipeline was deemed to be a closed/sealed unit. The pipeline passes several residents on the Second Concession of Elderslie and continues on to the water tower in Paisley. Water Operations staff continue to receive frequent requests from residents about the pipeline, and the possibility of connecting to the system for potable water.

Many residents complain of iron and sulphide levels in their existing water sources. The opportunity exists for residents to connect directly to the pipeline for a source

of potable water. Each resident would have to install a water meter, and a backflow prevention device. Staff would have to review each individual request to determine a risk assessment and determine the type of backflow preventor to install.

The Arran-Elderslie Water Plant is capable of making five thousand five hundred and sixty-four cubic meters (5,564m<sup>3</sup>) per day. The past four years the average daily consumption ranges from eight hundred twenty-two (822) to nine hundred ninety-two (992) cubic meters per day, which is about fifteen to eighteen percent of (15%-18%) capabilities. The maximum days in the same four-year range period from one thousand four hundred thirty-six to one thousand nine hundred and five (1436-1905) cubic meters per day, which is about twenty-six to thirty-four percent (26%-34%) capabilities.

The possibility exists that an additional fifty (50) connections could be made to the pipeline at this existing time.

It is worth noting that in 2019, the Municipality sold upwards of three thousand cubic meters (3000m<sup>3</sup>) to local contractors. These projects are included in the above figures, and most have been associated with the natural gas line project or paving projects. Staff anticipate surpassing those numbers this year, as we are already in the two thousand five hundred cubic meter (2500m<sup>3</sup>) range. For reference purposes, that is about the same amount of water that sixteen (16) new connections would use in a year.

Council would also need to review By-Law 19-05, to make amendments to allow this project to proceed. This would include determining capital charges for the connection.

#### **FINANCIAL:**

An individual connection would generate four thousand, two hundred thirty-one dollars and sixty-six cents (\$4,231.66) in 2020. The current capital charge would also generate three thousand, one hundred sixty-eight (\$3168.00) in 2020. The initial by-law for the capital charges had a twenty-year (20) capital charge. The first ten (10) years were charged at the above-mentioned capital charge. From that point on, rates were to drop ten percent (10%) for the next ten years. My recommendation would be to begin the exact same process for anyone interested in obtaining water from the pipeline.

Any water service that would need to be run under a road would be directionally drilled to avoid any costly road work. Those services typically cost about two thousand dollars (\$2000.00) to drill, and hook-up is still required.

Due to the possible length of some of these services, meter pits may need to be installed at property line. However, the new improved water meter equipment



purchased by the department seems to have a much stronger signal and most meters would be able to be picked up with just a drive by. Both of these costs are typically passed onto the rate-payer in a new hook-up. Each of these processes also include a dual check backflow preventor, for further protection of the pipeline.

Additional revenue would be seen by the department on an annual basis for flat rate, and consumption charges per connection.

### **CONCLUSION:**

This report is being provided to Council for a decision on whether the project is worth pursuing. Staff believe this is an excellent opportunity for increased revenue for the department and would provide our residents with safe drinking water. The detailed report shows that the municipal system has excellent capabilities and volume to provide these residents with water.

Attached is a copy of the Municipal Bylaw 19-05, which would need amendments for the project to proceed. In addition, Bylaw 5-10 is attached for Council to review the current payment schedule, and develop a schedule moving forward should the report be accepted.

### **APPENDICES:**

- A- Bylaw 19-05
- B- Bylaw 5-10

THE CORPORATION  
OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 19 - 05

BEING A BY-LAW TO PRESERVE THE INTEGRITY OF THE PAISLEY TRUNK WATERMAIN

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

"1 (1) Definitions

"public utility" means,

- (a) a system that is used to provide any of the following services or things for the public:  
(i) water, ...

11 (2) Spheres of jurisdiction, lower and upper-tiers

(2) A lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to this section, subject to the following provisions:

1. If a sphere or part of a sphere of jurisdiction is not assigned to an upper-tier municipality by the Table, the upper-tier municipality does not have the power to pass by-laws under that sphere or part.

86 (1) Mandatory supply

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;

AND WHEREAS "water distribution" is not assigned in *Table (section 11)* to the upper-tier municipality in the County of Bruce;

AND WHEREAS the Paisley Trunk Watermain is a gravity trunk watermain constructed for the purpose of servicing a community and not a pressurized supply line constructed for the purpose of servicing individual buildings along the route of the trunk watermain;

AND WHEREAS, in accordance with Section 86(1)(a) of the Municipal Act, the Paisley Trunk Watermain is a gravity watermain, with no pressure when water is not actively required at the Paisley water tower, and is not designed to provide a minimum of 40 pounds per square inch pressure for 24 hours per day at any point between Chesley and the Paisley water tower, resulting in an insufficient supply for the purpose of supplying buildings along the route, which could result in cross-contamination from back-syphoning;

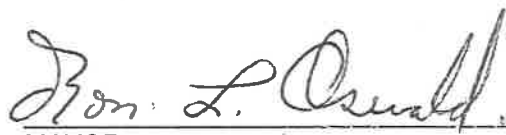
AND WHEREAS the sole purpose of the Paisley Trunk Watermain is to provide safe, secure water to Paisley for which the ratepayers of Paisley have assumed the full cost;

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

1. That no connections shall be made to the Paisley Trunk Watermain from its point of connection in Chesley to its point of connection at the Paisley water tower.  
2. And that this by-law shall take effect with final passing.

Read a first and second time this 27<sup>th</sup> day of JUNE 2005.

Read a third time and finally passed this 27<sup>th</sup> day of JUNE 2005.

  
MAYOR

  
CLERK

Schedule A to By-law No. 5-10

Municipal Code – Schedule D – Environmental Services – Water: Capital Recovery  
 Paisley Trunk Main and Water Plant Share – Schedule B: Lot Connection Capital  
 Charges after December 31, 2006

*No GST required*

Year	Connection Charge	Year	Connection Charge
2010	\$3168	2020	\$3168.00
2011	\$3168	2021	\$2851.20
2012	\$3168	2022	\$2534.40
2013	\$3168	2023	\$2217.60
2014	\$3168	2024	\$1900.80
2015	\$3168	2025	\$1584.00
2016	\$3168	2026	\$1267.20
2017	\$3168	2027	\$ 950.40
2018	\$3168	2028	\$ 633.60
2019	\$3168	2029	\$ 316.80



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13, 2020  
SRW.20.26

SUBJECT: Award Monkman and Hemstock Bridge Rehabilitation (Arran)

---

### **PURPOSE:**

To award the Rehabilitation of the Monkman A9 and Rehabilitation and Extension of the Hemstock A10 Bridges, in Arran based on 2020 Capital Budget.

### **RECOMMENDATION(S):**

That the bids, which meets the terms and conditions of the Rehabilitation of the Monkman and Rehabilitation and Extension of the Hemstock Bridge Contract No. BR1308/BR1381 from BM Ross and Associates Limited, be awarded to Allan Hastings Ltd. in the amount of \$215,897.69 including all applicable taxes.

Submitted by:

*Scott McLeod*

Scott McLeod  
Public Works Manager

Reviewed by:

*Christine Fraser-McDonald*

Christine Fraser-McDonald  
Deputy Clerk

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

### **BACKGROUND:**

On Friday June 19, 2020, four (4) invitational tenders were distributed by BM Ross and Associates Limited for rehabilitation work on the Monkman A9 and rehabilitation and extension on the Hemstock A10 Bridge in Arran. This Bridge repair work was slated in the 2020 Capital Budget. The project stemmed from the 2018 Ontario Structure Inspection bridge report.

Contractor	Location	Bid (incl. taxes)
Allen-Hastings Limited	Owen Sound	\$215,897.69
W. G. Kelly Construction	Mitchell	Regrets
Theo Vandenberg	Denfield	Regrets
VanDriel Excavating	Clinton	\$373,848.39

Tenders closed on Tuesday July 7, 2020 at 3 pm. Two (2) bids was received, after the Engineers evaluated the tender it was determined Allan Hastings Ltd. with the lowest bid in the amount of \$215,897.69 including taxes be awarded the contract.

**FINANCIAL:**

That Contract No. BR1380/BR1381 be financed from the Capital Accounts #02-3346 Hemstock and #02-3347 Monkman which has a total combined budget of \$246,200.00

Appendices:

None



**B. M. ROSS AND ASSOCIATES LIMITED**  
Engineers and Planners  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • [www.bmross.net](http://www.bmross.net)

File No. BR1381  
BR1380

**VIA EMAIL ONLY**

July 8, 2020

Bill Jones, CAO/ Clerk  
Municipality of Arran-Elderslie  
1925 Bruce Road 10, Box 70  
Chesley, ON N0G 1L0

**RE: Repairs to Structures A9 and A10**

Tenders were received on Tuesday, July 7, 2020 for the above noted project, as summarized by the following table:

<b>Tenderer</b>	<b>Tendered Amount</b>
Allen-Hastings Limited	\$215,897.69
VanDriel Excavating Inc.	\$372,848.39

All of the tenders were checked and found to be mathematically correct. All tenders were properly signed. These values include provisional items, including a \$10,000 contingency allowance.

Since the project awaits approval from Fisheries and Oceans Canada a definitive start date has not been established.

Since the lowest tender is acceptable contractually, and the tenderer is experienced in bridge repairs, further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Allen-Hastings Limited for the total tender sum of \$215,897.69, including HST.

Should you have any questions, please contact the undersigned.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per Colin Van Niejenhuis  
Colin Van Niejenhuis, M.A.Sc. E.I.T.

CBV:hv



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
July 13th, 2020  
SRCBO.20.06

SUBJECT: Building Permit Information

---

### **PURPOSE:**

To provide information of the June 2020 Building Permit Applications

### **RECOMMENDATION:**

That SRCBO.20.06 – Building Permit Information – June 2020– be received for information purposes

Submitted by:

A blue ink signature of Patrick Johnston, Chief Building Official.

Patrick Johnston  
Chief Building Official

Reviewed by:

Bill Jones  
CAO/Clerk

### **CONCLUSION:**

That this report be received for information purposes only.

Appendices:

A –Building Permits – June 2020



**Municipality of Arran Elderslie**

The following permits were issued:

Class	Type	Month - June 2020																	
		Permits Issued						Construction Values						Permit Values					
		2016	2017	2018	2019	2020	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020			
Residential - House		2	0	2	3	2	\$400,000.00	\$0.00	\$475,000.00	\$1,255,000.00	\$650,000.00	\$4,042.50	\$0.00	\$5,985.00	\$11,287.50	\$6,258.47			
Residential - Addition / Reno		6	5	2	0	2	\$101,500.00	\$230,000.00	\$65,800.00	\$1,255,000.00	\$60,000.00	\$1,246.00	\$1,813.00	\$755.00	\$0.00	\$1,268.50			
Residential - Deck / Porch		2	1	3	1	2	\$15,125.00	\$8,000.00	\$19,640.00	\$2,000.00	\$5,000.00	\$315.00	\$105.00	\$410.00	\$210.00	\$470.60			
Residential - Accessory		3	3	1	4	2	\$68,700.00	\$100,000.00	\$3,000.00	\$117,500.00	\$45,500.00	\$1,470.00	\$2,520.00	\$200.00	\$2,625.00	\$881.00			
Residential - Multi-Unit*		0	1	1	0	0	\$352,000.00	\$352,000.00	\$275,000.00	\$0.00	\$0.00	\$0.00	\$2,694.00	\$2,925.00	\$0.00	\$300.00			
Other (Pool, Fireplace, etc)		2	0	0	0	2	\$11,500.00	\$0.00	\$0.00	\$0.00	\$40,100.00	\$280.00	\$0.00	\$0.00	\$0.00	\$300.00			
Agricultural - Barn / Access.		2	7	1	6	1	\$105,000.00	\$1,450,000.00	\$60,000.00	\$1,998,000.00	\$273,000.00	\$1,680.00	\$13,933.80	\$840.00	\$14,604.80	\$1,440.00			
Agricultural - Add. / Reno		2	0	1	5	2	\$385,000.00	\$0.00	\$28,875.00	\$230,000.00	\$0.00	\$2,914.40	\$0.00	\$200.00	\$1,864.00	\$0.00			
Agricultural - Grain Bin / Silo		1	0	2	3	1	\$12,000.00	\$100,000.00	\$85,000.00	\$250,000.00	\$60,000.00	\$150.00	\$150.00	\$825.00	\$1,732.00	\$624.00			
Agricultural - Manure Storage		0	1	0	0	0	\$0.00	\$97,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$682.00	\$0.00	\$0.00	\$0.00			
Com/Ind/Ins - New Building		1	0	0	0	0	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,900.00	\$0.00	\$0.00	\$0.00	\$0.00			
Com/Ind/Ins - Addition		0	0	2	1	0	\$60,000.00	\$0.00	\$75,000.00	\$350,000.00	\$0.00	\$862.50	\$0.00	\$1,390.44	\$2,680.00	\$0.00			
Com/Ind/Ins - Renovation		0	0	1	2	0	\$0.00	\$167,096.00	\$0.00	\$325,000.00	\$0.00	\$0.00	\$0.00	\$1,399.00	\$1,404.22	\$0.00			
Septic - New System		1	0	1	3	1	\$8,000.00	\$0.00	\$10,000.00	\$34,000.00	\$5,500.00	\$450.00	\$0.00	\$450.00	\$1,350.00	\$350.00			
Septic - Repair Existing		0	1	0	2	0	\$0.00	\$5,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$250.00	\$0.00	\$600.00	\$0.00			
(Refer Below)		0	0	0	0	0	\$0.00	\$0.00	\$12,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$315.00	\$210.00	\$0.00			
<b>Monthly Building Totals</b>		<b>22</b>	<b>20</b>	<b>17</b>	<b>30</b>	<b>13</b>	<b>\$1,666,825.00</b>	<b>\$2,342,000.00</b>	<b>\$1,276,411.00</b>	<b>\$4,587,500.00</b>	<b>\$1,139,100.00</b>	<b>\$20,310.40</b>	<b>\$22,147.80</b>	<b>\$15,694.44</b>	<b>\$38,567.52</b>	<b>\$11,692.57</b>			
Plumbing Permits		0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
New Sewer Connections		0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Demolition Permits		2	4	2	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Change in Use, Tents, Etc.		0	0	1	1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Total # of Permits Issued</b>		<b>24</b>	<b>24</b>	<b>20</b>	<b>32</b>	<b>13</b>													

Class	Type	Year to Date																	
		Permits Issued						Construction Values						Permit Values					
		2016	2017	2018	2019	2020	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020			
Residential - House		8	8	9	19	12	\$3,998,818.40	\$2,464,000.00	\$2,575,000.00	\$7,335,000.00	\$4,556,000.00	\$25,357.50	\$17,495.00	\$24,622.50	\$60,322.50	\$40,162.00			
Residential - Addition / Reno		15	19	12	10	6	\$483,605.00	\$817,000.00	\$478,200.00	\$807,000.00	\$274,500.00	\$3,937.25	\$6,242.00	\$5,325.00	\$5,675.00	\$3,646.62			
Residential - Deck / Porch		2	1	4	11	5	\$15,125.00	\$8,000.00	\$21,240.00	\$70,500.00	\$11,000.00	\$315.00	\$105.00	\$515.00	\$1,470.00	\$989.40			
Residential - Accessory		8	5	6	10	3	\$129,700.00	\$165,000.00	\$106,500.00	\$292,300.00	\$60,500.00	\$2,415.00	\$4,200.00	\$3,350.00	\$5,422.00	\$1,348.00			
Residential - Multi-Unit		0	1	1	1	3	\$0.00	\$352,000.00	\$275,000.00	\$40,000.00	\$140,000.00	\$0.00	\$2,694.00	\$2,925.00	\$510.00	\$1,500.00			
Other (Pool, Fireplace, etc)		2	2	1	0	4	\$11,500.00	\$20,000.00	\$25,000.00	\$0.00	\$41,600.00	\$280.00	\$350.00	\$577.00	\$0.00	\$75.00			
Agricultural - Barn / Access.		8	22	11	17	5	\$1,715,000.00	\$4,030,000.00	\$695,000.00	\$3,168,000.00	\$505,000.00	\$19,003.00	\$41,437.16	\$9,992.00	\$25,342.00	\$5,215.00			
Agricultural - Add. / Reno		5	7	6	6	6	\$860,000.00	\$108,000.00	\$178,875.00	\$380,000.00	\$117,000.00	\$6,463.20	\$1,360.00	\$2,790.00	\$3,791.20	\$2,442.50			
Agricultural - Grain Bin / Silo		1	1	2	6	4	\$12,000.00	\$100,000.00	\$85,000.00	\$375,000.00	\$235,000.00	\$150.00	\$150.00	\$825.00	\$3,307.00	\$2,946.00			
Agricultural - Manure Storage		2	1	0	0	0	\$130,000.00	\$97,000.00	\$200,000.00	\$0.00	\$0.00	\$1,364.00	\$682.00	\$0.00	\$0.00	\$0.00			
Com/Ind/Ins - New Building		1	2	2	6	1	\$500,000.00	\$150,000.00	\$200,000.00	\$125,000.00	\$1,000.00	\$6,900.00	\$2,188.80	\$5,385.00	\$2,680.00	\$125.00			
Com/Ind/Ins - Addition		2	0	3	3	2	\$810,000.00	\$0.00	\$195,000.00	\$815,000.00	\$165,000.00	\$3,202.50	\$0.00	\$1,807.44	\$9,060.40	\$768.00			
Com/Ind/Ins - Renovation		0	0	2	5	2	\$0.00	\$0.00	\$897,096.00	\$2,360,000.00	\$470,000.00	\$0.00	\$0.00	\$5,892.00	\$5,790.04	\$552.10			
Septic - New System		5	4	6	8	3	\$33,000.00	\$48,000.00	\$60,000.00	\$84,000.00	\$23,000.00	\$2,250.00	\$1,500.00	\$2,700.00	\$3,600.00	\$1,350.00			
Septic - Repair Existing		2	3	2	5	2	\$10,000.00	\$25,000.00	\$12,000.00	\$45,000.00	\$20,000.00	\$600.00	\$850.00	\$750.00	\$1,500.00	\$650.00			
		0	0	0	0	0	\$0.00	\$0.00	\$12,000.00	\$46,000.00	\$25,000.00	\$210.00	\$0.00	\$315.00	\$525.00	\$200.00			
<b>Monthly Building Totals</b>		<b>61</b>	<b>76</b>	<b>67</b>	<b>107</b>	<b>58</b>	<b>\$8,708,748.40</b>	<b>\$8,384,000.00</b>	<b>\$5,815,911.00</b>	<b>\$15,942,800.00</b>	<b>\$6,644,600.00</b>	<b>\$72,447.45</b>	<b>\$79,253.96</b>	<b>\$67,770.94</b>	<b>\$128,995.14</b>	<b>\$62,519.62</b>			
Plumbing Permits		0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
New Sewer Connections		0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Demolition Permits		5	5	2	4	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Change in Use, Tents, Etc.		1	0	1	1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Total # of Permits Issued</b>		<b>67</b>	<b>81</b>	<b>70</b>	<b>112</b>	<b>60</b>													



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

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**BY-LAW NO. 41-2020**

BEING A BY-LAW TO ACQUIRE LANDS FOR THE PURPOSE OF A PUBLIC  
HIGHWAY (Durst Street, Chesley)

**WHEREAS** those parts of Lot 31, Concession 1 designated as Parts 5 and 6 on Reference Plan 3R-10340 have been used and maintained by the Municipality for several years and said Part 6 has specifically been utilized as a travelled road for several years and the Municipality desires to acquire said Parts 5 and 6 and incorporate said Part 6 into its public highway system as part of Durst Street, Chesley;

**AND WHEREAS** the Municipality wishes to acquire that part of Park Lot "V", Plan 217 designated as Part 8 on Reference Plan 3R-10340 and also incorporate said Part 8 into its public highway system as part of Durst Street, Chesley;

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

1. That the Municipality accept a donation of those parts of Lot 31, Concession 1 designated as Parts 5 and 6 on Reference Plan 3R-10340 from 1113469 Ontario Inc..
2. That the Municipality accept a donation of that part of Park Lot "V" Plan 217 designated as Part 8 on Reference Plan 3R-10340 from Ross Charles McLean.
3. That immediately on the Municipality's acquiring registered title to Parts 5, 6, and 8 on Reference Plan 3R-10340, that said Parts 6 and 8 on Reference Plan 3R-10340 be and the same are declared to be public highway. Lot "B", Plan 306 ("Durst Street") save and except those parts thereof designated as Parts 3 and 4 on Reference Plan 3R-10340 is confirmed to be public highway.
3. That this Bylaw shall be registered in the proper registry office.
4. That this By-law shall take effect with the final passing thereof.

Read a first and second time this 13<sup>th</sup> day of July, 2020.

Read a third time and finally passed this 13<sup>th</sup> day of July, 2020.

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**MAYOR - STEVE HAMMELL**

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**CLERK - BILL JONES**

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

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**BY-LAW NO. 42-2020**

BEING A BY-LAW TO CLOSE UNUSED HIGHWAY  
AND DECLARE LAND SURPLUS

**WHEREAS** the lands described as those parts of Lot "B", Plan 306, designated as Parts 3 and 4 on Reference Plan 3R-10340 are "highway" within the meaning of Section 34 of the Municipal Act 2001, S.O. 2001, C. 25 but have, for several years, ceased to be used as public highway;

**AND WHEREAS** Section 34(1) of the Municipal Act 2001, supra, requires that a certified copy of a bylaw closing a highway only takes effect when a certified copy of the bylaw is registered in the proper registry office;

**AND WHEREAS** the municipality wishes to close the said "highway" and declare that property surplus;

**AND WHEREAS** the municipality further wishes to declare that part of Lot 31, Concession 1 designated as Part 5 on Reference Plan 3R-10340 surplus;

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

1. That the said "highway" at Parts 3 and 4 on Reference Plan 3R-10340 is hereby permanently closed.
2. That the said Parts 3,4, and 5 on Reference Plan 3R-10340 are hereby declared surplus.
3. That this Bylaw shall be registered in the proper registry office.
4. That this By-law shall take effect with the final passing thereof.

Read a first and second time this 13<sup>th</sup> day of July, 2020.

Read a third time and finally passed this 13<sup>th</sup> day of July, 2020.

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**MAYOR - STEVE HAMMELL**

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**CLERK - BILL JONES**

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

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**BY-LAW NO. 43-2020**

BEING A BY-LAW TO DISPOSE OF SURPLUS LANDS

**WHEREAS** the lands described as those parts of Lot "B", Plan 306, designated as Parts 3 and 4 on Reference Plan 3R-10340 and that part of Lot 31, Concession 1 designated as Part 5 on Reference Plan 3R-10340 have been declared surplus;

**AND WHEREAS** the municipality wishes to dispose of such surplus lands subject to the retention of an easement for storm sewer over said Part 4 on Reference Plan 3R-10340;

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

1. That said Parts 3 and 4 on Reference Plan 3R-10340 are exempted from the requirement of Schedule "A" 'Legal: Sale of Real Property' to By-Law 1-99 to be valued as they are former highway, road, or road allowance as set out in Section 3.2 of said Schedule "A".
2. That said Part 5 on Reference Plan 3R-10340 is exempted from the requirement of Schedule "A" 'Legal: Sale of Real Property' to By-Law 1-99 to be valued as it is of nominal value and exempt under Section 2.1 of said Schedule "A".
3. That notice of the disposition of said Parts 3, 4, and 5 on Reference Plan 3R-10340 pursuant to Section 5 of said Schedule "A" be dispensed with notwithstanding any provision to the contrary in said Schedule "A".
4. That said Parts 3, 4, and 5 on Reference Plan 3R-10340 be conveyed to Ross Charles McLean subject to the reservation of an easement for storm sewer over said Part 4 on Reference Plan 3R-10340. All costs associated with such conveyance including the cost of the preparation and registration of Reference Plan 3R-10340, the cost of the acquisition of Parts 5 and 6 on Reference Plan 3R-10340, the preparation and registration of this By-Law and any other By-Law, at this time, related to any part on Reference Plan 3R-10340 shall be paid by Ross Charles McLean.
3. The Mayor and Clerk are authorized to sign all documentation related to the disposition of said Parts 3, 4, and 5 on Reference Plan 3R-10340 as set out herein.
3. That this bylaw may be registered in the proper registry office.
4. That this by-law shall take effect with the final passing thereof.

Read a first and second time this 13<sup>th</sup> day of July, 2020.

Read a third time and finally passed this 13<sup>th</sup> day of July, 2020.

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**MAYOR - STEVE HAMMELL**

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**CLERK - BILL JONES**

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

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**BY-LAW NO. 44 – 2020**

BEING A BY-LAW TO AMEND SCHEDULE A OF BY-LAW NO. 36-09, AS AMENDED  
(BEING THE COMPREHENSIVE ZONING BY-LAW OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE)  
RE: CONCESSION 6 PART LOT 6 (ARRAN), 56 SIDEROAD 5 SOUTH, ARRAN

Whereas Section 34(1) of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provides that: "Zoning by-laws may be passed by the councils of local municipalities:

1. For prohibiting the use of land, for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway.
2. For prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas or abutting on any defined highway or part of a highway."

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

1. THAT Schedule "A" of By-law No. 36-09, as amended being the Comprehensive Zoning By-law for the Municipality of Arran-Elderslie, is hereby further amended by changing thereon from A1 General Agriculture and EP Environmental Protection to A1 General Agriculture, EP Environmental Protection, and M2 Extractive Industrial the zoning of the subject lands, as outlined in Schedule 'A', attached hereto and forming a part of this by-law.
2. THAT this By-law takes effect from the date upon which the Bruce County Official Plan Amendment C-2020-008 comes into force and effect, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, as amended.

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READ a FIRST and SECOND time this 13<sup>th</sup> day of July, 2020.

READ a THIRD time and finally passed this 13<sup>th</sup> day of July, 2020.

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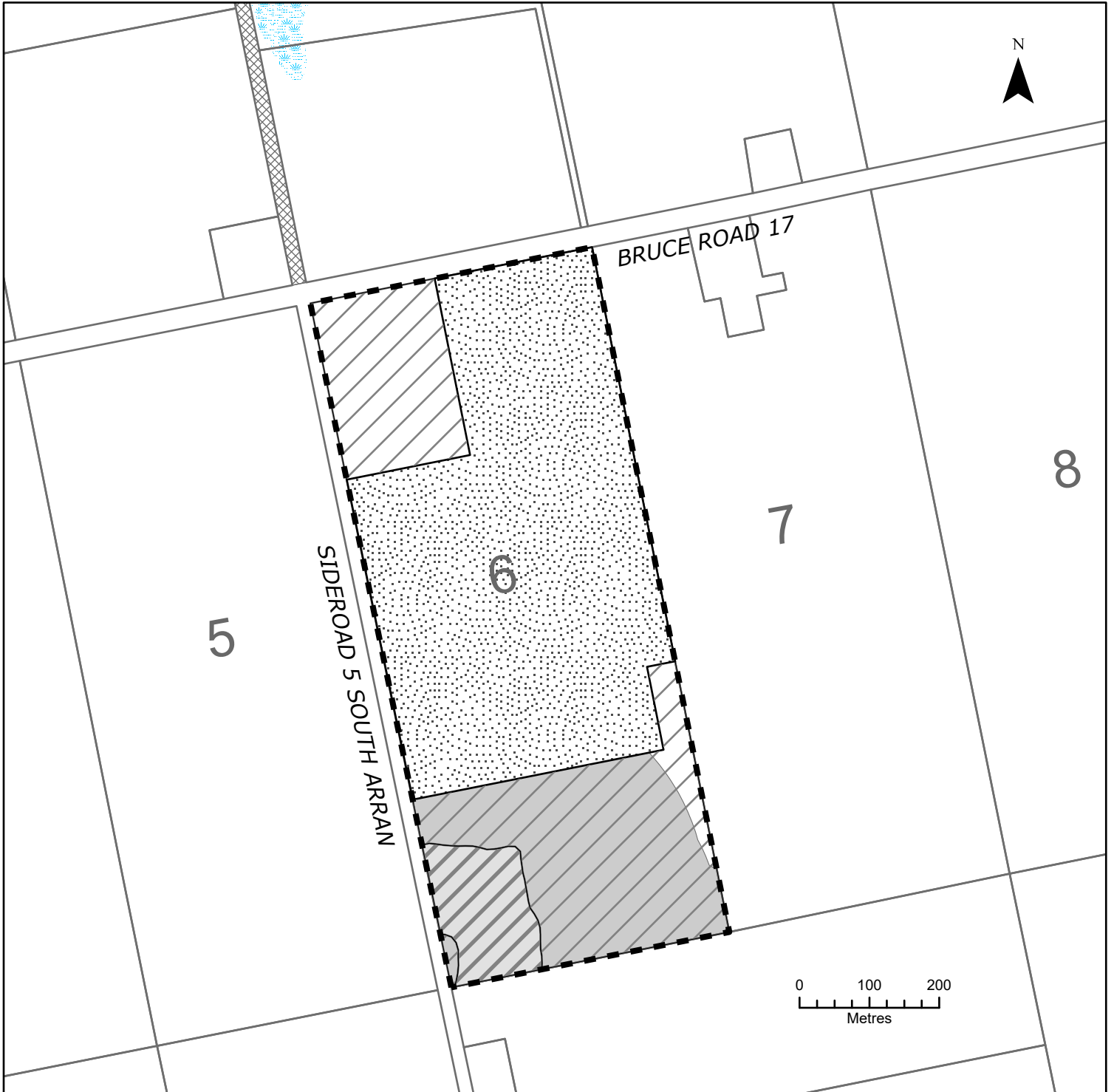
Steve Hammell, Mayor

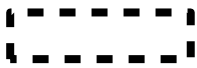
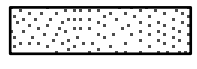


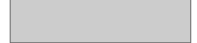
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Bill Jones, Clerk

# Schedule 'A'

Concession 6 Part Lot 6 (56 Sideroad 5 South Arran)  
Municipality of Arran-Elderslie (geographic Township of Arran)



-  Subject Property
-  Lands to be zoned M2 - Extractive Industrial
-  Lands zoned A1 - General Agricultural
-  Lands zoned EP - Environmental Protection
-  Lands subject to H1 - Holding Zone

This is Schedule 'A' to the zoning by-law amendment number 44-2020 passed this 13th day of July

Mayor \_\_\_\_\_  
Clerk \_\_\_\_\_

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

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**BY-LAW NO. 45-2020**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
HELD JULY 13, 2020**

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 June 22, 2020 inclusive be confirmed and adopted by By-law;

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

1. The action of the Council of the Municipality of Arran-Elderslie at its regular meeting held July 13, 2020 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 CAO/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 CAO/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 13<sup>th</sup> day of July, 2020.

READ a THIRD time and finally passed this 13<sup>th</sup> day of July, 2020..

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Steve Hammell, Mayor

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Bill Jones, CAO/Clerk