



## AGENDA

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Municipal Administration Office  
1925 Bruce County Road 10, Chesley, Ontario

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes of Previous Meeting(s)
  - 4.1 Regular Council Meeting C18-2020 held on August 10, 2020
  - 4.2 Special Council Meeting C19-2020 held on August 17, 2020
5. Business Arising from the Minutes
6. Public Meeting(s)
  - 6.1 Zoning By-law Amendment Z-2020-034 - Martin
7. Delegation(s)
  - 7.1 Alicia and Trevor Gibbons – Unopened Road Allowance - 381 Goldie St Paisley
8. Correspondence
  - 8.1 Requiring Action
    - 8.1.1 – Township of Huron-Kinloss – Support for Council of the Township of Mapleton - review of the Farm Property Tax Class Rate Program
    - 8.1.2 – Paisley Blues Festival 2021- Request Use of Municipal Property
    - 8.1.3 – Paisley Curling Club – Request to Use Community Centre
    - 8.1.4 – Township of Puslinch – Support the City of Oshawa – COVID-19 Funding Support
    - 8.1.5 – Tara Curling Club – Request to Use Community Centre
  - 8.2 For Information
    - 8.2.1 – OPG in Bruce County – Community Update – August 2020
    - 8.2.2 – County of Bruce – Notice of Study Commencement Master Transportation Plan
    - 8.2.3 – Grey Sauble Conservation Authority Board of Director Meeting Highlights
    - 8.2.4 – Correspondence from Minister of Heritage, Sport, Tourism and Culture Industries
    - 8.2.5 – Public Health System Evaluation

8.2.6 – Correspondence from the Ministry of Agriculture, Food and Rural Affairs

8.2.7 – Grey Bruce Public Health Media Release

9. Staff Reports

9.1 CAO/Clerks Department

9.1.1 SRCLK.20.15 - Tile Drain Loan Application – Dudgeon

9.1.2 - SRCAO/CLK.20.23 – Unregulated/Informal Group Homes

9.2 Treasurer

9.2.1 – SRFIN.20.41 - Asset Management Consultant

9.2.2 – SRFIN.20.42 - Safe Restart Funds for Covid-19 Financial Assistance

9.3 Works Manager

9.3.1 – SRW.20.34 - Request for Adopt-A-Road

9.3.2 – SRW.20.35 – Culvert Purchase

9.3.3 – SRW.20.36 - Assume Tower Hill Subdivision Road Network - Chestnut Hill Crescent

9.3.4 – SRW.20.37 - Award Tender – 2020 Municipal Drain Cleanouts

9.4 Building Department –

9.4.1 – SRCBO.20.08 - Building Permit Information

9.5 Recreation Department -

9.5.1 – SRREC 20.17 - Request Additional Facility Staff

9.5.2 – SRREC 20.18 – Community Centre Roof Update

9.5.3 – SRREC 20.19 - Award RFP – Dehumidifier for Paisley and Tara Community Centres

9.6 Fire Departments

9.6.1 – Paisley Fire Department Calls for Service

9.6.2 - SRF.20.05 – Fire Agreement with Hanover re: Water and High Angle Slope Rescue

9.6.3 – SRPFIR.20.01 – Purchase of a Pumper Truck – Paisley Fire Department

9.7 Community Development Co-ordinator

9.7.1 - SRECDEV.20.13 - Tara Downtown Revitalization Initiatives 2020

9.7.2 - SRECDEV.20.14 - Paisley Downtown Revitalization Initiatives 2020

9.7.3 - SRECDEV.20.15 - Economic Development Strategic Plan Committee

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 55-2020 - agreement with Tract Consulting Inc. for Recreation Master Plan
  - 14.2 – By-law 56-2020 – agreement with Jeff Horning
  - 14.3 – By-law 57-2020 – Assume Chestnut Hill Crescent into Municipal Road Network
15. Resolution to Move into Closed Session and General Nature Thereof
  - i. Personal matters about an identifiable individual, including municipal or local board employees.
  - ii. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
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 58-2020
20. Adjournment

List of Upcoming Council meetings

TIME OF MEETING	DATE
9:00 AM	Monday, September 28, 2020
9:00 AM	Tuesday, October 13, 2020
9:00 AM	Monday October 26, 2020



Municipality of Arran-Elderslie  
Council Meeting - C#18-2020  
August 10, 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)

### Staff Present Electronically:

S. McLeod, Works Manager  
T. Neifer, Treasurer  
P. Johnston, Chief Building Official  
C. Steinhoff, Recreation Manager

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

### 1. Adoption of Agenda

Council passed the following resolution:

Moved by: Councillor Kanmacher

Seconded by: Councillor Nickason

Be It Resolved that the agenda for the Council Meeting of August 10, 2020 be received and adopted, as distributed by the CAO/Clerk.

**Carried Resolution #18-330-2020**

### 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#17-2020 held July 13, 2020.

Council passed the following resolution:

Moved by: Councillor Kanmacher

Seconded by: Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session C#17-2020 held July 13, 2020 as circulated.

**Carried Resolution #18-331-2020**

**4. Business Arising from the Minutes - None.**

**5. Public Meeting(s) - None**

**6. Presentation(s) - None**

### **7. Delegation(s)**

7.1. Terry Gervais – Loomex – Fire Master Plan

Terry Gervais made a presentation to Council. He noted that a Fire Master Plan ensures the municipality is compliant with the Fire Protection and Prevention Act (FPPA) and other applicable legislation.

The Master Plan provides recommendations on the appropriate levels of Public Education, Code Enforcement and Fire Suppression, allows staff to provide the Council with the necessary information so they can make decisions that will protect lives and property. It also provides a clear picture of current and future needs of the community for emergency services.

Master Plans provide Council and the Fire Chiefs with a “vision” so that proper budgeting and implementation can be provided that mitigates the chances of surprises for the Municipalities. It ensures that the resources available are used in the most efficient and cost-effective way.

Mr. Gervais noted that the Master Plan should be completed by December, 2020.

Council thanked Mr. Gervais for his presentation.

### **8. Correspondence**

#### **8.1 Requiring Action**

8.1.1 – Ontario Barn Preservation

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution proposed by Ontario Barn Preservation with the goal of conserving barns of cultural heritage significance in Ontario.

**Defeated Resolution #18-332-2020**

8.1.2 – Chatham – Kent – Emancipation Day, July 2020

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by Chatham-Kent regarding Emancipation Day.

**Carried Resolution #18-333-2020**

8.1.3 – Town of Amherstburg – City of Sarnia Resolution Long-Term Care Home Improvements

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the City of Sarnia regarding Long-Term Care Home Improvements.

**Carried Resolution #17-334-2020**

8.1.4 – Township of South Glengarry - Resolution Long-Term Care Home Improvements

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be it Resolved that the Council of the Municipality of Arran-Elderslie receives and supports the resolution passed by the Township of Glengarry regarding Long-Term Care Home Improvements.

**Carried Resolution #18-335-2020**

**8.2 For Information**

- 8.2.1 – April 24, 2020 SMART Minutes
- 8.2.2 – May 15, 2020 SMART Minutes
- 8.2.3 – June 26, 2020 SMART Minutes
- 8.2.4 – SMART 2020 1<sup>st</sup> Half Operational Report
- 8.2.5 – Bill Walker Press Release – Additional Support for Farmers
- 8.2.6 - Bill Walker/Lisa Thompson Press Release – Federal Approval for SMART Transit Project

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

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

**Carried Resolution #18-336-2020**

**9. Staff Reports**

**9.1 CAO/Clerks Department – Bill Jones/Christine Fraser-McDonald**

**9.1.1 – SRCLK.20.13 – Tile Drain Loan Application**

Christine Fraser-McDonald, Deputy Clerk, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved:

- 1) That SRCLK.20.13 be received – Tile Drainage Loan Application – MacDonald, with the estimated cost of the drainage system in the amount of \$68,000.00 for Part Lot 32, Concession 9, geographic Township of Elderslie, Roll Number 4103-380-002-23600, subject to the availability of funds allocated by the Province of Ontario for tile drainage purposes; and
- 2) This project has been completed. The actual cost is \$57,000.00 and the loan amount will be \$43,100.00.

**Carried Resolution #17-337-2020**

9.1.2 – SRCLK.20.14 - Emergency Protective Services Facility Agreement –  
Bruce Power

Christine Fraser-McDonald, Deputy Clerk, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved:

- 1) That SRCLK.19.29 be received – Emergency Protective Services Facility Agreement – Bruce Power; and
- 2) That Council hereby approve the Emergency Protective Services Facility Agreement for the municipal fire service to use the Bruce Power Emergency Protective Services Training Facility as presented; and
- 3) That the necessary by-law be prepared to authorize the Mayor and Clerk-Administrator to execute the Emergency Protective Services Facility Agreement with Bruce Power L.P.

**Carried Resolution #18-338-2020**

9.1.3 - SRCAO/CLK.20.20 - Office Closure and Council Meeting Update

Bill Jones, CAO/Clerk, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved:

- 1) That Council receive SRCAO/CLK.20.20. as information; and
- 2) Maintain status quo “closed to the public” and have staff continue to provide services remotely and re-evaluate potential office reopening on a monthly basis.

**Carried Resolution #18-339-2020**

9.1.4 – SRCAO/CLK.20.22 – Informal Residential Care Facilities and Services By-law

Bill Jones, CAO/Clerk, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason



Be it Resolved that Report SRCAO/CLK.20.22 be received for information.

**Carried Resolution #18-340-2020**

## **9.2 Treasurer – Tracey Neifer**

### 9.2.1 – SRFIN.20.40 – 2020 Capital Update

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Report SRFIN.20.40 – 2020 Capital Update, be provided for information purposes.

**Carried Resolution #18-341-2020**

## **9.3 Works Manager – Scott McLeod**

### 9.3.1 – SRW.20.27 - Award Tender – 2020/2021 Winter Sand

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that the bid, which meets the terms and conditions of the tender posted by Bruce County for winter sand, be awarded to Ed Karcher Construction in the amount of \$28,470 excluding HST based on 2,600 tonnes of sand.

**Carried Resolution #18-342-2020**

### 9.3.2 – SRW.20.28 - Information Update – Bluewater District School Board South Entrance Closure

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council receive Report SRW.20.28 - Bluewater District School Board South Entrance Closure for information purposes.

**Carried Resolution #18-343-2020**

9.3.3 – SRW.20.29 - Allowing Connections to the Pipeline & Follow-Up Information

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be it resolved that staff recommends to Council to allow new connections to the Chesley to Paisley pipeline for eligible residents to connect for potable water.

Councillor Bell requested a recorded vote:

MEMBER	YEA	NAY
Councillor Bell		X
Councillor Dudgeon	X	
Councillor Greig		X
Councillor Kanmacher	X	
Councillor Nickason	X	
Deputy Mayor Davis	X	
Mayor Hammell	X	
<b>TOTALS</b>	<b>7</b>	

**Carried Resolution #18-344-2020**

9.3.4 – SRW.20.30 – Micro Surface Treatment

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council accept the tender of Duncor Enterprises

Incorporated to supply and apply Micro Surface Treatment on Concession 2 Elderslie and Concession 8 East Arran at a cost of \$281,842.20 excluding HST.

**Carried Resolution #18-345-2020**

#### 9.3.5 – SRW.20.31 - Traffic and Parking By-Law

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved

- 1) That Report SRW.20.31 is received; and
- 2) That By-Law 46-2020 being a by-law to regulate and control Traffic and Parking within the Municipality of Arran-Elderslie be passed; and
- 3) That By-Law 46-2020 being a By-law for Part I and Part II of the Provincial Offences Act, listing the set fines be passed.

**Carried Resolution #18-346-2020**

#### 9.3.6 – SRW.20.32 - Allenford Sidewalk Replacement

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council approve an extra \$28,000 to remove and replace sidewalks along Highway 21 from Anne-Mill Street east, approximately 170 metres, financed by Roads Reserve (01-0000-2124).

**Carried Resolution #18-347-2020**

#### 9.3.7 – SRW.20.33 - Request for Financial Assistance for Burgoyne Resident

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

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that the Municipality would allow the resident to stay on the

system for an additional 30-60 days, with continued sampling at the well until all users are disconnected from the municipal system. The Municipality will loan some or all of the requested money to the resident and lien it against the property through taxes, at the suggested rate of 3.15%.

**Carried Resolution #18-348–2020**

#### **9.4 Building Department – Patrick Johnston**

##### 9.4.1 - SRCBO.20.07 - Building Permit Information

Pat Johnston, Chief Building Official, responded to questions from Members of Council.

CAO/Clerk Bill Jones has contacted Hydro regarding the hydro connection on the Paisley Inn. There is a meeting planned for the near future with Hydro.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council receives Report SRCBO.20.07 - July Building Report Building Permits, for information purposes.

**Carried Resolution #18-349–2020**

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

##### 9.5.1 - SRREC 20.14 - Award RFP – Ice Resurfacer

Carly Steinhoff, Recreation Manager, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

WHEREAS the award of contract for the supply and delivery on one (1) ice resurfacer as outlined in the specifications has been recommended by staff in report SRREC.20.14; therefore

Be It Resolved THAT Council hereby:

- 1) Receive the Report SRREC 20.14 dated August 10, 2020 from the Manager of Facilities, Parks & Recreation regarding the Award Request for Proposal - Ice Resurfacer;
- 2) THAT Council hereby award the quotation for the supply and delivery of one (1) ice resurfacer to Resurface in the amount of \$ 83,990.00 plus applicable taxes.

3) THAT Council accept the Resurface Company's trade-in offer of \$5,000.00 plus applicable taxes.

**Carried Resolution #18-350–2020**

9.5.2 – SRREC.20.15 - Award RFP – Consulting Services for Recreation Master Plan

Carly Steinhoff, Recreation Manager, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

WHEREAS the award of contract for consulting services for a Municipal Recreation Master Plan as outlined in the specifications has been recommended by staff in Report SRREC.20.15; therefore

Be It Resolved that Council hereby:

- 1) Receive Report SRREC 20.15 dated August 10, 2020 from the Manager of Facilities, Parks & Recreation regarding the Award Request for Proposal - Consulting Services for Recreation Master Plan; and
- 2) That Council hereby award the quotation to Tract Consulting Inc. in the amount of \$ 44,277.50 plus applicable taxes.

**Carried Resolution #18-351–2020**

9.5.3 – SRREC.20.16 - Update for Recreation Facility Reopening

Carly Steinhoff, Recreation Manager, responded to questions from Members of Council. Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council hereby:

- 1) Receive Report SRREC.20.16 dated August 10, 2020 from the Manager of Facilities, Parks & Recreation regarding the Update for Recreation Facility Reopening; and
- 2) THAT Council receive this report for information purposes.

**Carried Resolution #18-352–2020**

**9.6 Fire Departments – None**

**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 questions regarding the grass cutting at the Gillies Hill Monument. There are some stones falling out of the monument.

Greig:

Councillor Greig noted that Tara is hosting the U14 ball tournament.

Kanmacher:

Councillor Kanmacher noted that she will be attending the AMO conference next week, the Safe Communities Meeting on August 25<sup>th</sup>, and a meeting regarding speeding on Highway 6.

Nickason:

Councillor Nickason had nothing to report.

Bell:

Councillor Bell noted that if someone could weed eat along the curbs and the catchbasin across from the high school. Someone may be cutting trees on the rail trail which is municipal property.

Hammell:

Mayor Hammell had received complaints regarding giant hogweed.

**11. Health and Safety – None**

**12. Other Business**

**12.1 – Promotional Tent on Municipal Lands**

A request has been received from Bruce Telecom to place a promotional tent at the Lawn Bowling Club.

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie grants permission to Bruce Telecom to place a promotional tent on municipal lands (Lawn Bowling Club).

**Carried Resolution #18-353-2020**

#### 12.2 – Request for Proposal – Special Council Meeting

A Special Council meeting will be held on Monday August 17<sup>th</sup> at 8:00 p.m. to discuss the proposals.

#### 13. Notice of Motion – None

#### 14. By-law(s)-

##### 14.1 – By-law 46-2020 – Parking By-law

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that By-law No. 46-2020 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 46-2020 being a By-law to regulate and control traffic and parking within the Municipality of Arran-Elderslie.

**Carried Resolution #18-354-2020**

#### 14.2 – By-law 47-2020 – Informal Residential Care Facilities

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that By-law No. 47-2020 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 47-2020 being a By-law to provide for the licensing and regulation of informal residential care facilities and services in the Municipality of Arran-Elderslie.

**Carried Resolution #18-355-2020**

### 14.3 – By-law 48-2020 – Financial Agreement with Bruce County

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that By-law No. 48-2020 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 48-2020 being a By-law to authorize the Mayor and Clerk to sign a Cost Sharing Agreement with Bruce County to facilitate their respective responsibilities and subsequent costs for the construction of watermain, sanitary main, storm sewer and roadway project on Bruce Road 30, Section D, 1st Avenue North, Chesley.

**Carried Resolution #18-356-2020**

### 14.4 – By-law 49-2020 – Tile Drainage By-law – Larry McDonald

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that By-law No. 49-2020 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 49-2020 being a By-law to impose special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act and more specially described as Part Lot 32, Concession 9, geographic Township of Elderslie, Roll # 4103-380-003-23600.

**Carried Resolution #18-357-2020**

### 14.5 – By-law 50-2020 –Emergency Protective Services Training Facility Agreement with Bruce Power

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason



Be It Resolved that By-law No. 50-2020 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 50-2020 being a By-law to authorize the Clerk to execute an agreement with the Emergency Protective Services Training Facility with Bruce Power L.P.

**Carried Resolution #18-358-2020**

14.6 – By-law 51-2020 – Development Agreement – Eduard and Jennifer Sluys

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that By-law No. 51-2020 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 51-2020 being a By-law to authorize the Mayor and Clerk to sign an agreement with Eduard and Jennifer Sluys to address a condition of Consent (B2020-042) to enter into a Development Agreement for the completion of an Archaeological Assessment in areas of high archaeological potential.

**Carried Resolution #18-359-2020**

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

The Mayor advised that Council now goes into Closed Session at 11:39 a.m. for the purpose of matters identified in the motion below.

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

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. Labour relations or employee negotiations
- ii. proposed or pending acquisition or disposition of real property

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

Item 2 – Scott McLeod, Works Manager

**Carried Resolution #18-360-2020**

**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 Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council of the Municipality of Arran-Elderslie does now return to the Open Session at 11:56 a.m.

**Carried Resolution #17-361-2020**

**17. Adoption of Closed Session Minutes**

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session C#17-2020 held July 13, 2020 as circulated.

**Carried Resolution #18-362-2020**

**18. Adoption of Recommendations Arising from Closed Session**

Council passed the following resolutions:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council direct staff to place a shared services agreement for the provision of Bylaw Enforcement Services with the Township of Chatsworth, on the August 17<sup>th</sup> Council agenda For Council's Consideration.

**Carried Resolution #18-363-2020**

Moved by: Councillor Kanmacher  
Seconded by: Councillor Nickason

Be It Resolved that Council

- 1) Receive Report SRW.20.33C – Proposed Aggregate Pit Agreement; and
- 2) Authorize the Mayor and CAO/Clerk to execute an Agreement between

Jeff Horning of Tara and the Municipality of Arran-Elderslie to lease the Class A license No. 4879 Aggregate Pit at 253 Sideroad 15 Arran for five years with an option for an additional five years.

**Carried Resolution #18-364-2020**

**19. Confirming By-law**

By-law 52-2020 – Confirming By-law

Councillor passed the following resolution:

Moved by: Councillor Kanmacher

Seconded by: Councillor Nickason

Be It Resolved that By-law No. 52-2020 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 52-2020 being a By-law to confirm the proceedings of the Council meeting of the Municipality of Arran-Elderslie held August 10, 2020.

**Carried Resolution #18-365-2020**

**20. Adjournment**

Moved by: Councillor Kanmacher

Seconded by: Councillor Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:59 a.m.

**Carried Resolution #18-366-2020**

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Steve Hammell, Mayor

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Bill Jones, CAO/Clerk



Municipality of Arran-Elderslie  
Special Council Meeting - C#19-2020  
August 17, 2020 at 8:00 p.m.  
Electronically

## Minutes

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### Members Present Electronically:

Mayor Steve Hammell  
Deputy Mayor Mark Davis  
Councillor Melissa Kanmacher  
Councillor Brian Dudgeon  
Councillor Ryan Greig  
Councillor Doug Bell  
Councillor Ryan Nickason

### Staff Present Electronically:

B. Jones, CAO/Clerk  
C. Fraser-McDonald, Deputy Clerk (recording secretary)  
L. Fullerton, Community Development Coordinator

Mayor Hammell called the meeting to order at 8:00 p.m. A quorum was present.

### 1. Adoption of Agenda

Council passed the following resolution:

Moved by: Councillor Kanmacher

Seconded by: Councillor Bell

Be It Resolved that the agenda for the Special Council Meeting of August 17, 2020 be received and adopted, as distributed by the CAO/Clerk.

**Carried Resolution #19-367-2020**

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

None declared.

### 3. Staff Reports

3.1 Community Development Coordinator – Laura Fullerton

3.1.1 – ECDEV.20.12 – Award Contract for Economic Development Strategic Plan

Laura Fullerton, Community Development Co-ordinator, responded to questions from Members of Council. Council directed staff to speak with the consultants regarding the membership of the proposed committee.

Subsequent to further discussion, Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Bell

Be It Resolved

- 1) THAT SRECDEV.20.12 be received – Award Contract for Economic Development Strategic Plan; and
- 2) THAT Council hereby award the contract for the Economic Development Strategic Plan to Mellor Murray Consulting in the amount of \$24,061.00; and
- 3) THAT Council hereby authorize a maximum of \$4,061.00 be taken from the Efficiency/Modernization Grant Reserve Account 01-0000-2150.

**Carried Resolution #19-368-2020**

4. By-laws

4.1 – By-law 53-2020 – Shared Services Agreement with the Township of Chatsworth

Council passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Bell

Be It Resolved that By-law No. 53-2020 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 53-2020 being a By-law to enter into a Shared Services Agreement with the Township of Chatsworth for a shared municipal law enforcement officer.

**Carried Resolution #19-3692020**

5. Confirming By-law

5.1 By-law 54-2020 – Confirming By-law

Councillor passed the following resolution:

Moved by: Councillor Kanmacher  
Seconded by: Councillor Bell

Be It Resolved that By-law No. 54-2020 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 54-2020 being a By-law to confirm the proceedings of the Special

Council meeting of the Municipality of Arran-Elderslie held August 17, 2020.  
**Carried Resolution #19-370-2020**

6. Adjournment

Moved by: Councillor Kanmacher  
Seconded by: Councillor Bell

Be It Resolved that the meeting be adjourned to the call of the Mayor at  
8:15 p.m.

**Carried Resolution #19-371-2020**

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Steve Hammell, Mayor

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Bill Jones, CAO/Clerk



## Municipality of Arran Elderslie

To: Council

From: Archana Chaudhary, Planner

Date: September 14, 2020

Re: B-2020-049; Z-2020-034 Martin

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### Recommendation:

Subject to a review of submissions arising from the public meeting:

That Council approve Zoning By-law Amendment Z-2020-034 as attached and the necessary by-law be forwarded to Council for adoption.

### Summary:

The subject lands are 35.94 ha, the consent application proposes to sever a 2.7 ha parcel of land containing an existing farmhouse, pond and two accessory structures and retain 33.24 hectares of farmland.

The zone change is required to allow a farm lot less than 39 hectares.

Also, the zoning requests to permit an existing accessory dwelling unit on the lot to be created, which is attached to the main dwelling.

Planning Staff assessed this application with regard to existing policy and the impact of the proposal on the surrounding land uses. The application maintains the intent and purpose of the Official Plan and Zoning By-law and is not expected to have an impact on surrounding property owners, the environment, or municipal functions.

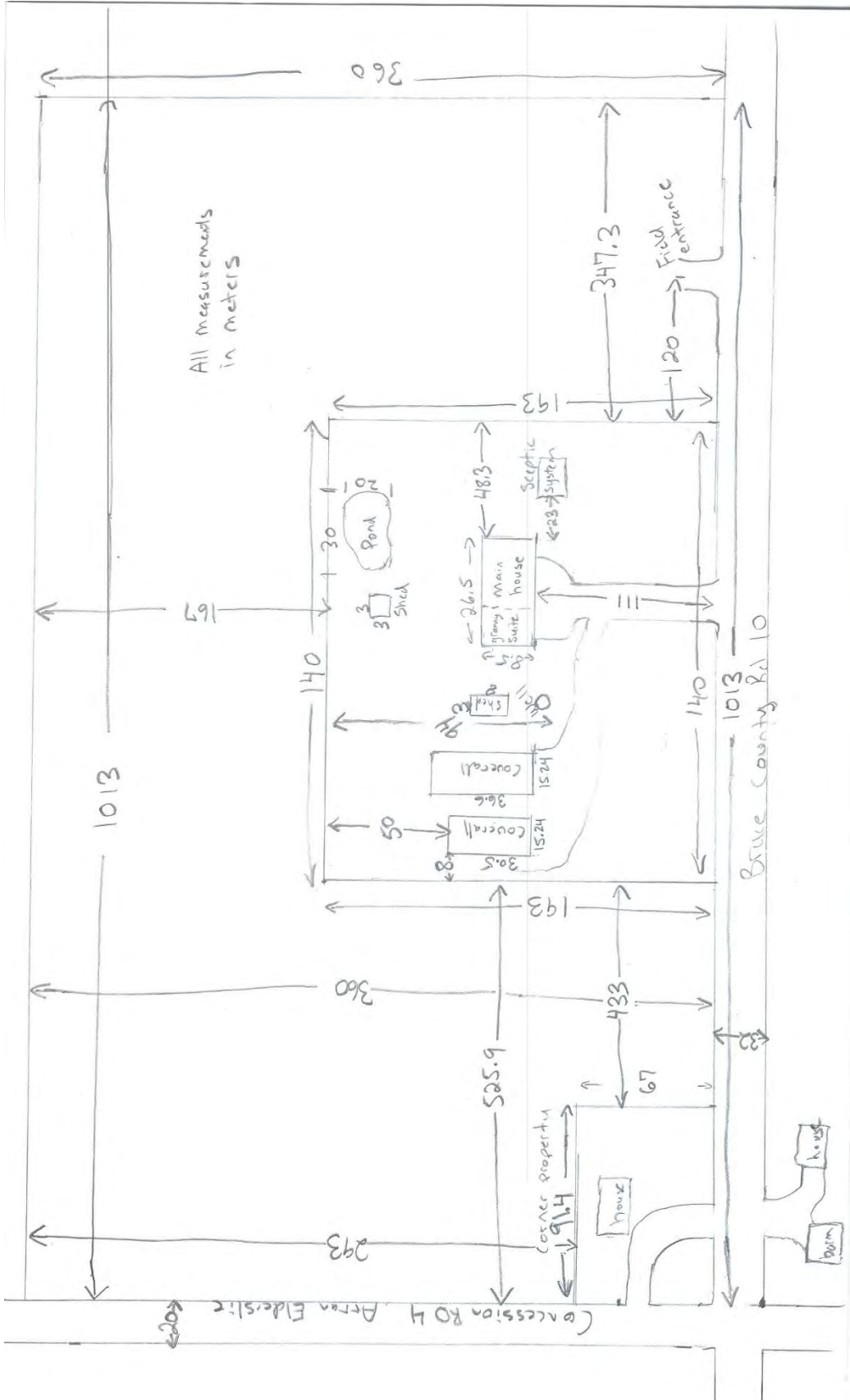
Planning staff recommend approval of the proposed zoning amendment.

Airphoto





# Site Plan



## Planning Analysis

The following section provides an overview of the planning considerations that were factored into the staff recommendation for this application, including relevant agency comments (attached) and planning policy sections.

### Rural lot Creation:

The subject lands are designated Rural and Environmental Hazard in the Bruce County Official Plan. The intent of the Official Plan is to provide opportunities for limited nonfarm residential uses in the rural designation. In the Rural designation up to 2 non-farm lots may be severed from an original township lot, without requiring that residential uses be prohibited on the retained parcel.

The plan aims to limit the size of these lots to limit impacts to other permitted uses, with justification required for lots greater than 0.61 hectares. The proposed lot is 2.7 hectares because of the side area required around the house and the accessory buildings. It is generally consistent with the area and the change is not anticipated to have any impact on the retained farmland. The retained lot has been kept to the size of 2.7 hectares as the owner wants to retain the garden in front of the accessory buildings. The severed lot retains a rectangular shape and keeping it straight is ideal for the boundary definition as slicing any portions of land from the main farmland adjacent to the severed land would not be ideal for the equipment to turn properly in the farmland area.

### Second Dwelling Unit:

In the A1 zone, a dwelling and an accessory detached dwelling are permitted on an agricultural lot. However, there is an existing secondary dwelling unit attached to the primary dwelling unit, on the lot to be severed. The zoning proposes to recognize the attached dwelling unit as an opportunity to provide additional housing and to allow the dwellings to be severed along with accessory buildings on a 2.7 ha lot.

### Natural Heritage:

Grey Sauble Conservation Authority (GSCA) has no objection to the subject proposal as it is not anticipated to negatively impact the Ontario Regulation 151/06 area, natural hazard and/or significant natural heritage features.

### Archaeological Potential

A portion of the land is designated to have high archeological potential and an archaeological assessment has deemed to be required as per the Ministry of Tourism Culture and Sport, Criteria for Evaluating Archeological Potential checklist.

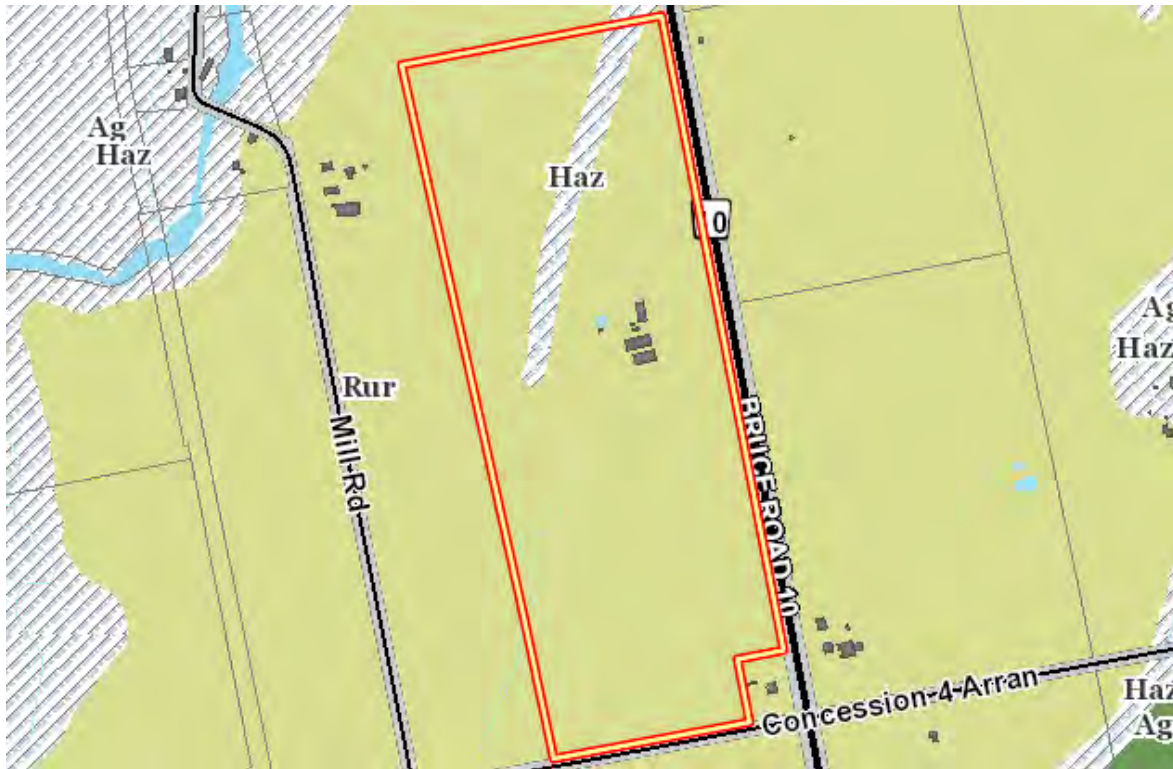
At this time, an archaeological assessment has not been conducted for this site since no development is proposed.

A H1-Holding provision is proposed for the land designated to have high archeological potential that is within the 66 m x 54 m portion of the lot. The balance of the lands will remain unchanged zoned A1-General Agriculture and EP -Environmental Protection.

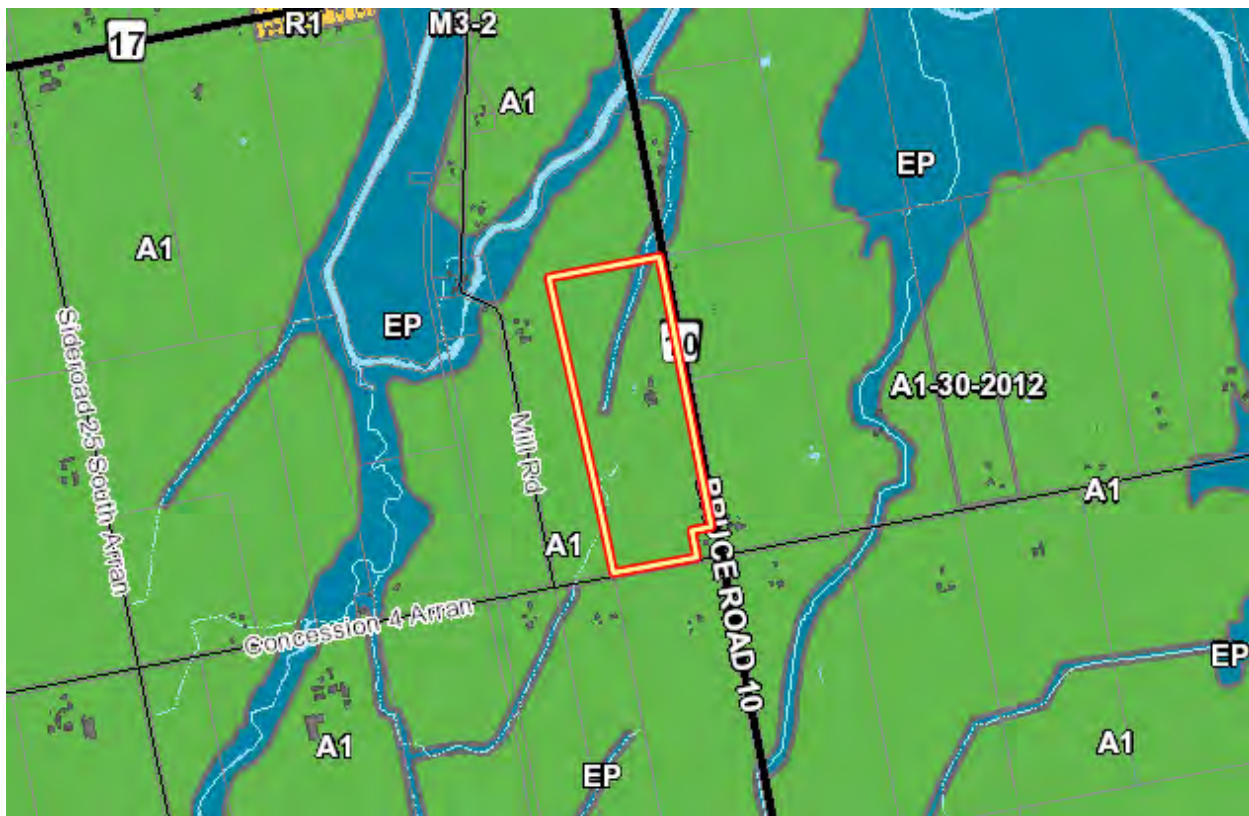
## Appendices

- County Official Plan Map
- Local Zoning Map
- Arran Elderslie By-Law amendment and Schedule A (attached)
- Agency Comments(attached)

## County Official Plan Map

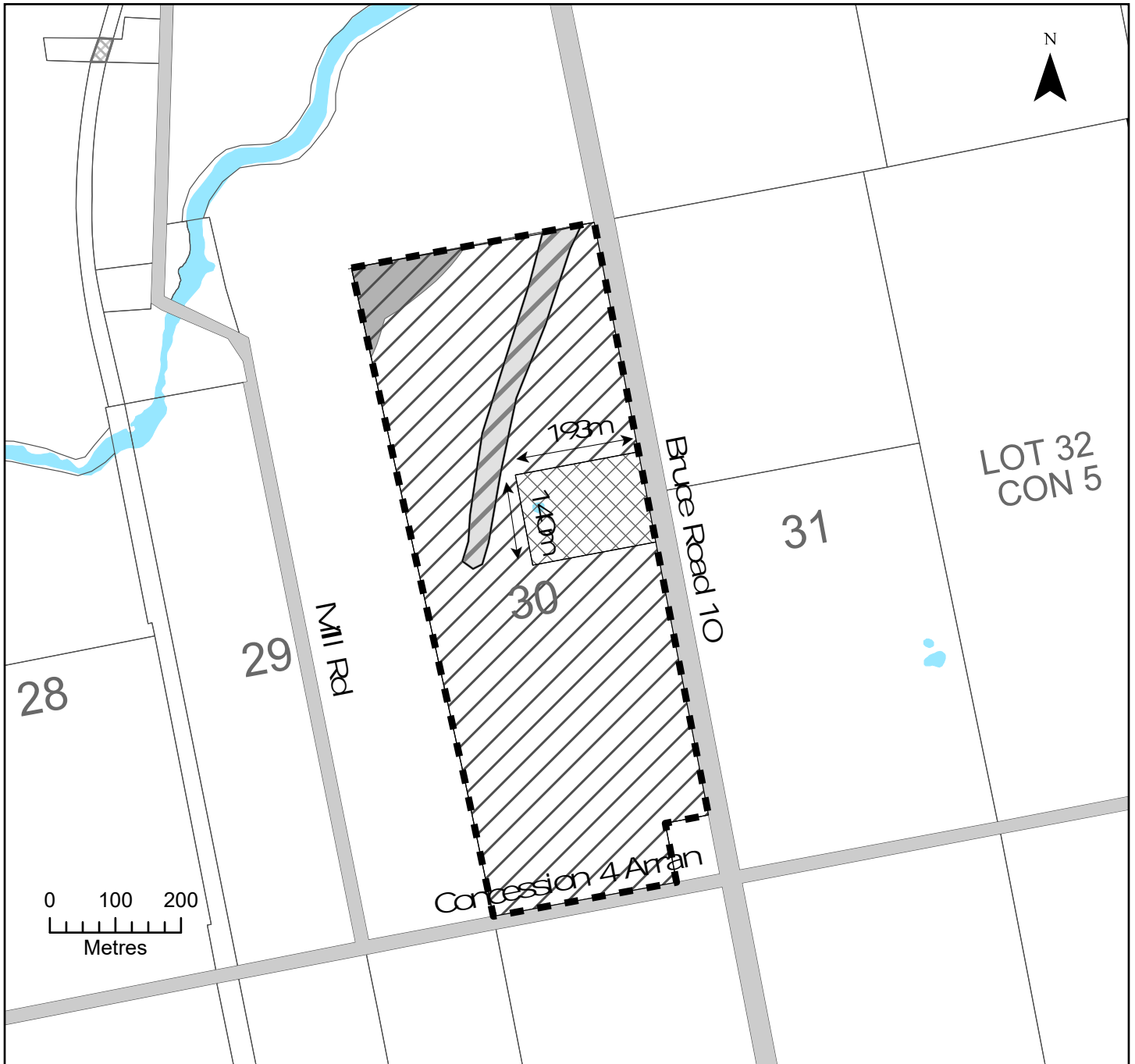


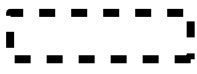
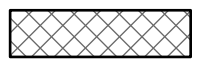
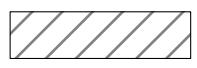


## Local Zoning Map



# Schedule 'A'

3501 Bruce Rd 10- Concession 5 Part Lot 30- RdI # 410349000308500  
 Municipality of Arran-Elderslie (geographic Township of Arran)



-  Subject Property
-  Lands to be zoned A1-\_\_-2020a - General Rural Special
-  Lands to be zoned A1-\_\_-2020b - General Rural Special
-  Lands subject to H1 - Holding Zone
-  Lands to be zoned EP - Environmental Protection

This is Schedule 'A' to the zoning by-law amendment number \_\_\_\_\_ passed this \_\_\_\_\_ day of \_\_\_\_\_

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_



237897 Inglis Falls Road, R.R.#4, Owen Sound, ON N4K 5N6  
Telephone: 519.376.3076 Fax: 519.371.0437  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

July 22, 2020  
**GSCA File: P20193**

County of Bruce  
Planning and Economic Development Department  
Box 129, 268 Berford Street  
Warton, ON  
N0H 2T0

Attn: Jack Van Drop  
Senior Planner  
[JVanDorp@brucecounty.on.ca](mailto:JVanDorp@brucecounty.on.ca)

Dear Mr. Van Dorp,

**Re: Consent to Sever; B-2020-019  
Zoning Amendment; Z-2020-034  
Part Lot 30, Concession 5; Civic Address: 3501 Bruce Road 10  
Roll Number: 410349000308500  
Municipality of Arran-Elderslie, formerly Arran Township  
Applicant: Michael Martin**

Staff has reviewed this application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2014) and as a regulatory authority under Ontario Regulation 151/06. Grey Sauble Conservation Authority (GSCA) has also provided comments as per our Memorandum of Agreement (MOA) with the County of Bruce representing their interests regarding natural heritage and water identified in Sections 2.1 and 2.2, respectively, of the Provincial Policy Statement. The application has also been reviewed through our role as a public body under the Planning Act as per our CA Board approved policies. Finally, GSCA has provided advisory comments related to policy applicability and to assist with implementation of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan under the Clean Water Act.

GSCA staff have reviewed the two above-noted applications for:

1 of 5



**Watershed Municipalities**  
Arran-Elderslie, Chatsworth, Georgian Bluffs, Grey Highlands  
Meaford, Owen Sound, South Bruce Peninsula, Blue Mountains

1. Consent to Sever, *B-2020-019*, to sever a +/- 2.7 ha lot containing an existing house, pond and 2 accessory structures, and retain a +/- 38.52 ha agricultural lot.
2. Zoning Amendment, *Z-2020-034*, to change the zone of the property from A1 General Agriculture to general agriculture special zones to permit an existing accessory dwelling unit the severed lot, to permit reduced lot area for the retained agricultural lot, and to establish a holding provision related to archaeological potential on a portion of the retained lot.

### **Site Characteristics**

Existing mapping indicates that the subject property is:

- Description of the site and the areas regulated under Ontario Regulation 151/06. The regulated area is associated with the meanderbelt of the drainage ditch that extends from the centre of the property out the north east corner of the lot;
- Currently designated Rural and Hazard in the Official Plan and General Rural (A1) and Environmental Protection in the Zoning By law;
- Designation under applicable Provincial Plans;
- Located within an area that is subject to the policies contained in the Source Protection Plan;
- Based on the site inspection completed July 16, 2020 the north and south west portion of the property are actively used for agricultural purposes. A lower lying drainage ditch extends from approximately the middle of the property exiting through the north property line. An offline man-made pond is present west of the existing dwelling. The front yard of the property to be severed features manicured lawn.

### **Delegated Responsibility and Statutory Comments**

1. **GSCA has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement.**

The natural hazards identified on the property include flooding and erosion associated with the watercourse feature. We have provided comments on the policies which apply to the site.

3.1.1 b) Development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards

**GSCA Comment:** Based on the submitted site plan no development is proposed within the hazard area. As such, the GSCA is of the opinion that the subject applications are consistent with Section 3.1 of the PPS.

- 2. GSCA has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 151/06. This regulation, made under Section 28 of the Conservation Authorities Act, enables conservation authorities to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Development taking place on these lands may require permission from the conservation authority to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. GSCA also regulates the alteration to or interference in any way with a watercourse or wetland.**

A portion of the subject site is regulated under Ontario Regulation 151/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses administered by the GSCA. The regulated area is associated with the meanderbelt of the drainage ditch that extends from the centre of the property out the north east corner of the lot.

The regulated areas are generally indicated on the attached map. Based on the submitted site plan no permit from the GSCA is required for the subject application.

### **Advisory Comments**

- 3. GSCA has reviewed the application through our responsibilities as a service provider to the County of Bruce in that we provide comment on natural heritage features under Section 2.1 of the Provincial Policy Statement and on water under Section 2.2 of the Provincial Policy Statement through a MOA.**

#### **2.1 Natural Heritage**

*2.1.1 Natural features and areas shall be protected for the long term.*

**GSCA Comment:** The natural heritage features identified on the subject lands include potential fish habitat and potential habitat of threatened and endangered species.

*2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*

**GSCA Comment:** Our records do not indicate any direct observations of fish immediately within the watercourse feature, however, given the watercourse is a tributary to the Sauble River, it contributed to downstream fish habitat through cycling of nutrients and thermal temperature.



Based on the submitted site plan no development is proposed within the watercourse feature. Based on the above outlined criteria the GSCA is of the opinion the proposal is consistent with the Section 2.1 policies.

*2.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*

**GSCA Comment:** A review of Natural Heritage Information Centre (NHIC) records indicates occurrences of bobolink and eastern meadowlark on and within the general vicinity of the subject property. Both the bobolink and eastern meadowlark are listed as a threatened species by the Province and typically nest in tallgrasses and open meadows including hayfields. The subject property features potential suitable habitat in this regard. However, the majority of the property appears to be used for active agricultural purposes. Should any observations of either species be made on the subject property, the GSCA recommends consulting with the Ministry of Environment Conservation and Parks (MECP) to confirm any potential requirements.

*2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*

**GSCA Comment:** The Bruce County Official Plan and Natural Heritage Reference Manual include a 120-metre allowance for adjacent lands from fish habitat. The subject application is partially within the adjacent lands setback. However, as no site alterations are proposed through this application, the GSCA is of the opinion the proposal is consistent with the Section 2.1 policies.

## **2.2 Water**

**GSCA Comment:** In our review of the application there does not appear to be an increase in impervious surface area on the property and general drainage patterns are remaining unchanged. As such, our office is of the opinion that this application is consistent with the Section 2.2 policies of the PPS.

**4. GSCA has reviewed the application in terms of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan, prepared under the *Clean Water Act, 2006*. The Source Protection Plan came into effect on July 1<sup>st</sup>, 2016 and contains policies to protect sources of municipal drinking water from existing and future land use activities.**

The subject property is located within an area that is subject to the local Source Protection Plan where applicable policies may apply.

## **Summary**

Given the above comments, it is the opinion of the GSCA that:

1. Consistency with Section 3.1 of the PPS has been demonstrated;
2. Ontario Regulation 151/06 does apply to the subject site. Based on the submitted site plan no development is proposed within the regulated area, therefore a permit from GSCA will not be required prior to any development or site alteration taking place;
3. Consistency with Sections 2.1 and 2.2 of the PPS have been demonstrated;
4. The subject site is located within an area that is subject to the policies contained in the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan.

## **Recommendation**

The GSCA generally has no objection to the subject proposal as it is not anticipated to negatively impact the Ontario Regulation 151/06 area, natural hazard and/or significant natural heritage features. The GSCA recommends that should any observations of either bobolink or eastern meadowlark be made on the subject property MECP should be consulted to confirm any potential requirements.

Please inform this office of any decision made by County of Bruce with regard to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Should you have any questions, please contact the undersigned.

Sincerely,









Lauren McGregor  
Planning Technician, Environmental Planning & Regulations

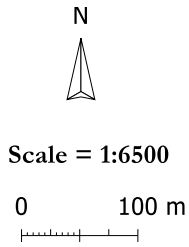
Encl: Map

c.c. Ryan Greig, GSCA Director, Municipality of Arran-Elderslie  
Clerk, Municipality of Arran-Elderslie

# GSCA: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 151/06)



-  Subject Property (Approx.)
-  Bruce Parcel (Approx.)
-  Ontario Regulation 151/06 area (Approx.)
-  Environmental Protection (Approx.)
-  Watercourse (Approx.)
-  Proposed Severance (Approx.)



B-2020-019 and Z-2020-034 Map  
 3501 Bruce Road 10  
 Roll Number: 410349000308500  
 Municipality of Arran-Elderslie  
 Formerly Arran Township  
 GSCA File: P20193  
 July 20, 2020

The included mapping has been compiled from various sources and is for information purposes only. Grey Sauble Conservation is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map. Regulation lines were created by Grey Sauble Conservation (GSC) using 1 metre contours interpolated from the Provincial (10 metre) Digital Elevation Model Version 1 & 2 & 1:10000 scale mapping.

By accepting this map you agree not to edit the map or disclaimer without the exclusive written permission of Grey Sauble Conservation. You also acknowledge that the information on this map is relevant only to the subject property and may be subject to change.

Produced by GSC with Data supplied under Licence by Members of Ontario Geospatial Data Exchange.  
 © Queen's Printer for Ontario and its licensors. [2020] May Not be Reproduced without Permission. THIS IS NOT A PLAN OF SURVEY

This mapping contains products of the South Western Ontario Orthophotography Project (SWOOP). These images were taken in 2015 at 20cm resolution. They are the property of Grey Sauble Conservation © 2020.



County of Bruce  
Planning & Development Department  
268 Berford St, Box 129 Wiarton ON N0H 2T0  
brucecounty.on.ca  
1-226-909-5515



July 16, 2020

**File Number(s): Z-2020-034**

## Public Meeting Notice

You're invited:

**Teleconference Public Meeting  
Zoning By-law Amendment Z-2020-034  
September 14, 2020 9:00AM**

A change is proposed in your neighbourhood:

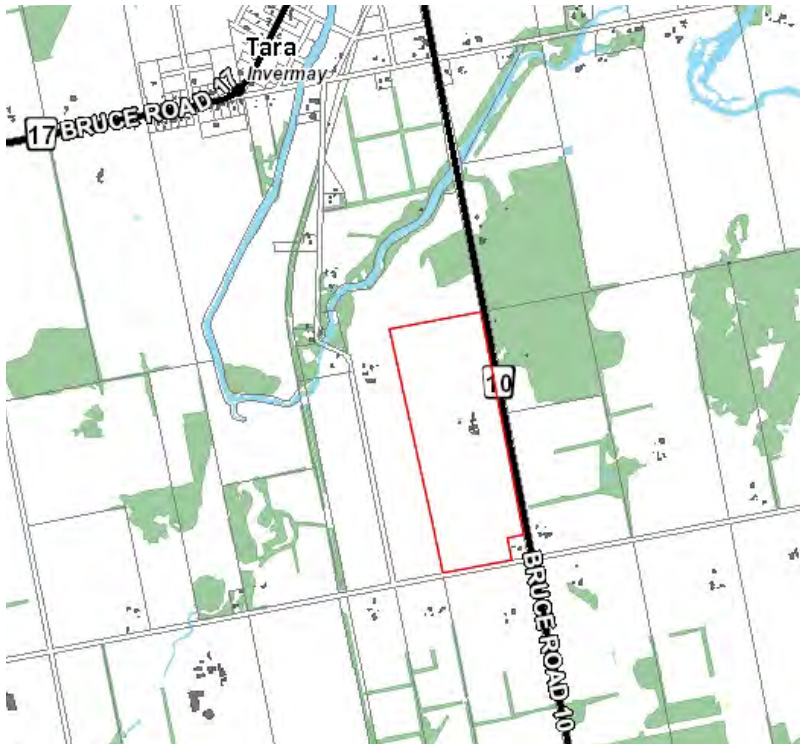
The application proposes to sever a +/- 2.7 ha lot containing an existing house, pond and 2 accessory structures, and retain a +/- 38.52 ha agricultural lot.

The Zoning Amendment proposes to change the zone of the property from A1 General Agriculture to general agriculture special zones to permit an existing accessory dwelling unit on the severed lot, to permit reduced lot area for the retained agricultural lot, and to establish a holding provision related to archaeological potential on a portion of the retained lot.

Related files are:

- Consent to Sever B-2020-049
- Zoning By-law Amendment Z-2020-034

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**



3501 Bruce Rd 10  
Concession 5 Part Lot 30 Arran  
Municipality of Arran Elderslie  
Roll Number 410349000308500

## Learn more

You can view more information about the application at <https://brucecounty.on.ca/living/land-use>. Our staff would be pleased to connect with you by email ([bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca)) or phone (226-909-5515). Once our offices re-open, information about the application will be available in person at the County of Bruce Planning Office noted above, between 8:30 a.m. and 4:30 p.m. (Monday to Friday).

The Planner on the file is Jakob Van Dorp.

## Have your say

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and Council Agenda.

**Before the meeting:** You can submit comments by email to [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca), mail, or phone (226-909-5515) if you have any questions, concerns or objections about the application. Comments will be provided to the Committee for its consideration.

Comments received by email at this address before the end of the public input portion of the meeting for this application will be read into the record.

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**

# How to access the public meeting

As a result of the COVID-19 Pandemic, the Municipality of Arran Elderslie has closed the Municipal Office to the public. There is a limited amount of space for persons to attend the meeting (2 or 3 seats with social distancing). As such, the public meeting will be held in electronic format via teleconference.

For information on how to participate in the public meeting, please visit the municipal website at [www.arran-elderslie.com](http://www.arran-elderslie.com) under “Municipal Services” then “Zoning and Planning”

if you have any questions regarding how to participate in the meeting. please contact Christine Fraser-McDonald at the Municipality [deputyclerk@arran-elderslie.ca](mailto:deputyclerk@arran-elderslie.ca) or 519-363-3039 ext 101.

## Stay in the loop

If you'd like to be notified of the decision of the approval authority on the proposed application(s), you must make a written request to the Bruce County Planning Department.

## Know your rights

Section 34(11) of the [Planning Act](#) outlines rights of appeal for Zoning By-law Amendment applications.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the municipality to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the municipality before the by-law is passed, the person or public body is not entitled to appeal the decision.

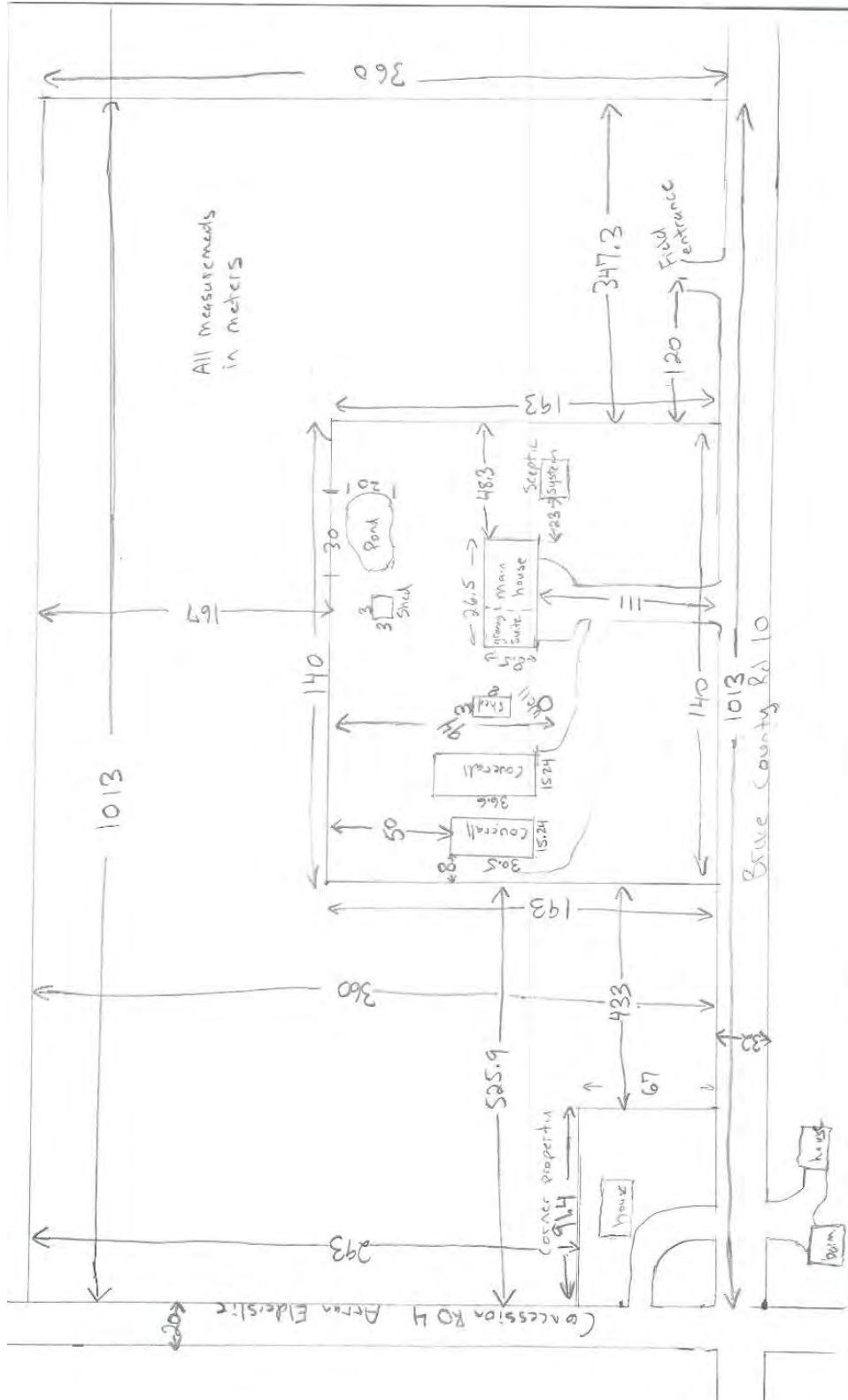
If a person or public body does not make oral submissions at a public meeting, or make written submissions to the municipality before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information please visit the Local Planning Appeal Tribunal website at <https://elto.gov.on.ca/tribunals/lpat>

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**

# Site plan

B-2020-049, Z-2020-034



COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.



County of Bruce  
Planning & Development Department  
268 Berford St, Box 129 Wiarton ON N0H 2T0  
brucecounty.on.ca  
226-909-5515

July 16, 2020

**File Number: B-2020-049**

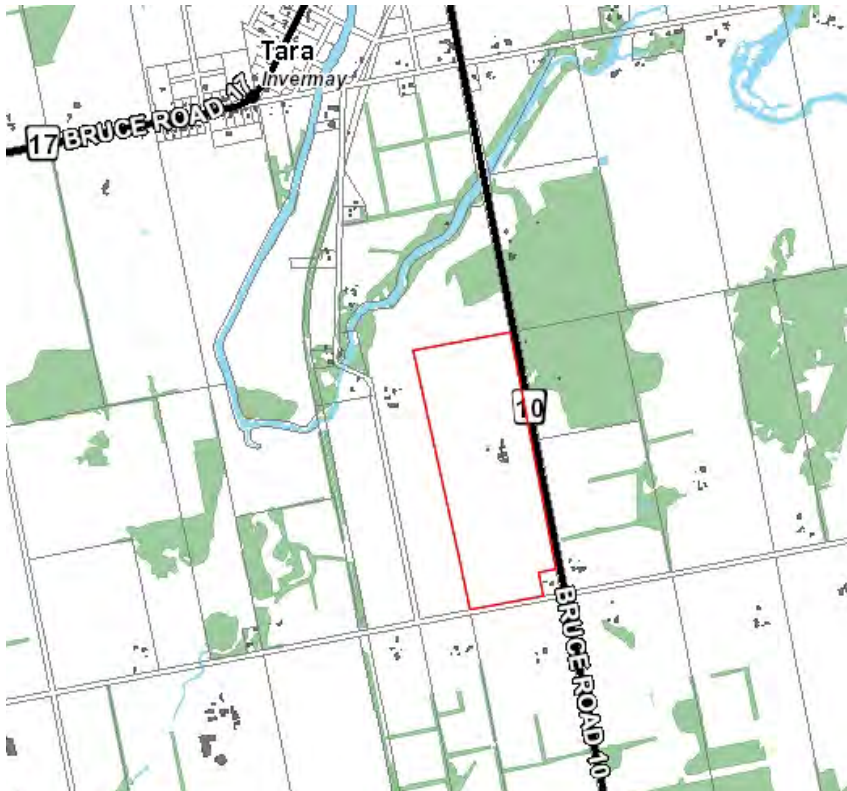
## Consent Application Notice

The application proposes to sever a +/- 2.7 ha lot containing an existing house, pond and 2 accessory structures, and retain a +/- 38.52 ha agricultural lot.

The Zoning Amendment proposes to change the zone of the property from A1 General Agriculture to general agriculture special zones to permit an existing accessory dwelling unit on the severed lot, to permit reduced lot area for the retained agricultural lot, and to establish a holding provision related to archaeological potential on a portion of the retained lot.

Related files are:

- Consent to Sever B-2020-049
- Zoning By-law Amendment Z-2020-034



3501 Bruce Rd 10  
Concession 5 Part Lot 30 Arran  
Municipality of Arran Elderslie  
Roll Number 410349000308500

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**



## Learn more

You can view more information about the applications at <https://brucecounty.on.ca/living/land-use>. Once our offices re-open, information about the application will be available in person at the County of Bruce Planning Office noted above, between 8:30 a.m. and 4:30 p.m. (Monday to Friday).

## Have your say

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and Council Agenda.

1. Please contact us if you have any questions, concerns or objections about the application. Comments received after August 5, 2020 may not be included in the Planning report but will be considered and included in the official record on file.

The Planner on the file is Jakob Van Dorp.

## Stay in the loop

If you wish to be notified of the decision of the County of Bruce Land Division Committee on the proposed consent, you must make a written request to the County of Bruce at the mailing address noted at the top of this Notice or by emailing [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca)

## Know your rights

Section 53(19) of the [Planning Act](#) outlines rights of appeal for Consent applications.

If a person or public body that files an appeal of a decision of the County of Bruce in respect of the proposed consent does not make written submissions to the County of Bruce before it gives, or refuses to give, a provisional Consent, the Local Planning Appeal Tribunal may dismiss the appeal.

For more information please visit the Local Planning Appeal Tribunal website at <https://elto.gov.on.ca/tribunals/lpat/about-lpat/>

**COVID-19 Notice: All Bruce County and Municipal offices are closed to the public until further notice. Our staff would be pleased to connect with you by email or phone.**

## Christine Fraser-McDonald

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**From:** cao@arran-elderslie.ca  
**Sent:** September 8, 2020 2:14 PM  
**To:** tregibbs08@hotmail.com  
**Cc:** 'Patrick Johnston'; Christine Fraser-McDonald  
**Subject:** RE: Alicia and Trevor Gibbons 381 Goldie St Paisley

Hi Alicia and Trevor, thanks for the e-mail. I want to confirm that the e-mail will appear on councils agenda next Monday. I want to clarify, if you want to appear as a delegation to discuss the e-mail with council, or have staff present the e-mail and discuss the options with council on your behalf ?

I can tell you that I have already reached out to SVCA regarding this site, but they have not given any direction at this point and time.

I have cc'd our Deputy Clerk as she prepares all council agendas and will need to know if you are a delegation.

Regards,

----- Forwarded Message -----

**Subject:** Alicia and Trevor Gibbons 381 Goldie St Paisley  
**Date:** Tue, 8 Sep 2020 13:32:39 +0000  
**From:** trevor gibbons <>  
**To:** Patrick Johnston <[building@arran-elderslie.ca](mailto:building@arran-elderslie.ca)>

Hi Patrick,, Can you please forward this to Bill , I seem to not have his email written down properly. Thank you

Hi Bill, I hope this email finds you well,

Trevor and I are requesting to be on the agenda for the next Municipal meeting regarding our property at 381 Goldie St in Paisley.

In 2017 in an emergency situation we elevated an existing dike on our property to ensure we did not flood with rising waters; this was of especially of high importance as we had a devastating flood a few years prior. After our original flood in 2014 we did contact Saugeen Conservation in hopes they would allow us to elevate the dike, however they did not see this as high importance. In 2017 we had very little time to make decisions, we did what was able to be done in order to save our home. Saugeen Conservation never came to us for any approvals even though they witnessed what we had to do.

In 2019, after two years of this dike sitting on the property, we decided to list our home with local real estate, although we had much interest one thing that kept arising was if we had proper documents in place when we

constructed the now elevated dike. We decided to call Saugeen Conservation to start the steps to apply for a permit. During our initial conversations, Saugeen Conservation expressed the need to know whose property this dike actually sat on, very confused as we thought for sure it was on OUR property we began do to some digging. Initially I went to the registry office hoping to find a survey but came back with no registered surveys. I contacted Pat Johnson and my real estate agent where they were able to pull up a map of our property which showed a road allowance not only on the brim, but also on our driveway and whole side lawn. This came as much of a surprise to us!

We are asking council to help us come up with the appropriate solutions so we can move forward with Saugeen Valley and to sell our home.

Option A ~ purchase the road allowance from the Municipality

Option B ~ The municipality take ownership of that dike and fill out any paper work that is needed by Saugeen Valley

\*\*\*We are also open to other suggestions you may have

We are hoping we can resolve this in a timely matter as real estate is doing very well in our area

We would also like you to consider that we have maintained this property for 10 years and have provided not just many man hours but a lot of materials to ensure that brim keeps the water at bay

Please email me any questions or concerns you may have prior to council so I can provide anything I may have left out.

Thank you for your time and consideration,

Regards,

Alicia and Trevor Gibbons

Sent from Qu



**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>

Honourable Doug Ford, Premier of Ontario,  
Queen's Park Legislative Building  
1 Queen's Park, Room 281  
Toronto, ON M7A 1A1

August 17, 2020

Dear Honourable Doug Ford;

Re: Copy of Resolution #485

Motion No. 485

Moved by: Don Murray    Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss hereby support the Council of the Township of Mapleton in their request that: The Province of Ontario undertake a review of the Farm Property Tax Class Rate Program to determine:

- a. The appropriateness of the cost of the Farm Property Tax Class Rate Program falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
- b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Program;
- c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
- d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
- e. Other methods of delivering the farm tax rebate program to farmland owners where the cost can be shared province wide

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush". The signature is fluid and cursive, with the first name "Kelly" being more prominent than the last name "Lush".

Kelly Lush  
Deputy Clerk

c.c Honourable Steve Clark, Minister of Municipal Affairs and Housing, Honourable Rod Phillips, Minister of Finance, Honourable Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Honourable Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

**From:** [cao@arran-elderslie.ca](mailto:cao@arran-elderslie.ca)  
**To:** [Christine Fraser-McDonald](#)  
**Subject:** FW: Council meeting schedule  
**Date:** August 20, 2020 2:34:50 PM

---

Place on Correspondence and prepare a motion for support.

Regards,

Bill Jones, CAO/Clerk  
Municipality of Arran-Elderslie  
1925 Bruce Rd 10  
Chesley, Ontario  
N0G 1L0  
519-363-3039 ext 118  
[cao@arran-elderslie.ca](mailto:cao@arran-elderslie.ca)

---

**From:** maxwell johnston <[paisleyevents13@gmail.com](mailto:paisleyevents13@gmail.com)>  
**Sent:** Thursday, August 20, 2020 10:41 AM  
**To:** Bill Jones <[cao@arran-elderslie.ca](mailto:cao@arran-elderslie.ca)>  
**Subject:** Re: Council meeting schedule

Hi Bill! Thanks! Below is info that I have also sent to Carly, regarding Paisley Blues Festival 2021. I'm not sure if it's an item that council would have to vote on.

As any other year, we are at the point in time when we have to start putting together next year's festival. I have to approach sponsors in September. The sponsorship process usually takes a couple of months. We are then able to set our budget by Christmas, and get bands booked by the end of January.

We are likely going a very different direction for 2021. Until a vaccine is developed and distributed, restrictions will likely continue, making it very difficult to plan a regular festival. So, instead of 20 bands on one weekend, in a crowded indoor venue, we are looking at a Summer Music Series, which would see 2 bands/artists perform outdoors each Saturday, from 1pm-4pm, for 10 consecutive weeks. Sandra Blogett has agreed to bring back the Market (not necessarily Farmer's market), to happen at the same time as the live music each Saturday. The Artscape Society supports the idea, and I think that the Chamber will also support it, potentially creating a connection between an afternoon of live music/market, and lunch or dinner at one of Paisley's restaurants. We would be looking to use the full parking lot behind the arena. The Health Unit has indicated that they approve of the idea and location, if there is lots of space for both the live music, and the Market. So, that really only leaves the parking lot behind the arena. I need to have a location confirmed before I can start approaching our sponsors.

Is this an item that has to be voted on by municipal council?

Thanks!

Max

**From:** [recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)  
**To:** ["Christine Fraser-McDonald"](#)  
**Subject:** FW: Community centre  
**Date:** August 31, 2020 5:12:05 AM

---

Hey Christine,

This request has come in from the Paisley Curling Club for Council to consider. I expect the same or a similar request will come from Tara as well.

Thanks,  
Carly

Carly Steinhoff  
Manager of Facilities, Parks & Recreation  
Municipality of Arran-Elderslie  
519.363.3039 x 123  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)

-----Original Message-----

From: Beth Gregg <[bethanngregg@gmail.com](mailto:bethanngregg@gmail.com)>  
Sent: August 28, 2020 4:49 PM  
To: Carly Steinhoff <[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)>  
Subject: Community centre

Hello Carly,

On behalf of the Paisley Curling club we are asking council if we could utilize the community centre for our social area during the upcoming curling season. It has become apparent to the executive that it would be extremely difficult - if even possible - to properly social distance and do our part to keep people safe in the existing lounge as it is. We are confident that if we are given the use of that space for the 2 evenings a week that there is scheduled curling we will be able to run the upcoming season safely and be able to continue to do our part to support the municipality by contributing as we have in the past by renting the facility and contributing financially to the paisley arena. We are asking for this help without an increase in our rent. We are hoping council sees fit to help us help them to keep the facility operating.

Thanks in advance,  
Beth Gregg  
Paisley Curling Club Executive



RE: Town of Gore Bay - COVID-19 Funding Support Resolution

Please be advised that Township of Puslinch Council, at its meeting held on September 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-242:** Moved by Councillor Bulmer and  
Seconded by Councillor Sepulis

**That the Consent Agenda item 6.15 Town of Gore Bay - COVID-19 Funding Support Resolution be received; and**

**That Council direct staff to send support of the City of Oshawa resolution to Hon. Ted Arnott, Prime Minister Trudeau, Premier Ford, and all Ontario Municipalities.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Deputy Clerk





File: A-2100

June 26, 2020

**DELIVERED BY EMAIL**

The Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,  
Premier of Ontario  
Email: premier@ontario.ca

Re: COVID-19 Funding

---

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



---

Mary Medeiros  
City Clerk

/fb

- c. Association of Municipalities of Ontario  
Federation of Canadian Municipalities  
Members of Parliament and Members of Provincial Parliament  
Ontario Municipalities

**From:** [Christine Fraser-McDonald](#)  
**To:** "Christine Fraser-McDonald"  
**Subject:** FW: Curling Club requirement for additional space  
**Date:** September 9, 2020 9:42:26 AM

---

Christine Fraser-McDonald

Deputy Clerk

Municipality of Arran-Elderslie

1925 Bruce Road 10

P.O. Box 70

Chesley, ON N0G 1L0

Ph: 519.270.4922

Fx: 519-363-2203

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

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Please consider the environment before printing this email note.

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**From:** Christine Fraser-McDonald <[deputyclerk@arran-elderslie.ca](mailto:deputyclerk@arran-elderslie.ca)>  
**Sent:** September 9, 2020 9:41 AM  
**To:** 'Christine Fraser-McDonald' <[deputyclerk@arran-elderslie.ca](mailto:deputyclerk@arran-elderslie.ca)>  
**Subject:** FW: Curling Club requirement for additional space

Sent from Android device

----- Forwarded message -----

From: Robert Macey <[rmacey65@gmail.com](mailto:rmacey65@gmail.com)>

Date: Sep 8, 2020 11:10 AM

Subject: Curling Club requirement for additional space

To: [recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)

Cc:

Carly,

Per our conversation last week, the Tara Curling Club is reviewing the viability of offering curling this up coming season. One of our major limiting factors in light of COVID-19 requirements is our limited club room space. With that we would like to ask the municipality if they would be willing to allow the curling club to utilize some of the community centre space to accommodate our additional space requirements. Attached is a sketch of the curling club and requested additional community centre space. We are looking for the municipality's inputs/thoughts on this. I would propose potentially using barrier tape with stanchions/pylons to cordo this section off and we be placing tables in this section for our additional seating requirements. Please let me know when you believe we would be able to receive a response from the council. Should you wish to discuss

further please do not hesitate to contact me via e-mail or on my mobile.

Thank you,  
Robert Macey

N  
↑

CURLING ICE SURFACE

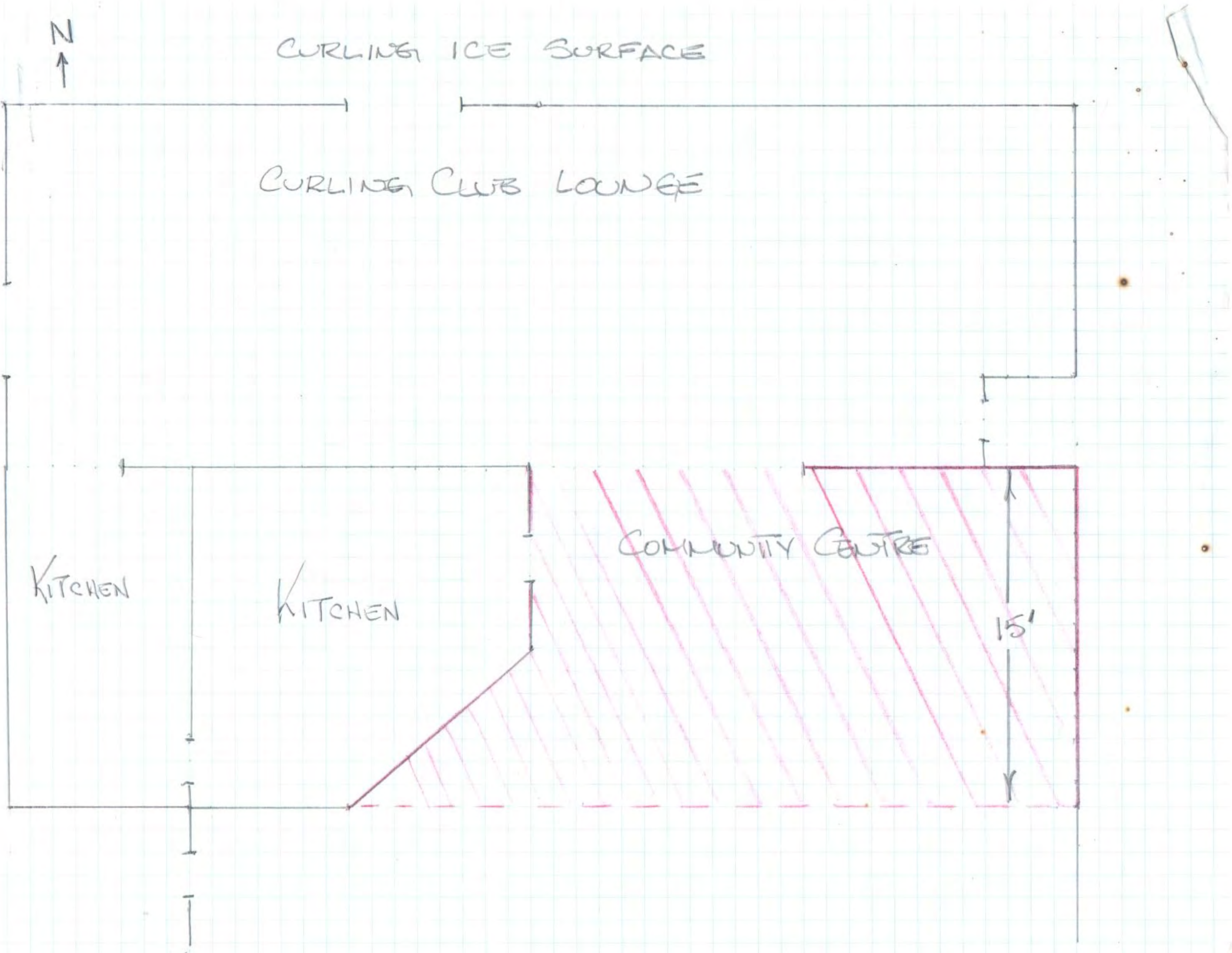
CURLING CLUB LOUNGE

KITCHEN

KITCHEN

COMMUNITY CENTRE

15'



**From:** [KUNTZ Fred -STAKEREL](#)  
**To:** [KUNTZ Fred -STAKEREL](#)  
**Subject:** OPG in Bruce County – Community Update – August 2020  
**Date:** August 14, 2020 12:30:46 PM  
**Attachments:** [image001.png](#)

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## OPG in Bruce County – Community Update – August 2020

**Making hay:** While summer’s sun shines across the Bruce area, employees of Ontario Power Generation (OPG) continue to help keep the lights on in Ontario, by processing nuclear-energy by-products at the [Western Waste Management Facility](#) (WWMF). Safety protocols for the COVID-19 pandemic remain in place across OPG – including social distancing, hand-washing and sanitizing, and use of masks when working in close proximity – even as the caseload trends lower in Ontario, and more OPG employees return to their offices. Work continues on important WWMF projects, including construction of Storage Buildings 5 & 6 for used fuel and completion of upgrades to our incinerator, which returns to service this month. All of this supports an essential service: the delivery of clean, reliable, affordable electricity to run our homes, businesses and hospitals. Together we will [#PowerOn](#).

**View to the future:** OPG’s Nuclear Waste Management division is pleased to play a key role in the new [Centre for Canadian Nuclear Sustainability](#). Based in Pickering, the centre will focus on strategies and innovations to support the decommissioning of nuclear stations. That includes developing new technologies in waste management, to reduce, re-use and recycle the by-products and materials that come from the closure and dismantling of power plants.

### Around Ontario and beyond:

- **Pickering 2025:** The Province of Ontario has [announced support](#) for OPG’s proposal to keep the Pickering Nuclear Generating Station operating until the end of 2025, pending regulatory approval. OPG’s plan is to continue operating Units 1 and 4 to the end of 2024 and Units 5 to 8 until the end of 2025. The sequential shutdown of the units will optimize the value in the assets, strengthen the Ontario electricity system and benefit the customer. Pickering has been providing reliable baseload power for Ontario homes and businesses for almost 50 years.
- **Financial strength:** OPG [reported](#) net income of \$458 million in the second quarter of 2020, up from \$351 million a year before. "As Ontario's largest electricity producer, our strong operational performance demonstrates the high quality of our diverse generating fleet," said OPG CEO Ken Hartwick. He cited completion of the refurbishment of Darlington Nuclear Generating Station’s Unit 2 reactor in June as an "historic accomplishment."
- **Read all about it:** The summer issue of OPG’s [PowerNews](#) is now available on OPG.com. It showcases some of the 200 projects and initiatives underway at OPG. Also in this issue is a look at our continuing efforts to help fight COVID-19.
- **Virtual fireside chat:** If you missed the live webinar in July, you can now [watch the conversation](#) posted at YouTube: OPG CEO Ken Hartwick talking with Rocco Rossi, of the Ontario Chamber of Commerce, about clean energy’s role in the fight against climate change, OPG’s contribution to the economic recovery ahead, and more.

As always, if you have any questions, please give me a call.

**Fred Kuntz**

Senior Manager, Corporate Relations and Projects | Bruce County  
**Ontario Power Generation**  
M. (519) 540 8410 | W. (519) 361-6414 ext. 3456 | [fred.kuntz@opg.com](mailto:fred.kuntz@opg.com)  
P.O. Box 7000, 177 Tie Road, Kincardine, ON N0G 2T0

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## County of Bruce Notice of Study Commencement and Public Information Centre Master Transportation Plan

The County of Bruce is undertaking a Master Transportation Plan (MTP) Study to create a safe and reliable transportation system within the County that meets the needs of all persons and businesses through creation of a vision for all modes of transportation. The Study will also focus on encouraging active transportation options (cycling, pedestrian travel) and improvements to transit or ride sharing/transportation demand management. The Study will identify transportation network constraints and opportunities, as well as required infrastructure improvements / expansions to ensure the continued safe and efficient movement of people and goods to beyond year 2035, and will form the basis to guide future transportation decisions for the development of streets and trails / paths to fully align with the County's vision and goals identified in the County's existing and ongoing plans/strategies.

The Study is being carried out in accordance with the Phase 1 and 2 of the master plan process outlined in the *Municipal Class Environmental Assessment* (October 2000, as amended in 2007 and 2011), which is approved under the Ontario Environmental Assessment Act. This notice signals the commencement of the MTP Study.

The MTP Study will consider and evaluate solutions to determine a safe, environmentally and economically sustainable, and efficient transportation network.

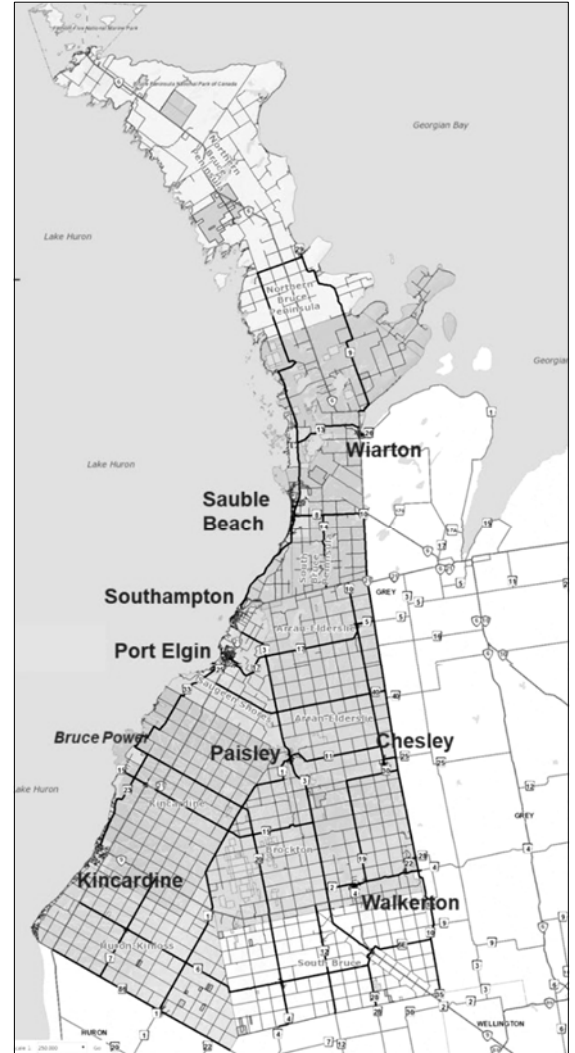
We want to hear from you as your involvement is key to the success of the MTP Study. If you have concerns over transportation in the County, we encourage you to become involved. An on-line Public Information Centre (PIC) will be hosted on the County's website to gather input from the public. A presentation and engagement material can be found at [www.brucecounty.on.ca](http://www.brucecounty.on.ca) starting **September 2, 2020**.

The County encourages the public to visit the website to view the PIC presentation and provide feedback by September 30, 2020.

If you or someone you know has issues accessing the presentation and engagement material or if you would like to be added to the Project Contact List, please contact either of the following Project Team members:

**Miguel Pelletier, P. Eng.**  
Director, Transportation and Environmental  
Services Bruce County  
30 Park St.  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-2400  
Email: [mpelletier@brucecounty.on.ca](mailto:mpelletier@brucecounty.on.ca)

**Ray Bacquie, P. Eng.**  
Project Manager  
R.J. Burnside and Associates  
6990 Creditview Road, Unit 2 Mississauga, ON  
L5N 8R9  
Tel: 905-821-5891  
Email: [Ray.Bacquie@rjburnside.com](mailto:Ray.Bacquie@rjburnside.com)



Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record. **This Notice was first Issued on August 18, 2020.**





- **Correspondence**

A letter from Conservation Ontario to the federal government asserting that conservation authorities are ideally situated to be implementation agents for a more resilient, sustainable and green Canadian economy was forwarded to local MP Alex Ruff.

- **Business and Operations**

The Grey-Bruce region has entered into Stage 3 of the Provincial reopening guidelines and all Authority operations are now functional. Plans are being formulated to safely return staff to the office.

- **Eugenia Falls and Inglis Falls**

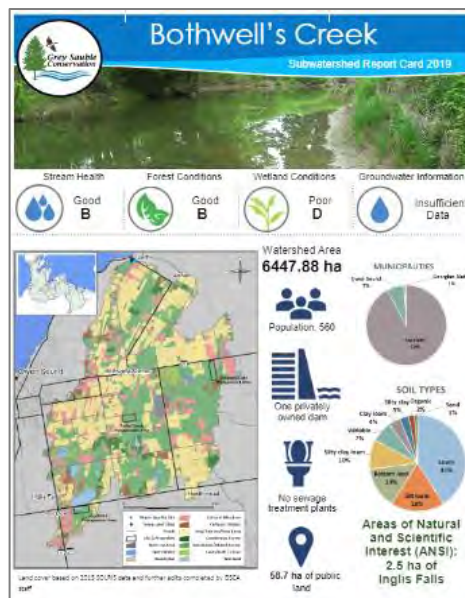
Staff are now in place at both of these natural attractions assisting with parking payments, compliance, and general information. Refuse containers and portable toilet facilities have been installed for use by the public.

- **Financial Update**

Revenues and costs are being closely monitored. It appears that the loss of revenue is being offset by lower costs due to COVID-19, including staff vacancies and operations expenses. Projects and expenditures approved in the 2020 Budget that were postponed by COVID-19 are now moving forward.


- **Bothwell's Creek Subwatershed Report Card**

Stream health, forest and wetland conditions, groundwater and surface water quality and actions for improvement are all included in the detailed report in this localized part of the larger watershed. The full report is available on the website at: <https://www.greysauble.on.ca/3d-flip-book/bothwell-subwatershed-report-card/>



- **Eugenia Falls Management Plan**

GSCA has commenced the Management Planning process for the Eugenia Falls Conservation Area and Cenotaph to determine long term strategies and opportunities for management of the property. This plan will include consultation with interested and relevant partners, stakeholders and the general public by way of public consultation, open house meetings, website information, mail-outs and discussions.



## Management Plan for the Eugenia Falls Conservation Area

The Grey Sauble Conservation Authority is in the process of developing a Management Plan for the Eugenia Falls Conservation Area. This Plan will guide the management of this property over the next 10 to 20 years.

### About the Eugenia Falls Conservation Area

The Eugenia Falls Conservation Area (CA) is located along the Beaver River in the Municipality of Grey Highlands (formerly Artemesia Township). The property is approximately 2.3 hectares in size and contains the picturesque Eugenia Falls cascading 30 metres into the Cuckoo Valley, remains of early industry – stone ruins of an 1895 power station and tunnel (penstock), a memorial cenotaph and interpretive plaques. Hiking and walking trails on this property link to the Bruce Trail system. This property contains many examples of rare landforms and habitats of the Niagara Escarpment such as the waterfall, exposed cliffs, talus slopes (broken rock at the base of a cliff), and ancient cedar trees on remote cliff faces.

The falls were named for Empress Eugenie, wife of Napoleon III, the name was suggested by ex-soldiers of the French Army (Crimean War) whom were part of Charles Rankin's surveying team in Artemesia Township. This property has historical documentation in 1852 when the falls were discovered as part of a "Fools Gold" rush by local farmer Mr. Brownlee who discovered gold covered pyrite at the base of the falls. Later it became the location of five mills and a small private electric plant and by 1905, was the chosen site of the second hydroelectric plant in Ontario. In 1915, Ontario Hydro moved the plant to the north and created Lake Eugenia, allowing more control over the water levels. The property was purchased by Grey Sauble Conservation Authority in 1968 from the Hydro Electric Power Company. The upstream hydroelectric development has reduced the flow of water over the falls from its origins when the rushing water sound attracted the "gold miners" and there are reports it was reminiscent of a smaller Niagara Falls.


The Eugenia Falls Conservation Area is part of the Niagara Escarpment Parks and Open Space System (NEPOSS). As the name suggests, this is a system of parks and open

### Management Plan Status

Phase One: Inventory and Initial Consultation 5%

Phase Two: Draft Reporting and Concept Design 0%

Phase Three: Refinements and Finalization 0%



**STAY INFORMED**

Subscribe for project updates

Submit your input for the Eugenia Falls Conservation Area Management Plan [here](#).

- **Hibou Playground Equipment**

The Sydenham Optimists Club is hoping to raise approximately \$50,000 towards purchasing and installing new playground equipment for the Hibou Conservation Area.

- **Good News**

Grey County Warden Paul McQueen was interviewed on the CBC radio program Ontario Morning and discussed tourism in Grey County including Eugenia Falls.

**Ministry of Heritage,  
Sport, Tourism and  
Culture Industries**

**Ministère des Industries du  
Patrimoine, du Sport, du  
Tourisme et de la Culture**



Minister

Ministre

6th Floor  
438 University Avenue  
Toronto, ON M5G 2K8  
Tel: 416 326-9326

6<sup>e</sup> étage  
438, avenue University  
Toronto (Ontario) M5G 2K8  
Tél. : 416 326-9326

391-2020-524-220

August 25, 2020

Mr. Steve Hammell  
Mayor  
Municipality of Arran Elderslie  
1925 Bruce Road #10, P. O. Box #70  
Chelsey, Ontario N0G 1L0

Dear Mayor Hammell,

Thank you for hosting me on my recent visit to Bruce County and Huron County.

These have been difficult days in Ontario as we battle COVID-19 on three fronts – the healthcare, economic and social crises, however spending time in your community and in the Bruce County Museum & Cultural Centre certainly, was a bright spot for me as I promote Ontario's heritage, sport, tourism and cultural attractions and industries.

Steve, as you know this ministry works with sector and industry leaders to grow a spectacular double bottom line – enhancing Ontario's rich cultural fabric while fueling \$75 Billion in economic activity. Our sectors have been hit first, hardest and will take the longest to recover post COVID-19 which is why it is important for us to continue to work together as we eye what recovery looks like for your organization and your community.

COVID-19 may have tested us as Ontarians but our creators, athletes, artists and community builders continue to bring out the best in us and as we slowly and gradually begin to reopen the economy and resume our daily routines, their work is ever more important.

Steve, I also understand that we are yet to be able to return to some activities that we have cherished throughout the years that is why the Ministry has created [www.Ontario.Live](http://www.Ontario.Live) to curate an online and virtual heritage, sport, tourism and culture experience. I encourage you to take advantage of this online hub – it's impressive.

.../2

Thank you once again, Steve, for taking some time with us. Your ideas and suggestions are always welcome so please consider sending me your thoughts at [Minister.MacLeod@ontario.ca](mailto:Minister.MacLeod@ontario.ca).

Kindest regards,

A handwritten signature in black ink, appearing to read "Lisa". The signature is fluid and cursive, with a large initial "L" and "M" that are connected.

Honourable Lisa MacLeod, MPP (Nepean)  
Minister of Heritage, Sport, Tourism and Culture Industries

**PUBLIC HEALTH SYSTEM EVALUATION AND LESSONS FROM THE FIRST PEAK OF COVID-19:**

*A Report on Behalf of the Council of Ontario Medical Officers of Health*

Sept.1, 2020

**INTRODUCTORY COMMENTS**

I am pleased to share the attached report undertaken on behalf of the Council of Ontario Medical Officers of Health (COMOH) evaluating Ontario's local public health system response to the first peak of COVID-19.

Thanks to a colossal and unprecedented multisectoral effort led by the provincial government on advice from the Office of Chief Medical Officer of Health/Public Health and Public Health Ontario, our province was able to flatten the COVID-19 curve. The quick, province-wide implementation of public health measures, closures and emergency regulations all played an important collective role in preventing potentially devastating consequences including thousands more deaths and overwhelming hospital/ICU-use surges seen in other countries, even to this day. Recognizing the co-operation and sacrifices made by individual Ontarians and their families, and business/service sectors across provincial, local, and municipal levels we are now poised for the next phase of the COVID-19 pandemic.


It is the intent of this report to clearly describe the role of the local public health system during the 1<sup>st</sup> COVID-19 peak and provide lessons learned and identified opportunities that collectively form foundations to build upon in preparation for the next phase as we wait for an effective vaccine. This includes supporting a safe return to school, preparing for the upcoming flu season while we continue our timely contact tracing and surveillance activities to identify and contain new COVID-19 infections/outbreaks as rapidly as possible, and maintain our pandemic-related collaborations, partnerships and communications activities.

The report captures the vast array of work in response to the pandemic lead by local Medical Officers of Health (MOH) and their highly devoted, professional, and nimble public health staff working along side their local boards of health. The identified components of the local public health response include several key cornerstones: A collaborative approach, supportive community leadership, strategic partnerships, health equity and a vital communications role. Additionally, unique public health expertise in infectious disease control and outbreak management, contact tracing, epidemiology/surveillance, and working collaboratively with Ontario Health all contributed to protection of the community as well as preventing our acute healthcare system from being overwhelmed.


The key words here are collaboration, public health expertise, partnerships and trust, all hallmarks of public health. Due to their local presence and familiarity with area politicians, healthcare partners, stakeholders and the community, that public health units can effectively and efficiently tailor, deliver and/or implement provincial directives and policies locally.

In closing, I would like to gratefully acknowledge the group of MOHs that created this report and the tireless work and dedication of all my MOH and Associate MOH colleagues and their incredible public health staff.

Thank you for taking the time to review our report.



**Dr. Paul Roumeliotis, MD.CM.,MPH, FRCP(C), CCPE**  
Chair, Council of Ontario Medical Officers of Health



Public health  
system  
evaluation and  
lessons from the  
first peak of  
COVID-19

A report on behalf of  
the Council of Ontario  
Medical Officers of  
Health

August 2020



The **Council of Ontario Medical Officers of Health**, a section of the Association of Local Public Health Agencies, is committed to improving the health of Ontarians and increasing health equity by strengthening Ontario's public health system. This report and supporting appendix are presented on behalf of the Council in an effort to achieve its mission through system leadership and coordination in collaboration with the provincial government and other organizations, and through evidence-informed advocacy on public health policy.

# Context



- Local public health units have spent months **leading the response to the COVID-19 pandemic across sectors** in their communities
- Public health is evaluating its actions and **sharing lessons learned** from the first peak and resurgences
- These findings can be used to protect Ontario's communities by:
  - Building on aspects of the public health system response that should continue or be enhanced during resurgence and future peaks
  - Informing health system planning and preparedness for resurgence of COVID-19 and the upcoming influenza season
  - Leveraging the strengths of the local public health system connections with community to ensure cross sector interventions
  - Enhancing collaborative efforts with the public health system and health system partners in the Ministry of Health, Ontario Health, Ministry of Long-Term Care, and Primary Care



# Impact of public health



- Contained COVID-19 and **prevented our health system from being overwhelmed**, despite seeing jurisdictions that demonstrated early control now facing significant resurgence<sup>1,2</sup>
- Implemented widespread and timely public health measures and local public health responses that **prevented an estimated 220,000 cases and 4,400 deaths**<sup>3</sup>
- Local public health units kept **cases contained** by tackling challenges faced with re-opening and by tracing growing numbers of contacts for every case

1. Public Health Agency of Canada. Update on COVID-19 in Canada: Epidemiology and Modelling (August 14, 2020).

2. Government of Ontario. COVID-19 case data (August 14, 2020).

3. Office of the Premier of Ontario. Ontario provides full transparency by releasing COVID-19 modelling [press release] (2020 April 3).

# Methods



- The Council of Ontario Medical Officers of Health (COMOH) initiated a sector-wide evaluation to:
  1. Capture what happened during public health's prevention, preparedness, and response efforts in the first six months of the COVID-19 pandemic
  2. Identify and learn from aspects of the public health system response that should continue or be enhanced during resurgences and future peaks
  3. Apply lessons learned to prepare for resurgences of COVID-19, the upcoming influenza season, and future pandemics
- Evaluations and continuous quality improvement processes have been carried out by local public health units through reviews, surveys, and interviews with their teams, the public, community partners, and stakeholders across sectors, which have been incorporated into this report.

# Methods

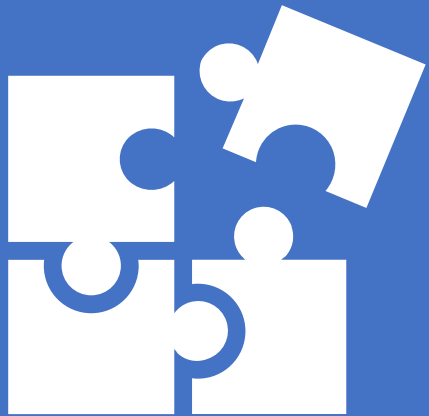


- All Medical Officers of Health invited to participate in the evaluation via email from COMOH on July 24, 2020
- 17/34 (50%) local public health units participated (60% rural, 40% urban), sharing insights on >100 local initiatives
- Working group members collated responses and used qualitative methods (thematic analysis) to synthesize findings
- Further input received from all COMOH membership at two meetings
- Appendix outlining local public health initiatives, partner feedback, and collaborative efforts accompanies this report

## Key questions:

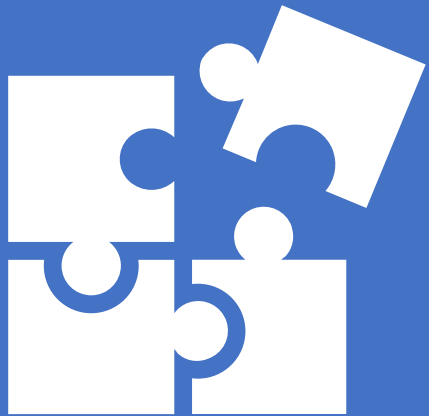
1. What **worked well** during the first peak?
2. What could be **improved**?
3. What should **continue** or be **enhanced**?
4. What else should we consider for **future COVID-19 planning** and **influenza** in the coming months?

# Key components of local public health response



- **Protecting our communities** using public health measures to protect people from the virus, by minimizing transmission and deaths
- **Supporting sustainability of our health care system** by preventing cases and transmission
- **Protecting and supporting** those most adversely impacted by the pandemic due to poverty, social circumstance, or other discrimination
- **Leading and supporting recovery across our communities** to mitigate against the health, social, and economic harms of the virus, isolation, and restrictive measures
- **Partnering and collaborating to support** municipal, education, social service, health care, business, and community sectors
- **Communicating timely evidence-based information and data** to the public and partners

# Key components of local public health response



- Using **surveillance and epidemiological analysis** to target public health action and inform local health partners
- **Synthesizing new scientific evidence, research and evaluation** to apply the most effective and up-to-date public health interventions locally
- Conducting **intensive and meticulous case management and contact tracing** while supporting isolation requirements
- **Preventing and rapidly responding to outbreaks** in community, workplace, congregate, and institutional settings
- Identifying key priorities and populations for **focused testing strategies**
- **Preparing for safe re-opening** of local schools, workplaces, daycares, personal service settings, restaurants, and other spaces
- **Planning and preparing** our health system and communities for resurgences, future peaks, and influenza

# Sustaining the local public health response



- **Local public health leadership** has been critical to protecting health and **tailoring responses** to meet the needs of our communities during the first peak
  - **Experience** and **technical training** in public health emergencies and health protection prepared local public health to respond and built on existing pandemic preparedness and business continuity plans
  - **Public health measures** prevented illnesses and deaths that would have **overwhelmed our health care system** and continue to threaten to do so as seen in other jurisdictions
  - Public health leadership **brought communities together** to flatten the epidemic curve using preventive measures that continue to be a mainstay of the response
  - The most effective system in a public health emergency relies on **independent local public health authorities** that can leverage strong partnerships and community knowledge to adapt direction that is coordinated at the provincial level
- Public health holds a unique, **established, and trusted position that allows collaboration** with municipalities, schools, childcare settings, businesses, social services including congregated settings, health care and institutions, media, and community organizations to **effectively shape local response**
  - **Provincial and regional coordination** is critical to supporting the strong leadership and response undertaken by local public health units and boards of health
  - Pandemic response required rapid mobilization and scaling up of a **skilled public health workforce that will need ongoing investment** to respond to resurgence and increasing complexity of case management and contact tracing
  - Public health innovation and adoption of new **digital solutions** to improve effectiveness and efficiency have been vital to enhancing widespread detection and containment efforts

# Themes identified in the public health system evaluation

Public health's effective response relied on



Early upstream interventions to **prevent** illness and **prepare** our communities



An approach to improving health of the whole population with a focus on **health equity**



Leveraging **local partnerships** to translate provincial direction into effective local action



Provincial and regional **coordination** to support local implementation



A highly skilled and agile **workforce** that will require ongoing investment



**Digital solutions** to optimize efficiency and support data sharing

# Prevention and preparedness

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*"Keep up the good work! We depend on you to keep us safe by keeping an eye on the important things that may affect our health while we do what we need to do."*

- Community partner feedback

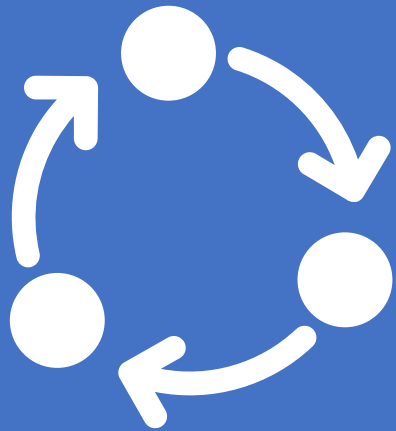
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## Local public health expertise focused on **community-wide pandemic preparedness** and **upstream prevention of illness and death**

- Worked with local partners to ensure health system capacity was not overwhelmed
- Rapidly moved to enhanced operations and IMS structures due to pandemic preparedness and continuity of operations planning
- Advocated for early interventions to address **personal protective equipment (PPE)** needs across sectors, **implementing testing** of all staff and residents within outbreak facilities, and for **universal masking** in hospitals, long term care and retirement homes, and community and primary care settings
- Conducted **proactive infection prevention and control (IPAC) assessments** with partners to prevent local outbreaks in congregate settings, essential workplaces, and institutional settings
- Shared **modelling projections** for transmission with the public and partners while tailoring surveillance and epidemiological analyses to support communication about local situation



# Prevention and preparedness



## Highlights from the field

- Due to concerns of community transmission, **Peel Public Health** along with other local health units across the province pre-emptively closed nightclubs, concert venues, theatres, and dine-in services at restaurants ahead of provincial direction.
- **Halton Region Public Health** worked closely with local hospitals and LHINs to lead a congregate setting strategy, which took a pro-active approach with all congregate and institutional settings in doing in-person IPAC visits and assisted these priority settings in ensuring appropriate IPAC measures were in place to reduce their risk level for COVID-19.
- **Simcoe Muskoka District Health Unit**, in partnership with primary care and hospitals, proactively established local assessment centres prior to provincial direction.
- **Hamilton Public Health Services** conducted proactive pre-opening inspections of all licensed childcare programs in the city, working with the Child System Services Manager to ensure the safe re-opening of all child care spaces.

# Health Equity

“

*"Our shelters have had relatively low numbers, and we expected to have numbers like long term care facilities. We should think about what we are doing right."*

- Community partner feedback

”

- Public health applied **population-level interventions** that addressed **health equity** by considering the needs of settings that may be more vulnerable to COVID-19 and populations that would disproportionately experience the negative unintended consequences of public health measures
  - Identified and addressed needs of **people who may be more susceptible** to COVID-19 by providing IPAC and testing support to congregate settings such as **shelters and long term care homes**
  - Partnered to develop **isolation centres** for people experiencing homelessness, distributed non-medical masks to those with limited means, and mobilized volunteers to provide supports like **grocery or prescription delivery** to people in isolation or quarantine
  - Monitored and mitigated the **unintended consequences** of public health measures by providing PPE to **community agencies** serving priority populations, continued to distribute **naloxone kits** and other essential public health services, and partnered with local agencies to address rising **mental health and substance use** concerns
  - Developed new methods for engaging and collaborating with communities on the collection of local raced-based and socioeconomic data

# Health Equity



## Highlights from the field

- **Timiskaming Health Unit** convened a Community Support Collaborative to identify priority population needs arising from COVID-19, and partnered to access funds for cleaning supplies, PPE, and Plexiglas partitions for private transportation providers in rural communities without public transit.
- **York Region Public Health**, in collaboration with shelters, identified an increase in domestic violence rates and developed resources to support this population with guidance for individuals experiencing abuse during heightened times of isolation.
- **Public Health Sudbury & Districts** ensured local partners working with priority populations were trained in IPAC measures to continue to safely deliver services, supported the implementation of isolation shelter for people experiencing homelessness, and mobilized volunteers to provide supports to people in isolation.
- **North Bay Parry Sound District Health Unit** enhanced their community harm reduction work through promotion of new harm reduction messages within the context of COVID-19, redirecting clients when service disruptions occurred, and collaborated on a community alert when surges in adverse events related to drugs were detected in the community.

# Partnerships



*We as an organization depend on public health webpages, news releases, and phone calls for the advice we need to give the people we support a better quality of life.*

- Community partner feedback



- Public health acted as a **bridge across health and social systems** to enhance **collective community action** for a strong and effective response
- **Leveraged existing local partnerships** with health care sector, municipalities, schools, and community organizations to facilitate:
  - Collaborative planning tables to ensure coordinated local responses and resources for **First Nations, Inuit, and Métis** community members
  - Provision of IPAC support to **hospitals, long term care and retirement homes, child care centres, and congregate settings like shelters, group homes, and detention centres**
  - Direct support for local implementation of public health measures including development of regulations and by-laws and **tailored guidance for schools, businesses, child care centres, and community organizations** in order to protect the health of **workers and their clients**

# Partnerships



## Highlights from the field

- **Public Health Sudbury & Districts** has a First Nations Community Partners Table to discuss community needs during the pandemic, share resources, and help make connections with other sectors (e.g., to support re-opening plans, surveillance testing, and community pandemic response plans).
- **Simcoe Muskoka District Health Unit's** past pandemic planning enabled a strong, collaborative relationship with municipalities when responding to COVID-19. Weekly teleconferences enabled a coordinated response to a number of challenges, including public crowding on beaches and use of face coverings in indoor public spaces.
- **North Bay Parry Sound District Health Unit** partnered with a local construction company to develop COVID-19 safety protocols well in advance of these being asked by the Ministry.
- **Hamilton Public Health Services** worked with local Indigenous service providers to launch an Indigenous peer-to-peer COVID-19 phone line to access public health information on COVID-19.
- **Ottawa Public Health's** relationship with the City of Ottawa enabled success in countless initiatives from redeploying city staff and infrastructure to the response, working rapidly to implement a bylaw for indoor masking, proactively building a safer approach for public transit and emergency child care centres, and working as a member of the city's Human Needs Task Force to plan for food security, housing, transportation, volunteer services, fundraising, and psychosocial supports.

# Coordination



*From the hospital perspective, most decisions made by health service partners have an impact on our operations. The coordination by [a local public health unit] to many, if not all, players at the same table at the same time, hearing the same message, enhanced our understanding and response*

- Hospital partner feedback



- **Coordination** between local public health units helped strengthen the pandemic response, improve efficiency, and share work loads:
  - Public health units **shared human and digital resources, technical expertise and new methods, and collaborated** to promote regional consistency during times of uncertainty from the earliest phases of the pandemic
  - Increasing proportion of public health workforce **working remotely** while **embracing new technological platforms** for engagement has allowed greater coordination and collaboration across jurisdictions
  - Public health **implemented provincial strategies**, while allowing for local variation and adaptation due to different **local contexts** on issues such as community transmission, cross-border travel, masking, testing, and laboratory capacity
- **Provincial and regional information sharing** through channels such as Ministry Emergency Operations Committee calls, updates from Public Health Ontario, calls with Medical Officers of Health, and Ontario Health regional planning tables

# Coordination



## Highlights from the field

- **Eastern Ontario Health Unit, Leeds, Grenville and Lanark District Health Unit, Renfrew County and District Health, and Ottawa Public Health** coordinated to develop a mandatory masking policy to ensure consistency across the region and avoid duplication of efforts, with each public health unit then moving forward to adapt within their own local context.
- Since January 2020, the **Ontario Public Health Emergency Managers Network** shared updates, resources, consultations, and professional development information amongst its members to support local responses.
- Medical Officers of Health in the **Greater Toronto and Hamilton area** worked together during the pandemic to share information and where possible, coordinate their responses given the mobility of individuals within their geographic area.
- **Porcupine Health Unit** and **Timiskaming Health Unit** formed a working group to provide timely and consistent responses and support to School Boards that span their districts. The group also aims to reduce duplication of effort related to ongoing COVID-19 supports for schools.

# Workforce

“

*The ability of the IMS structure to be flexible and responsive to the emerging needs was extremely helpful. Training by the Rapid Response Team helped to ready people. I think we did amazing work, and I am very proud to have been part of it.*

- Local public health unit staff

”

- **Local public health leadership** rapidly responded to COVID-19 by applying **years of experience in public health emergencies** and working with community partners on IPAC and outbreak management
- When redeployed to the COVID-19 response, public health’s highly skilled workforce has **adapted quickly to new roles and technologies, demonstrating resilience**
- **Key public health skills and roles** highlighted in the response include epidemiology, emergency preparedness, IPAC, case management and contact tracing, health communications, community engagement, and focus on health equity implications of pandemic
- **Critical core services that protect the health of our communities**, such as public health inspections and responding to other infectious diseases, continued to be offered during the pandemic and must continue in order to prevent increased pressures on the health care system



# Workforce



## Highlights from the field

- *"From the time I received the call that I was positive to COVID-19, I ALWAYS felt like I had the support of **Algoma Public Health**... Having gone through the experience, the community should have complete faith in the process - I have never answered so many questions in my life and to say that your case management was thorough is an understatement. The nurses on your front line were remarkable... I truly felt like they cared about my physical and mental wellbeing."* – Community member feedback
- While many health system partners were scaling back and experiencing lower volumes, **Huron Perth Public Health and Brant County Health Unit** rapidly scaled up from a Monday to Friday 8:30 - 4:30 and 24/7 on-call operation to Monday to Friday two shifts with evenings, weekend shifts, and 24/7 on-call in order to respond to the need for support to the public, partners, and stakeholders.
- *"They received a call, they responded immediately. They gave accurate information and they followed up on each situation that I was involved in."* – Community partner feedback to **Public Health Sudbury & Districts**

# Digital solutions

“

*Excellent media and social media presence with clear, succinct, and recent evidence-based principles.*

- Community partner feedback

”

- Local public health units adopted new **digital solutions** that were critical to **optimize the function, efficiency, and effectiveness** of case management, contact tracing, and outbreak investigation and management
- Dashboards were developed to **visualize data** while allowing for **real-time transparency** of public health efforts and health system pressures, including indicators for local monitoring and informing re-opening decisions
- Public health workforce rapidly adapted to new platforms for working remotely and continued supporting case and contact management efforts virtually

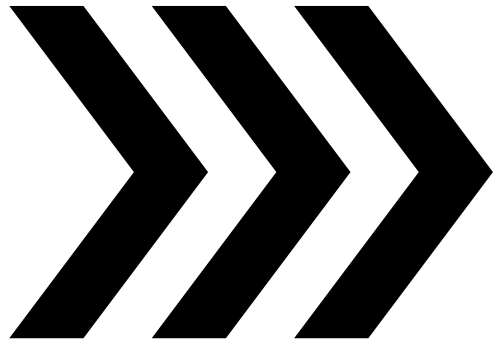
# Digital solutions



## Highlights from the field

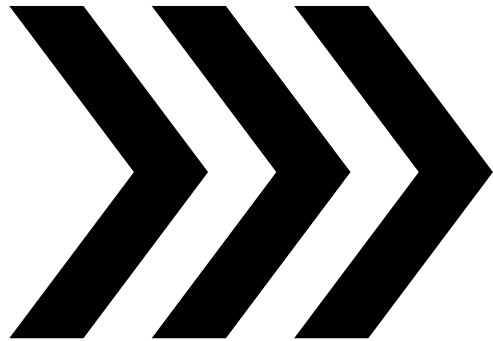
- **Ottawa Public Health** developed a dynamic disease reporting system. The COVID-19 Ottawa Database (known as “The COD”), adapted from a system used in Newfoundland and Labrador, supports local case management and contact tracing. Building from this database has led to development of novel epidemiological methods and technology to detect potential clusters earlier and mobilize resources to investigate.
- **KFL&A Public Health**, working with the Office of the CMOH, enabled the real-time capture of suspected COVID-19 emergency department visits across the province in the Acute Care Enhanced Surveillance (ACES) system and built the Pandemic Tracker as a public tool (<https://www.kflaphi.ca/aces-pandemic-tracker/>).
- Machine learning was developed by **York Region Public Health** to optimize the utility and interpretation of OLIS lab results data to support the automation of reporting and timely case follow up.
- **Hamilton Public Health Services** adapted existing technology used for routine inspections of food premises. Inspectors record COVID-19 IPAC observations and education data into the existing Hedgehog Inspection System to ensure all information is stored together.
- **Middlesex-London Health Unit** developed Azure software and several other local public health units were able to use this platform to facilitate the COVID-19 response.

# Opportunities to sustain the public health response



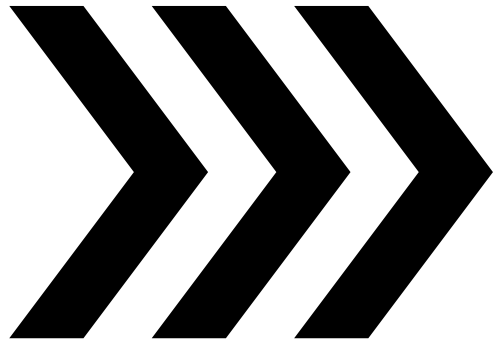
- Local public health must provide ongoing **leadership and guidance in all essential public health functions** to support sectors and tailor responses that meet the needs and strengths of our communities
  - Continue to lead planning and preparedness efforts in our communities using data-driven projections and evidence-informed interventions founded in public health expertise
  - Lead clear, concise, and engaging public health communications across traditional and social media platforms that enable the public to reduce their risk
- Local public health must build on **partnerships and collaboration** across sectors to **address new and complex community challenges** such as return to school, increased demand for health services, increase in visitors to long term care homes, re-opening of businesses, and larger social gatherings
  - Build well-resourced school health teams led by local public health to prepare and respond to new cases while supporting students and families with mental health and other health concerns

# Opportunities to sustain the public health response



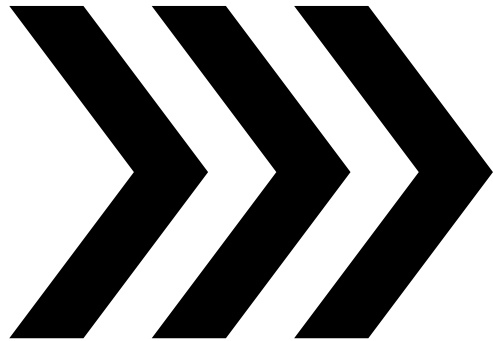
- There must be investment in **local public health workforce** to allow for surge capacity needed for increasing complexity of pandemic response and maintaining critical core public health services
  - Support collaboration between local public health units through new or existing public health “hubs” where resources can be shared and broader actions coordinated without reducing workforce
  - Enhance surge capacity for contact tracing and outbreak management by enabling rapid movement of workforce from one jurisdiction to another, based on local epidemiology
  - Enhance sharing of expert technical guidance, standards of practice, communications products, data analysis
  - Explore strategies to ensure and promote workforce resilience, while protecting mental and physical health

# Opportunities to sustain the public health response



- There must be **increased resources for IPAC and outbreak management** in higher-risk settings and priority populations to minimize severe illness that would strain the health care system
  - Health system support and ongoing collaboration with Ontario Health for targeted and mobile testing strategies as part of early community cluster response
  - Proactive IPAC through audits and consultation with higher risk congregate and institutional settings in partnership with the broader health system
  - Review effective strategies to increase population uptake of influenza vaccine as added protection during resurgence and reduce potential strain of respiratory illness on the healthcare system

# Opportunities to sustain the public health response



- **Local public health expertise and connections with community** must be capitalized on at regional and provincial tables
- Roles of **key health system players** must be clarified and mutually respected for maximum health gains
  - Clarify and align roles across Ontario pandemic response structure for public health and health system partners including local public health, Ministry of Health, Chief Medical Officer of Health, Public Health Ontario, Ontario Health, and Ministry of Long-Term Care
  - Ensure public health and acute care expertise are informing each other's separate but complimentary actions through partnerships at the five regional Ontario Health pandemic response tables, with clear lines of communication with local and provincial planning tables
  - Streamline reporting and coordination on pandemic response for medical officers of health with Chief Medical Officer of Health while maintaining local independence and accountability to boards of health
- **New technologies** must be developed and adapted to support case management, contact tracing, and outbreak investigations so local public health units can enhance effectiveness despite growing complexity
- Innovative technologies must be explored to help with **advanced planning, forecasting, and operational response** in dealing with resurgence and other respiratory illnesses

Community  
partner  
feedback

“

*Thank you for the long hours and tireless work to try to get us through the pandemic. I know we have smart and innovative people who work for us to come up with solutions for us to live during this pandemic. We can get through this together.*

”



Public health  
system  
evaluation and  
lessons from the  
first peak of  
COVID-19

Appendix of local public health  
initiatives and feedback

A report on behalf of  
the Council of Ontario  
Medical Officers of  
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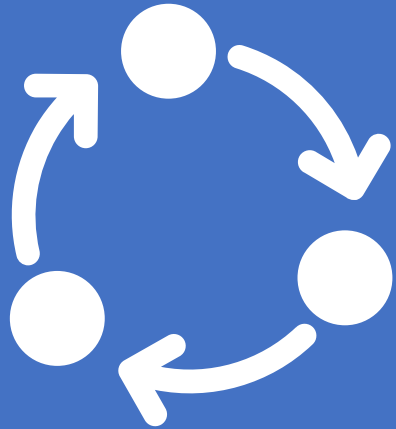
August 2020

Public health's effective response relied on



This document is provided as an Appendix to the '*Public health system evaluation and lessons from the first peak of COVID-19*' report and captures feedback provided by members of the Council of Ontario Medical Officers of Health on local public health unit initiatives, partner perspectives, and collaborative efforts across the public health system. The highlights received from the field are categorized across the six themes identified in the evaluation, though in many cases are cross-cutting.

# Prevention and preparedness



**Halton Region Public Health** worked closely with local hospitals and LHINs to lead a congregate setting strategy, which took a pro-active approach with all congregate and institutional settings in doing in-person IPAC visits and assisted these priority settings in ensuring appropriate IPAC measures were in place to reduce their risk level for COVID-19.

**Hamilton Public Health Services** conducted proactive pre-opening inspections of all licensed childcare programs in the city, working with the Child System Services Manager to ensure the safe re-opening of all child care spaces.

**KFL&A Public Health** has worked to complete an After-Action Review using key informant interviews, focus groups, and a survey, to identify strengths and enhance agency's response moving forward.

**KFL&A Public Health** piloted mass testing surveillance activities.

Hospital partners highlighted they valued the "visibility, accessibility, and expertise" of **Ottawa Public Health** and its "outstanding" support for their

organizations. Relayed they appreciated the team "daily huddles" and an approach to infection prevention and control that recognized their own expertise as well.  
- Hospital partner feedback

**Ottawa Public Health's** skilled team of epidemiologists collaborated with hospital and university partners to use modelling to project the impact of public health interventions on the local epidemic curve. This supported the health care system in planning for hospital admissions and use of intensive care unit resources like ventilators.

Due to concerns of community transmission, **Peel Public Health** along with other local health units across the province pre-emptively closed nightclubs, concert venues, theatres, and dine-in services at restaurants ahead of provincial direction.

## **Public Health Sudbury & Districts**

supported hospitals, schools, daycares, and local businesses to help with informed decisions and safe practices:

- *"Public health proved very helpful!"*  
*"Keep up the good work! We depend on you to keep us safe by keeping an eye on the important things that may affect*

*our health while we do what we need to do."* - Community partner feedback

**Simcoe Muskoka District Health Unit**, in partnership with primary care and hospitals, proactively established local assessment centres prior to provincial direction.

**York Region Public Health** provided direct support to long term care and congregate living settings through onsite infection prevention and control (IPAC) preparedness and outbreak assessment visits, IPAC educational support to staff in these settings, and the provision of emergency personal protective kits for interim supply while additional resources were acquired.

# Health Equity



**Halton Region Public Health** partnered with paramedics to set up a community paramedic team for the purpose of testing people in the community who were unable to attend a community COVID-19 assessment centre due to physical mobility challenges.

**Halton Region Public Health** continued to deliver critical services to families and individuals throughout the pandemic (e.g. harm reduction services, Healthy Babies Healthy Children, telephone parenting supports).

**Hamilton Public Health Services** developed enhanced surveillance indicators for priority populations to monitor the societal impacts of COVID-19 and the response. Through a partnership with local hospitals and police, indicators are provided in as close to real-time as possible, and jointly monitored by the Public Health Emergency Control Group and Hamilton's EOC to enable a timely and collaborative response.

**Huron Perth Public Health** accessed United Way and private donor funding pots to provide grocery store cards to

families at increased risk and those self-isolating, as well as computer access to those living with low incomes in rural areas.

**KFL&A Public Health** maintained key programming (e.g., HBHC and Child and BabyTalk) to support families during the COVID-19 crisis and worked with municipalities, health, and social service partners to establish a self-isolation centre for individuals experiencing homelessness.

**KFL&A Public Health** coordinated IPAC activities with local partners working with priority populations (shelters) and higher-risk settings (correctional institutions).

**KFL&A Public Health** worked with Frontenac Paramedics to implement an outreach COVID-19 swabbing program to support rural populations, people with mobility issues and populations at higher risk.

**Ottawa Public Health** used their relationships with community organizations to support the work of collecting, analyzing and reporting on

race-based COVID-19 data, recognizing the critical importance of understanding how the health of certain communities has been disproportionately affected by the pandemic.

*"Our shelters have had relatively low numbers, and we expected to have numbers like long term care facilities. We should think about what we are doing right."* - Community partner feedback to **Ottawa Public Health**

**Public Health Sudbury & Districts** provided guidance to agencies working with priority populations on safe best practices, access to harm reduction equipment, and daily visits to support homeless populations.

**Public Health Sudbury & Districts** ensured local partners working with priority populations were trained in IPAC measures to continue to safely deliver services, supported the implementation of an isolation shelter for people experiencing homelessness, and mobilized volunteers to provide supports to people in isolation.

# Health Equity



**North Bay Parry Sound District Health Unit** enhanced their community harm reduction work through promotion of new harm reduction messages within the context of COVID-19, redirecting clients when service disruptions occurred, and collaborated on a community alert when surges in adverse events related to drugs were detected in the community.

**Simcoe Muskoka District Health Unit (SMDHU)** employed locally specific strategies for engaging or staying in touch with priority populations. Communications were distributed to different priority population groups (e.g. guidance to shelters, congregate settings). SMDHU worked with social services, priority population planning committees, and individuals on a one-on-one basis to ensure:

- Mandatory requirements were met re: case and contact management
- Heat planning for priority populations and assessment of existing infrastructure
- Established testing options for priority populations (e.g. lower income), assessment centre outreach options, and worked with District of Muskoka to help with promotion of testing
- Communication strategy for priority

- population notification system
- Funeral homes included in listserv
- Worked with primary care and hospitals to establish local assessment centres prior to provincial direction and the Central Region Ontario Health

**Timiskaming Health Unit** convened a Community Support Collaborative for the purpose of identifying priority population needs arising from COVID-19, and partnered to access funds that provided cleaning supplies, PPE, and Plexiglas partitions for private transportation providers in rural communities without public transit.

Facilitated by **Timiskaming Health Unit**, the Community Support Collaborative meets weekly to identify and address priority population needs arising from COVID-19 and related public health measures. Initiatives linked to this collaborative include:

- Timiskaming Connections Initiative, including a phone line to link volunteers with those in need of support related to COVID-19 and public health measures.
- Partnered to access funds and provide masks/face coverings to those with barriers to access. Includes a wide

- range of community partners serving as depots across the district including small, rural areas.
- Sourced funding and coordinated masks/face coverings for distribution to passengers with all transportation providers.
- Partnered to access funds to address the digital divide; a pre-existing equity issue exacerbated by COVID-19. This initiative will provide technology, Internet, and digital health literacy skills to individuals in need.

**York Region Public Health**, in collaboration with shelters, identified an increase of domestic violence rates and developed resources to support this population with guidance for individuals experiencing abuse during heightened times of isolation.

**York Region Public Health** supported local shelters via the provision of 6600 surgical masks as well as provided guidance and recommendations for the establishment of both transitional housing and an isolation shelter for priority populations along with emergency personal protective equipment kits

# Partnerships



**Hamilton Public Health Services** worked with local Indigenous service providers to support the safe opening of various community-based supports; including a Friendship Centre, licensed child care and health care centre, as well as launch an Indigenous peer-to-peer COVID-19 phone line to access public health information on COVID.

Hamilton's Health Sector Emergency Management Committee is responsible for a collaborative multi-agency response and is chaired by **Hamilton Public Health's** MOH. This group developed a novel approach to assessment centres in the city – the collaborative model is a partnership between hospitals, primary care, public health and the City of Hamilton.

"Planning moved quickly, and there was a high level of trust between [organizations] despite uncertain times and at times uncertain funding resources. We just made it happen." - **Hamilton Health Sector Emergency Management Committee/Hamilton Health Team** debrief

**Hamilton Public Health Services** collaborated with partner hospitals to

complete virtual COVID-19 IPAC audits with all long term care facilities and retirement homes in the city. This work assessed COVID-19 preparedness in these facilities and prepared partner hospitals for rapid response should outbreak assistance be needed.

**Hamilton Public Health Services** provided extensive IPAC support to community partners, including staff educational webinars and IPAC assessments for the Ministry of Children, Community and Social Services, bi-weekly calls with Hamilton-Wentworth Detention Centre, consultation and IPAC assessments for the housing and shelter sector and congregate settings, proactive inspections of all licensed childcare settings, and consultations with workplaces for safe re-opening.

**KFL&A Public Health** initiated and coordinated the emergency response to ensure access to COVID-19 testing with health sector and municipal partners (e.g., primary care, paramedics, acute care and municipalities)

City partners have shared a strong support of the way public health has been working with the municipality and

encouraged **Ottawa Public Health** to "keep doing great things" with in local collaboration with city partners--this has been highlighted as a key theme of the "successes achieved together." – City of Ottawa feedback

**Ottawa Public Health's** relationship with the City of Ottawa has enabled success in countless initiatives with its municipal partners, from redeploying city staff and infrastructure to the response, working rapidly to implement a bylaw for indoor masking, proactively building a safer approach for public transit and emergency child care centres, and working as a member of the city's Human Needs Task Force to plan for food security, housing, transportation, volunteer services, fundraising, and psychosocial supports.

# Partnerships



## **Public Health Sudbury & Districts**

provided reliable information that local businesses, community organizations, and partners used to make best decisions for staff and the community:

- *"We as an organization depend on public health webpages, news releases and phone calls for the advice we need to give the people we support a better quality of life."*
- *"Collaboration with senior leaders to help make informed decisions related to staffing, procedure, etc."*

**North Bay Parry Sound District Health Unit** partnered with a local construction company to develop COVID-19 safety protocols well in advance of these being asked for by the Ministry.

**North Bay Parry Sound District Health Unit** provided enhanced surveillance data to local hospital partners, who were provided with weekly, customized syndromic surveillance reports that alerted hospitals when surges in specific syndromes were detected through the Emergency Department. Reports also included testing rates, outbreaks, and cases for their specific catchment area.

## **North Bay Parry Sound District Health Unit**

Public Health Inspectors offered training, education, and recommendations for infection prevention and control to management at Nipissing Mental Health Housing and Support Services, and others supporting the local temporary homeless shelter.

**Peel Public Health**, in bringing public health expertise to a Regional integrated response table, was able to quickly initiate surveillance screening in Long-Term Care (LTC) homes and complete screening of all residents and staff at 28 LTCs one week ahead of the provincially mandated deadline. This response table was then able to quickly pivot into directing expanded community testing in workplaces and areas of high incidence.

**Public Health Sudbury & Districts** has a First Nations Community Partners Table to discuss community needs during the pandemic, share resources, and help make connections with other sectors (e.g., to support re-opening plans, surveillance testing, and community pandemic response plans).

## **Simcoe Muskoka District Health Unit's**

past pandemic planning enabled a strong, collaborative relationship with municipalities when responding to COVID-19. Weekly teleconferences enabled a coordinated response to a number of challenges, including public crowding on beaches and use of face coverings in indoor public spaces.

**Simcoe Muskoka District Health Unit** documented many examples of strong working relationships with community partners (e.g. hospitals, City of Barrie, Indigenous groups) including teleconferences with local municipal and health care system partners, partnerships with assessment centres, homeless shelter operations in hotels, local PPE donation management strategy, and strong relationships developed with Family Health Teams.

**Simcoe Muskoka District Health Unit's** MOH acted as co-chair with the Central Region of Ontario Health to liaise with the MOHs of the public health units in the region in order to inform the Region and its health care leader of local public health responses, and to help coordinate actions among the players.

# Partnerships



**Simcoe Muskoka District Health Unit's** MOH sat at the provincial Public Health Measures Table and liaised between the CMOH office and local MOHs in Central East Region on the changes in the provincially lead control measures.

### **Southwestern Public Health Units**

collaborated together with local Ontario Health partners to create epidemiology summaries for the region to inform local Health Care System Planning.

A Testing Policy Advisory Council was established early in the pandemic in the Southwest. Made of partners from **Southwestern Public Health Units and Ontario Health**, the Council developed testing guidance to ensure that testing was implemented in a fair and consistent manner across the southwest, taking into consideration local/regional capacity.

**Timiskaming Health Unit** convened health system partners weekly to provide situation updates and provide clarification on guidance and directives:

- *"From the Hospital perspective, most decisions made by health service*

*partners have an impact on our operations. The coordination by THU to many, if not all, players at the same table at the same time, hearing the same message, enhanced our understanding and response" – Health system partner*

As part of the structure of the Regional Municipality of York, **York Region Public Health** (YRPH) has been able to leverage many partnerships embedded within the regional structure like social services, paramedic, and seniors' services; enabling a collaborative and coordinated approach to the response from all service delivery areas. Pre-existing relationships with key partners in each municipality (i.e. Community Emergency Management Coordinators) allowed for close collaboration. YRPH collaborated rapidly with Ontario Health/LHIN and local hospitals to support the IPAC extender program to provide timely assessments and education. Partnership was also in place between YRPH, LHIN and the Ministry of Children, Community and Social Services to establish a coordinated approach to personal protective requirements.



# Coordination



**Algoma Public Health** coordinated weekly teleconferences with the Community Emergency Management Coordinators of Algoma's 21 municipalities. Partners identified major sources of community health risk and worked together to communicate and mitigate risk. Early groundwork in emergency preparedness meant that days before Canada issued mandatory quarantine orders, Algoma returning travellers were already receiving and following local public health advice to stay home for 14 days, and they were well-supported to do this thanks to delivery services of groceries and essentials which were rapidly set up by Algoma municipalities.

**Eastern Ontario Health Unit, Leeds, Grenville and Lanark District Health Unit, Renfrew County and District Health, and Ottawa Public Health** coordinated to develop a mandatory masking policy to ensure consistency across the region and avoid duplication of efforts, with each public health unit then moving forward to adapt within their own local context.

Medical Officers of Health in the **Greater Toronto and Hamilton area** have worked together during the pandemic to share information and where possible, coordinate their responses given the mobility of individuals within their geographic area.

**KFL&A Public Health** has coordinated many initiatives over the course of the pandemic:

- Held weekly meetings with Medical Directors of all LTC and RH as well as weekly meetings with municipal partners.
- Ran an educational session for all area primary care physicians and conducted two continuing professional development webinars for area physicians.
- Coordinated enforcement activities in their region by bringing together Kingston Police, OPP and City of Kingston Bylaw Officers to reduce duplication of enforcement activities.
- Planned to conduct table top exercises with large institutions in their region: Queen's University, municipalities and other community services.

**KFL&A Public Health** worked with municipal partners, including mayors, wardens and CAOs to implement and enforce the Section 22 mask order.

Since January 2020, the **Ontario Public Health Emergency Managers Network** shared updates, resources, consultations, and professional development information amongst its members to support local responses.

The community and partners relied on public health statistics to keep them informed on the status of cases. Also, public health provided consistent messaging coordinated across the **North East:**

- *"The epidemiological statistics were very helpful. The collaboration between APH, PPH and PHSD so that we may have a consistent message in our schools is also helpful."* – Northeastern community partner speaking of the coordination between **Algoma Public Health, Porcupine Health Unit, and Public Health Sudbury & Districts.**

# Coordination



**Public Health Units in the North East** worked together to share frameworks and templates for detailed epidemiological reports.

**Simcoe Muskoka District Health Unit** coordinated and supported other public health units in conducting rapid reviews of literature regarding the harms to physical, mental, and social wellbeing resulting from public health measures, both population-wide and from a health equity perspective. Findings will be used to inform enhanced efforts to help mitigate these harms, where possible, for the remainder of the pandemic.

**Simcoe Muskoka District Health Unit** played a lead role in planning coordination, liaison work and collaborative work with assessment centres, homeless shelters, Ontario Health Teams, and hospitals.

**York Region Public Health (YRPH)** provided ongoing infection prevention and control support to congregate settings in partnerships with York Region Social Services, Ministry of Health, and other stakeholders. YRPH has also

coordinated with private sector businesses such as corporate food operators to relay messaging, ensure policy compliance, and garner support in preventing further spread. In addition, ongoing coordination between the Regional Environmental Services Department and external stakeholders was led by YRPH to participate in pilot research and testing for COVID-19 in wastewater.

**York Region Public Health (YRPH)** partnered with local community partners (i.e. municipality), paramedic services and Ontario Health to host a mobile testing day in Georgina. In addition, YRPH coordinated a Customer Experience journey mapping with local assessment centre which has ensured open communication channels with hospitals and public health and allowed for quick implementation of changes in practice such as changing screening criteria. YRPH and the hospitals continue to work together to improve the customer experience of accessing testing to ensure York Region residents access testing when and where needed.

**York Region Public Health (YRPH)** coordinated weekly joint meetings with

the Public and Catholic School Boards to support school reopening strategies. Similarly, YRPH and Social Services partnered with childcare settings to ensure preparedness support is provided to these stakeholders to assist in the safe reopening of these facilities.

In addition to resource sharing and coordination, **York Region Public Health**, along with other public health units, combined efforts to implement a coordinated approach to responding to workplace-related investigations to identify effective public health measures for these unique investigations and to enable timely information sharing for impacted public health units.

# Workforce



*"I've been meaning to reach out to you and say a big thanks and tell you how wonderful your staff are at APH. The support for reopening [child care centre location] as a whole and previous to that for emergency child care was beyond excellent! A special shout out to [APH employees] who are our Inspectors and have answered all of our many, many questions!" – Child care centre operator feedback to **Algoma Public Health**.*

*"From the time I received the call that I was positive for COVID-19, I ALWAYS felt like I had the support of **Algoma Public Health**...Having gone through the experience, the community should have complete faith in the process - I have never answered so many questions in my life and to say that your case management was thorough is an understatement. The nurses on your front line were remarkable...I truly felt like they cared about my physical and mental wellbeing." – Feedback from community member*

While many health system partners were scaling back and experiencing lower volumes, **Huron Perth Public Health and Brantford County Public Health** rapidly

scaled up from a Monday to Friday 8:30 - 4:30 and 24/7 on-call operation to Monday to Friday two shifts with evenings, weekend shifts, and 24/7 on-call in order to respond to the need for support to the public, partners, and stakeholders.

"Camaraderie - in these trying times, [Public Health Nurses] have come together, problem solved, encouraged, and helped one another. It's been very inspiring and makes me proud to be a part of the COVID-19 response" - **Hamilton Public Health** employee

**KFL&A Public Health** staff were cross-trained and deployed to implement work of the newly established COVID-19 functional units, including an Assessment Centre, Call Centre, Case and Contact Management, IPAC, and Enforcement.

**KFL&A Public Health** created nurse and public health inspector teams to provide sector specific IPAC guidance to high risk congregate settings, e.g., LTC/RH, childcare, and correctional institutions.

**KFL&A Public Health** has implemented CCM using a combination of nurse and non-nurse staff.

**Ottawa Public Health** has been in enhanced operations since January 28, 2020. By early June, >75% of staff were deployed to the response and many new team members were hired to address the pandemic. The team responded to >2000 cases, traced >7000 contacts, managed >30 outbreaks, collaborated on testing >20,000 individuals in long term care homes and congregate settings, fielded >24,000 inquiries from the community, and had >250,000 likes, comments, and shares on social media.

*"The ability of the IMS structure to be flexible and responsive to the emerging needs was extremely helpful. Training by the Rapid Response Team helped to ready people. I think we did amazing work, and I am very proud to have been part of it."*  
- **Ottawa Public Health** employee

**Ottawa Public Health** recruited nurses via a Registered Nurses Association of Ontario call-out, hired 4<sup>th</sup> year Nursing Students, and retired Public Health Nurses.

# Workforce



The ability to adjust and scale the call centre processes, tools, and workforce, along with the various modes on media interaction highlighted the flexibility of the **North Bay Parry Sound District Health Unit**. This was necessary when comparing the challenges and addressing gaps of decisions made provincially vs. local interpretation and implementation. For example, 99% of staff members have been consistently using Microsoft Teams, which has enabled the workforce to work remotely, efficiently communicate and share information, and collaborate internally and externally with health care services in their district.

For the **North Bay Parry Sound District Health Unit**, a local connection to the communities helped inform the COVID-19 topics that resulted in the most inquiries, which directly informed the work of the Communications Department. Having locally informed data allowed for strategic messaging in specific pockets of the district.

At **Public Health Sudbury & Districts**, over ¾ of staff members have been redeployed to support the pandemic response. Public health nurses,

inspectors, dietitians, nutritionists, dental hygienists, health promoters, and support staff refocused their efforts to pandemic response or adapted essential public health programs and services.

Community partner feedback about the professionalism of **Public Health Sudbury & Districts** staff, their immediate responses, provision of accurate information, and following-up on each situation:

- *"Public health Sudbury comes with professional staff who have many resources for organizations and people alike."*
- *"I have been really impressed with how helpful, thorough, and friendly every member of the public health team has been!"*
- *"Thank you for the long hours and tireless work to try to get us through the pandemic. I know we have smart and innovative people who work for us to come up with solutions for us to live during this pandemic. We can get through this together."*
- *"Great job!! Each and every one is to be commended!! Keep up the great work...and thank you all for your service to our community."*
- *"Personally, their response team. They*

*received a call, they responded immediately. They gave accurate information and they followed up on each situation that I was involved in."*  
- Community partner feedback

**Simcoe Muskoka District Health Unit** formally activated the agency's Incidence Management System on January 24, 2020, and the agency began to implement the Infectious Diseases Emergency Response Plan. With the changes in the agency's operations and modifications in work, staff were redeployed to the Infectious Disease (ID) and Health Connection programs along with the provision of training, support, working at home, and staff recruitment.

**Simcoe Muskoka District Health Unit** developed a COVID-19 Business Continuity Plan (BCP) to manage the redeployment, recruitment, training, and repatriation (of staff back to their base programs). The BCP was not designed for the scope and scale of the COVID-19 pandemic, and thus had to be remade during the pandemic for this application. The BCP informed the subsequent development of a modified 2020 budget.

# Workforce



**Timiskaming Health Unit's** diverse workforce was able to tap into affiliate networks for timely sharing of information, tools, and processes. This supported agile response and reduced duplication of effort during peak response time. OPHEN, ODPH, APHEO, Business Administrators. This included assisting in areas to which they were redeployed.

**York Region Public Health (YRPH)** created a workgroup focusing on children and youth to ensure parents, caregivers, schools, and health care professionals had information and resources focused on the health and wellbeing of this population. In addition, YRPH has invested in developing a highly skilled infection prevention and control team. This has proved to be extremely valuable in quickly mobilizing these resources in providing rapid support to many stakeholders during the COVID-19 pandemic response. YRPH provided support to their workforce via the activation of the Public Health Emergency Support Group providing peer to peer support for mental health support.

Operating within an Incident Management Structure (IMS), **York Region Public Health** has been in active

response structure since January 23, 2020 with enhanced monitoring and surveillance in place prior. Throughout the duration of the response, YRPH has gradually redeployed public health staff to meet the operational requirements of the response with over 70% of staff redeployed at the peak. Efforts were made to ensure continuity of critical core services while balancing the response.

**York Region Public Health** has also greatly benefited from their position within the Regional Municipality of York, where an additional 67 staff were redeployed to directly support the response (many with unique skill sets such as Data Analytics and Visualization Services) as well as additional non-direct support from other areas (i.e. Human Resources, Property Services, Information Technology Services, Access York).

# Digital solutions



**Halton Region Public Health** worked with other departments at Halton Region to look for technology to support case and contact management for COVID-19 so that staff could begin working from home. Selection and the first phase of implementation of a new electronic record had occurred when the province began to review different systems. The province chose the same platform that Halton staff had already vetted and Halton staff have provided much support to the province on the planning and implementation of the provincial CCM tool that has been launched this summer.

**Hamilton Public Health Services** adapted existing technology used for routine inspections of food premises. Inspectors record COVID-19 IPAC observations and education data into the existing Hedgehog Inspection System to ensure all information is stored together.

**KFL&A Public Health** created a public facing dashboard to communicate COVID-19 case identification, assessment and testing updates to the community.

**KFL&A Public Health** has worked to create an internal capacity prediction dashboard to inform staff allocation during surge response.

**KFL&A Public Health**, with other health units, has contributed toward the development and implementation of the provincial CCM tool

**KFL&A Public Health**, working with the Office of the CMOH, enabled the real-time capture of suspected COVID-19 emergency department visits across the province in the Acute Care Enhanced Surveillance (ACES) system and built the Pandemic Tracker as a public tool (<https://www.kflaphi.ca/aces-pandemic-tracker/>).

**KFL&A Public Health's** community COVID-19 dashboard (<https://www.kflaph.ca/en/healthy-living/status-of-cases-in-kfla.aspx>), has received an average of 6000 hits per day, and provides timely data on the status of cases, assessment, and testing.

**Middlesex-London Health Unit** developed Azure software and several other local public health units were able

to use this platform to facilitate the COVID response.

**Ottawa Public Health** developed a dynamic disease reporting system (the COVID-19 Ottawa Database known as "The COD"), adapted from a system used in Newfoundland and Labrador that supports local case management and contact tracing Building from this database has led to development of novel epidemiological methods and technology to detect potential clusters earlier and mobilize resources to investigate.

**Ottawa Public Health's** information technology team built a digital platform for daily screening of symptoms of COVID-19 in employees to help protect the health and safety of their workforce.

"Evidence based information, great graphics, informative without being preachy, and a wicked sense of humour. It's everything a public health organization should be!" - Community member feedback on **Ottawa Public Health's** social media presence

# Digital solutions



**Public Health Sudbury & Districts** has been proactive, active, and responsive on social media. Video and evidence based information is valued and trusted:

- *"Appreciate the health unit's presence on social media and the quick communication re: new cases in our area."*
- *"Excellent media and social media presence with clear, succinct, and recent evidence-based principles."*

**Simcoe Muskoka District Health Unit** was well prepared with a pre-existing database to capture contact management and for surveillance reporting. IT already had technology for virtual conferencing (Skype for Business) to enable staff working from home; moved to VPN for all staff.

**Simcoe Muskoka District Health Unit's** website supported the distribution of information, guidance, and direction to communities, as well as received communication from community members (in addition to the community Health Connection line).

**Simcoe Muskoka District Health Unit** had frequent media events (5 times weekly in April), where the MOH held press conferences via Facebook Live from his home office, then posted content on YouTube.

**York Region Public Health** adopted many digital solutions to allow for the automation of data visualization where various datasets (i.e. iPHIS, OLIS, assessment centre data) are linked to provide the final publicly accessible dashboards.

**York Region Public Health (YRPH)** implemented an outbreak investigation system to better navigate the complexities of outbreak investigations and allow for linkages amongst cases. This has allowed for the provision of evidence based public health measures to settings in active outbreak. YRPH has collaborated with a local company specialized in big data analysis to support in evidence based local forecasting for anticipated spread/transmission of COVID-19.

**York Region Public Health** adopted a crowdsourcing approach through the implementation of an online client survey linked to an educational video on contact tracing. The aim of this approach was support local health unit in conducting a timely and efficient investigation for individuals testing positive.

Machine learning was developed by **York Region Public Health** to optimize the utility and interpretation of OLIS lab results data to support the automation of reporting and timely case follow up.

# Public health system evaluation and lessons from the first peak of COVID-19

A report on behalf of the Council of Ontario Medical Officers of Health | August 2020

## SUMMARY OF KEY FINDINGS

Local public health units have spent months leading the response to the COVID-19 pandemic across sectors in their communities

Findings from this evaluation can be used to protect Ontario's communities by:

- Building on public health system response that should continue or be enhanced during resurgence and future peaks
- Informing health system planning and preparedness for resurgence of COVID-19 and the upcoming influenza season
- Leveraging the strengths of the local public health system connections with community to ensure cross sector interventions

## METHODS

- All Medical Officers of Health were invited to participate in the evaluation via email
- Further input received from all COMOH membership at two meetings

**Key questions:**

- What worked well during the first peak?
- What could be improved?
- What should continue or be enhanced?
- What else should we consider for future COVID-19 planning and influenza in the coming months?

- 17/34 (50%) local public health units participated (60% rural, 40% urban), sharing insights on >100 local initiatives
- Evaluations and continuous quality improvement processes carried out by local public health units through reviews, surveys, and interviews with their teams, the public, community partners, and stakeholders across sectors were incorporated into this report

## SUSTAINING THE PUBLIC HEALTH RESPONSE

Local public health leadership has been critical to protecting health and tailoring responses to meet the needs of our communities during the first peak

### SIX THEMES IDENTIFIED



- Public health measures prevented illnesses and deaths that would have overwhelmed our health care system and remain a threat as seen in other jurisdictions
- Public health leadership brought communities together to flatten the epidemic curve using preventive measures that continue to be a mainstay of the response
- Experience and technical training in public health emergencies and health protection prepared local public health to respond and built on existing pandemic preparedness plans
- The most effective system in a public health emergency relies on independent local public health authorities that can leverage strong partnerships and community knowledge to adapt direction coordinated at the provincial level
- Public health holds a unique, established, and trusted position that allows collaboration with municipalities, schools, childcare settings, businesses, social services including congregate settings, health care and institutions, media, and community organizations to effectively shape local response
- Provincial and regional coordination is critical to supporting the strong leadership and response undertaken by local public health units and boards of health
- Pandemic response required rapid mobilization and scaling up of a skilled public health workforce that will need ongoing investment to respond to resurgence and increasing complexity of case management and contact tracing
- Public health innovation and adoption of new digital solutions to improve effectiveness and efficiency have been vital to enhancing widespread detection and containment efforts

## OPPORTUNITIES

Local public health must provide ongoing leadership and guidance in all essential public health functions

- Local public health must build on partnerships and collaboration across sectors to address new and complex community challenges such as return to school, increased demand for health services, increase in visitors to long term care homes, re-opening of businesses, and larger social gatherings
- There must be investment in local public health workforce to allow for surge capacity needed for increasing complexity of pandemic response and maintaining critical core public health services
- There must be increased resources for IPAC and outbreak management in higher-risk settings and priority populations to minimize severe illness that would strain the health care system
- Local public health expertise and connections with community must be capitalized on at regional and provincial tables
- Roles of key health system players must be clarified and mutually respected for maximum health gains
- New technologies must be developed and adapted to support case management, contact tracing, and outbreak investigations so local public health units can enhance effectiveness despite growing complexity
- Innovative technologies must be explored to help with advanced planning, forecasting, and operational response in dealing with resurgence and other respiratory illnesses

“ Thank you for the long hours and tireless work to try to get us through the pandemic. I know we have smart and innovative people who work for us to come up with solutions for us to live during this pandemic. We can get through this together. ”

- Community partner feedback



**Ministry of Agriculture,  
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August 31, 2020

Ms. Christine Fraser-McDonald  
Acting Clerk  
Municipality of Arran-Elderslie  
clerk@arran-elderslie.ca

Dear Ms. Fraser-McDonald:

Over the past 2 years, our government has heard from farmers, municipalities and the broader agriculture community about the threat of on-farm trespass activities. We have heard that farmers are worried for their own safety, the safety of their families, their employees as well as the safety of their animals.

We listened to your concerns, and back in December 2019, I was honoured to introduce the [Security from Trespass and Protecting Food Safety Act, 2020](#) and to act on our government's commitment to protect farmers, agri-food businesses, farm animals and our food supply from the risks of trespass activities. The Act received Royal Assent on June 18, 2020.

I appreciate the strong support that I have received from our stakeholder partners, like you, on such an important piece of legislation. The COVID-19 outbreak has shown us now more than ever, how important it is to have a steady, reliable food supply and to protect the health and safety of the agri-food workers who help feed us.

As you may be aware, we have recently seen a public safety situation grow more urgent. Earlier this summer a demonstrator tragically died outside a meat processing plant. Since then, we have seen heightened tensions leading to greater risks for everyone involved. This has created a significant public safety concern that must be addressed to ensure everyone's safety.

As a result, I am announcing today a partial proclamation of the [Security from Trespass and Protecting Food Safety Act, 2020](#) that will come into effect on Wednesday September 2, 2020 at 12:01AM to address these immediate public safety concerns.

.../2



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

We are proclaiming sections 6(1), 7, 14(1)[3] and 15(1) of the Act, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the [Provincial Offences Act \(POA\)](#) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

I am also pleased to inform you that a [Discussion Paper](#) has been posted on the regulatory registry, outlining the ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to [SecurityFromTrespass.OMAFRA@ontario.ca](mailto:SecurityFromTrespass.OMAFRA@ontario.ca).

I understand the importance and urgency of this Act to many across the sector. However, before the remaining sections can be proclaimed into force, a number of items must be prescribed via a regulation to operationalize the Act. These regulations are needed to ensure the act is clear, easily interpreted and fulfils its intended purposes. It is important that we take the time to hear from those impacted so we can take those comments into consideration in finalizing the regulation.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council. Once fully proclaimed into force, the Act will recognize the unique risks associated with trespassing on farms and at processing facilities.

I strongly encourage you to provide feedback and comments on this discussion paper. Your insights are valuable as we work to ensure the Minister's Regulation and the Act are fair and reasonable while also meeting the needs of industry. Your input is an important contribution to help shape the content and design of the Minister's Regulation.

Again, thank you for your support. I look forward to working with you to create a safe and healthy Ontario for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written in a cursive style.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs



# Media Release

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September 9, 2020

## **Medical Officer of Health Renews Order – Face Coverings in Indoor Public Places in Grey Bruce**

The Grey Bruce Health Unit Medical Officer of Health, Dr. Ian Arra, is renewing the Order issued July 17, 2020, ordering all Commercial Establishments in Grey Bruce, to the fullest extent possible that they, for all the following:

- ensure effective measures are in place to maintain physical distancing of 2 metres amongst all employees and clients;
- ensure the availability of alcohol-based hand rub at all entrances and exits; and,
- make the best effort (verbal) to restrict persons from entering the premises or remaining within the premises if not wearing a face covering. Turning away or refusing a customer is not required under this Order.

This Order comes into effect on Friday, 11th day of September, 2020, at 12:01 a.m. Eastern Daylight Time and shall remain in effect for 4 weeks (being 28 calendar days) from that time. This Order may be rescinded, amended or extended by further Order.

This Order is made pursuant to Section. 22 of the Health Protection and Promotion Act, R.S.O. 1990, c. H. 7 as amended.

“The preventative measures, as identified in the renewed Order, reduce the risk of cases and outbreaks of COVID-19 in Grey and Bruce Counties.” says Dr. Ian Arra, Grey Bruce Medical Office of Health. “The community continues to embrace the use of face coverings as a part of their personal routine along with physical distancing and other public health recommendations. There is a great need to continue to do everything possible to prevent the spread of COVID-19.”

A healthier future for all.

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519-376-9420

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Fax 519-376-0605

**For More Information:**

Dr. Ian Arra

Medical Officer of Health and Chief Executive Officer

To arrange to speak with Dr. Arra, please contact Drew Ferguson at:

519-376-9420 or 1-800-263-3456 ext. 1269

[d.ferguson@publichealthgreybruce.on.ca](mailto:d.ferguson@publichealthgreybruce.on.ca)



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
September 14, 2020  
SRCLK.20.15

SUBJECT: Tile Drain Loan Application – Brian Dudgeon

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## RECOMMENDATION:

Be It Resolved:

- 1) That Report SRCLK.20.15 be received – Tile Drainage Loan Application – Brian Dudgeon, with the estimated cost of the drainage system in the amount of \$130,000.00 for Part Lot 36, Concession 13, geographic Township of Elderslie, Roll Number 4103-380-004-18700, subject to the availability of funds allocated by the Province of Ontario for tile drainage purposes.

Submitted by:

Reviewed by:

Original Signed by

Original Signed by

Christine Fraser-McDonald  
Deputy Clerk

Bill Jones  
CAO/Clerk

## BACKGROUND:

An application has been received for a loan under the Tile Loan Program.

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

Landowners in a municipality in Ontario planning to install a tile drainage system on their agricultural land are eligible for a tile loan under this program.

All tile loans have 10-year terms, and repayments are made annually. Landowners are eligible for a loan of up to 75% of the value of the tile drainage work, but the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

and the local municipality may have policies that further restrict the total dollar amount of any loan in any given year. The provincial government sets the program interest rate at a competitive level. This rate is fixed for the full term of the loan, regardless of changes in market interest rates. The interest rate is calculated annually, not semi-annually, as is done by most financial institutions.

The application process is quite simple. Loan application forms must be submitted to the municipal council. Once council approves the application, the owner arranges to have the work completed by a licensed tile drainage contractor. The municipality will inspect the work and a fee is charged for this inspection. Once a month, the municipality prepares loan documents to send to OMAFRA in the amount of all the loans for that month. After processing these documents, OMAFRA issues a cheque to the municipality, which distributes the loan funds to each individual applicant.

The municipality collects the loan repayments from the owner and remits them to OMAFRA. The loan can be repaid in full at any time.

The Ministry of Agriculture, Food and Rural Affairs has provided details of the Tile Loan Program for the 2020/2021 fiscal year. Tile loans are available at a 6% interest rate for a ten-year term. The maximum amount of loan available to an individual farmer in one year has been maintained at \$50,000.

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

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

Borrowing By-law No. 12-2014, which authorizes the Municipality to borrow money for the construction of drainage works, has a remaining balance of \$184,900.00.

An \$85.00 administration-inspection fee will be charged for the applications in accordance with the fees and service charges by-law.

#### **CONCLUSION:**

Staff recommends that Council approve the request for the tile drain loan subject to approval of funding by the Province of Ontario and adopt the recommendation in this report.

Appendices:  
Appendix A – Site Map





# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
SEPTEMBER 14, 2020  
SRCAO/CLK.20.23

SUBJECT – UNREGULATED/INFORMAL GROUP HOMES

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## RECOMMENDATION:

Be It Resolved:

That Council receive SRCAO/CLK.20.23. as information.

And

That staff prepare a report on potential Zoning Bylaw Amendments that will prohibit future unregulated/informal group homes for establishing in Arran-Elderslie without an approved site-specific Zoning Bylaw Amendment.

Submitted by:

*Bill Jones*

Bill Jones  
CAO/Clerk

## BACKGROUND:

The Municipality continues to remain involved in the issue of unregulated/informal group homes. Residents in Chelsey routinely voice concerns on a regular basis and conflicts are becoming common place. Current conflicts between tenants of the group home and residents of Chesley are utilizing police recourses on a regular basis, which impacts policing costs and takes officers away from other duties such as traffic enforcement. Council has implemented a licencing bylaw, but that in and of itself, will not entirely resolve the issue. In short, the persons in these facilities require programs, services and supervision. Without these items, unregulated/informal group homes will continue to be received in a negative light. To be clear, no one is questioning the need for these



group homes, they simply require programming and oversight to succeed and become an integral part of a community.

The Provincial government needs to get involved both from a regulatory and financial perspective. As such, the Mayor Hammell has sent a letter to MPP Bill Walker and the Minister of Health, explaining the current situation and requesting a response detailing assistance and/or plans that the province is considering, to address the issue of unregulated/informal group homes in Ontario.

Due to lack of regulations and oversight of unregulated/informal group homes, the CAO/Clerk is seeking Councils interest in commencing discussions with our Planner, regarding possible amendments to our zoning bylaw that will prohibit future unregulated/informal group homes from establishing themselves in Arran-Elderslie without going through a public planning process (ZBA). If Council is interested, Staff will prepare a report on the topic for an upcoming Council meeting.

**COMMENTS:**

NONE

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

NONE

**APPENDICIES:**

NONE



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL  
September 14, 2020  
SRFIN.20.41

SUBJECT: Asset Management Consultant

### RECOMMENDATION:

*Be It Resolved,*

- 1) That SRFIN.20.41 be received – Asset Management Consultant,
- 2) And That Council authorize staff to proceed with the purchase of services from Public Sector Digest for the Asset Management Proposal at the cost of \$68,800 plus HST,
- 3) And That Council exempts this purchase in accordance with Article 4.7 of By-Law No. 59-09, Procurement Policy.

Submitted by:

*Tracey Neifer*

Tracey Neifer  
Treasurer

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

### BACKGROUND:

The municipality has submitted a grant application to the Municipal Asset Management Program funded by Infrastructure Canada, as noted in report SRFIN.20.34 presented on June 8<sup>th</sup>, 2020. The objective of the work to be undertaken is the successful completion of requirements of Section 5 Ontario Regulation 588/17 for 2021.

- ✓ **S. 5 Asset management plans, current levels of service - every municipality shall prepare an asset management plan in respect of its core municipal infrastructure asset by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023.**

The work required to meet the regulation requires the assistance of a consultant.

## COMMENTS:

In preparation of the grant application, assistance was provided by Public Sector Digest (PSD) as part of the ongoing work that they have been engaged for the review of our asset database that is managed through their software platform Citywide.

Arran-Elderslie has engaged services of PSD since 2012 with the successful implementation of the Citywide software (Asset Management, GIS, and Capital Planning & Analysis (CAP)), followed by the completion of the Asset Management Plan in 2017. Section 9.4 of the Procurement Policy notes that consulting and professional fees of this amount requires an RFP. Staff would like to continue working with PSD on the next phase of asset management, and as a result, are requesting an exemption from the purchasing policy. Section 4.7 provides Council with the authority to waive the requirement to proceed with a tender, request for proposal or request for quotation in the following circumstances:

- a) *The extension or reinstatement of an existing contract would prove for cost effective or beneficial to the Municipality in the opinion of the CAO in conjunction with the appropriate Department Head;*
- b) *Goods and services are available from only one source;*
- c) *Where for reasons of time, or due to the nature of the goods and services to be supplied, the interests of the Municipality would be best served by a direct purchase or an "invitation to tender" to three or more selected tenders, instead of calling a public tender.*

PSD is said to be a global leader in the provision of enterprise asset management and budget consulting and advisory, policy and regulatory research and analysis, and software solutions. They have advised more than 450 capital-intensive public sector organizations, including municipalities, ministries, universities, utilities, and other public sector groups in building, and implementing asset management programs. In addition, they have completed over 275 asset management plans and more than 80 asset management program development projects.

In preparation of this report, the Treasurers of the local municipalities within both Bruce and Grey Counties were contacted to determine what consultants they have used for asset management. PSD was referred to by 11 of the 18 municipalities consulted, which represents 73% based on responses received (3 responses are pending). Other consultants noted were OCWA and GM Blueplan, Watson & Associates, Conestoga Rovers, Marmak Information Technologies, Infrastructure Solutions and Hemson.

Working with PSD will provide staff with a stronger background to our asset database and the data captured, thus leading the municipality towards data-supported decision making and long-term planning while ensuring that the

requirements of the regulation are met. We will be able to proceed with the CPA module for financial planning for reserve requirements and capital planning.

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

PSD has provided us with a detailed Asset Management Plan proposal, which formed the basis of the MAMP Grant Application. The cost of the proposal is \$68,800 plus HST and related travel expenses (if applicable), as attached in Appendix A, a net expense of \$70,010.

The 2020 municipal budget included contract costs of \$50,000 for GIS/Asset Management, of which \$10,000 has been allocated towards the database work completed by PSD. To meet the regulation and have Phase 1 completed by July 1, 2021, staff need approval to proceed with the tasks and engage the services of PSD. We are hopeful to receive grant funds of \$50,000 towards this initiative. If grant funds are not received there will be a negative impact on the municipal budget of \$30,010 (\$70,010 - \$40,000) which assumes that the consultant work is completed in 2020. The budget impact will most likely expand over years 2020 and 2021.

#### **CONCLUSION:**

That Council approve the recommendations as set out in this report.

Appendices:

**Appendix A - Asset Management Plan Proposal**



## **Municipality of Arran-Elderslie**

Asset Management Plan Proposal

July, 2020

SUBMITTED BY:

**Gabe Metron, Regional Director**

148 FULLARTON ST, 9<sup>TH</sup> FLOOR

LONDON, ON N6A 5P3

**PURPOSE**

This document contains a high-level project plan for the Municipality of Arran-Elderslie for the work to develop an OREG 588 compliant Asset Management Plan for 2021.

The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project.

**CONTACT LIST****Municipality of Arran-Elderslie (“Client”)**

NAME	TITLE	TELEPHONE	E-MAIL
Tracey Neifer	Treasurer	519-363-3039 EXT. 120	<a href="mailto:treasurer@arran-elderslie.ca">treasurer@arran-elderslie.ca</a>

**PSD Consulting (“PSD”)**

NAME	TITLE	TELEPHONE	E-MAIL
Gabe Metron	Regional Director	519-690-2565 Ext. 2480	<a href="mailto:gmetron@psdrccs.com">gmetron@psdrccs.com</a>

## **PHASE 1 - DATA DISAGGREGATION, CONSOLIDATION AND REFINEMENT**

PSD has budgeted **8 days** of time for the project. However, based on a detailed data gap analysis during the project inception there may be additional costs over and above the budgeted amount. PSD provides data templates to the client and they will be responsible for using these templates to provide each data set.

Advancements in knowledge and facilitative technologies have made infrastructure planning less ominous, and internal and external communications more effective. With more persuasive infrastructure data sets, the impetus on council and senior management to make necessary changes will be stronger.

Technology will continue to produce potentially invaluable streams of data. Mining this data for insights, and then integrating and aligning this information with departmental and corporate objectives is the value of having an Asset Management Program.

The Data Work will centralize and synchronize existing financial and GIS data. An ID will be populated within CityWide to facilitate and support future data uploads.

The project is completed over various stages, each with its own focus and deliverables. PSD will review the datasets from the Municipality and will update the data hierarchy on assets for all applicable categories.

### **Data Structure**

PSD will provide the Municipality with an updated Data Structure, which will standardize classifications, asset details and it will ensure that asset attributes, user defined attributes are set up correctly throughout all asset categories. If the Municipality has a preferred data structure, then our team will work with the Municipality staff, to incorporate that structure within the CityWide software system.

### **Data Disaggregation**

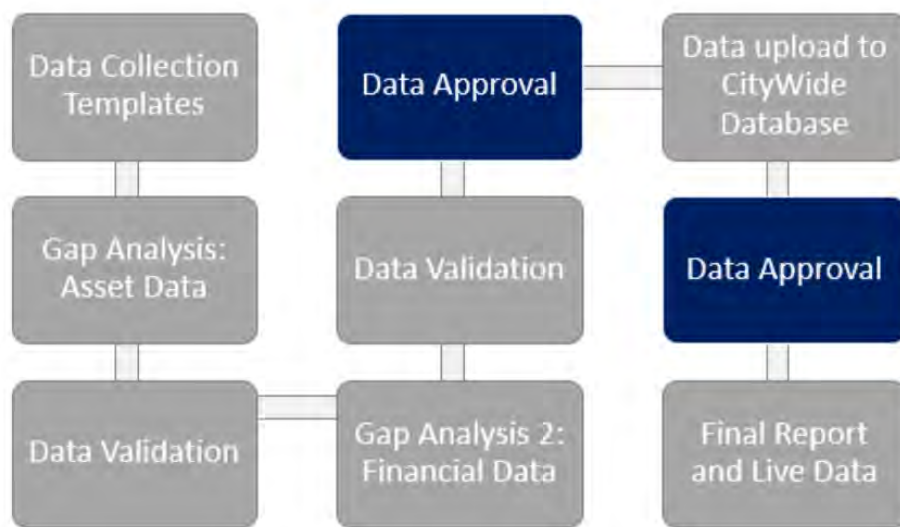
For the purposes of PSAB 3150 data gathering, many Municipalities had started off recording specific asset categories in a pooled method. PSD has the ability and resources to offer our services for special projects like these to help the Municipality disaggregate their data registry. This is completed using financial and asset management in-house experts to ensure communities are left with a more refined and detailed inventory.

PSD will look for common attributes between assets to link the current CityWide database with the excel spreadsheets that have been provided. Information such as cost, balance data according to correct fiscal year, closing costs, etc.

Determine which databases will be created and updated within CityWide so I can be linked to the appropriate dataset. PSD will provide a summary of the assets that have been linked and analyze any data gaps.

**Data Collection and Verification Process**

High data quality is the foundation of intelligent decision-making. Generally, there are two primary causes of poor decisions: Inaccurate or incomplete data, and the misinterpretation of data used. The figure below illustrates an abbreviated version of our work flow process for gap analyses between PSD and the Municipality staff, which will be the process used throughout this project. It is designed to ensure maximum confidence in the raw data, or other project components, used to develop our analysis, the interpretation of the plans by all stakeholders, and ultimately, the application of the strategies outlined in the final document. The Municipality can expect the following stages for data requests and verification



Once the upload process is completed, multiple reports are generated from the inventory to ensure that all required data has been uploaded and is accurate. PSD provides the Municipality with upload templates that contain the minimum requirements to perform an asset upload. In addition, the data is tested through various examples to ensure that all information is displayed in the same way.

**Financial Discrepancy Report**

This report highlights important missing information such as Estimated Useful Life, in-service-date, or any other financial data that is required. This report, in conjunction with the previous reports, allows the Data Analysts to identify information that may be missing from the assets.



## **PHASE 2 - COMPREHENSIVE ASSET MANAGEMENT PLAN – OREG. 588 Compliant for 2021**

The resulting comprehensive asset management plan will continue to meet provincial standards and guidelines (Ontario Regulation 588/17), but will go beyond minimum requirements to become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective. The desired phased approach for developing the Municipality of Arran-Elderslie comprehensive asset management plan is as follows;

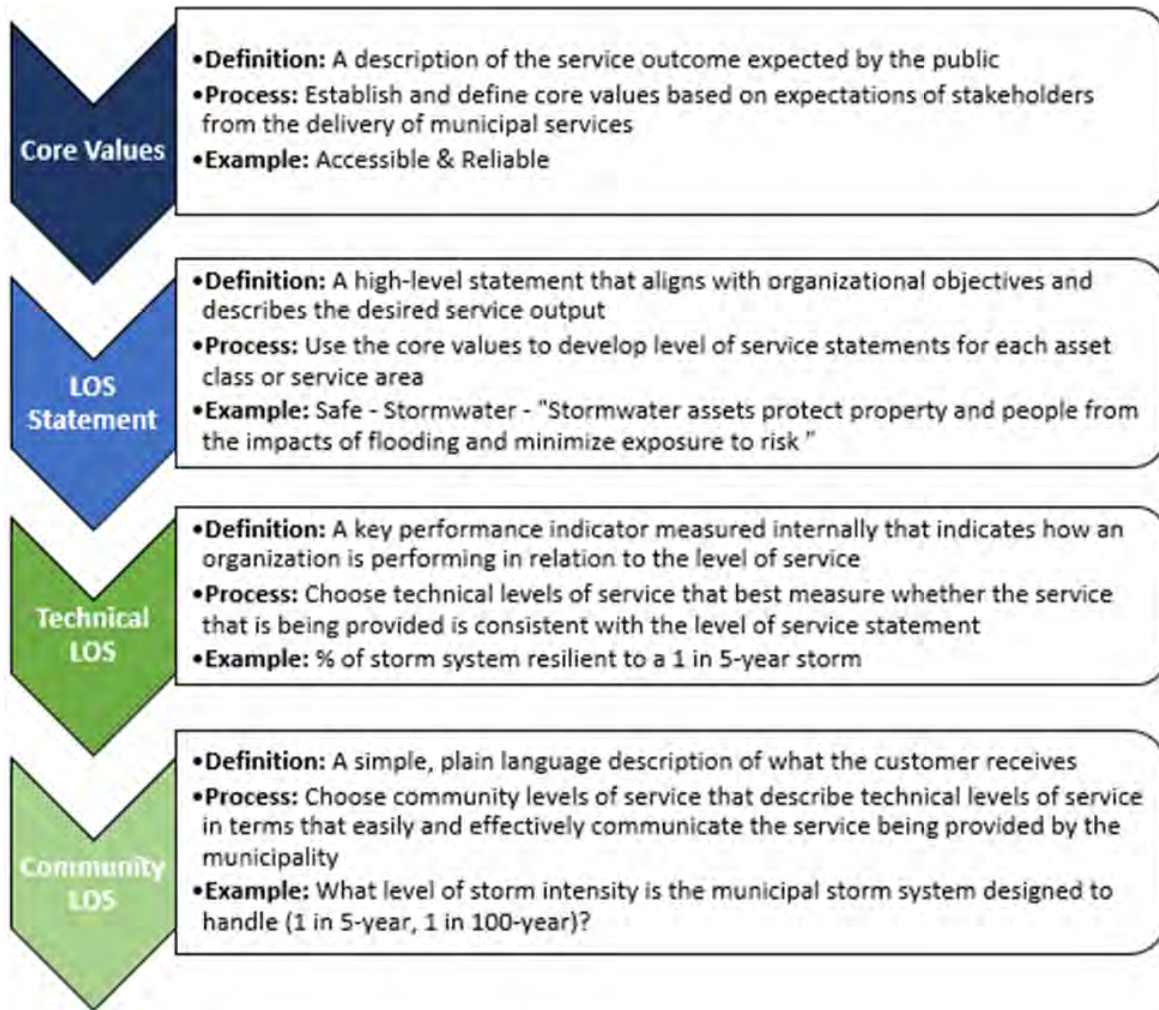
### **Phase 1 – Develop the State of Infrastructure Report (SOTI)**

- Determine Sustainable Projections
- High Level Assessment of Current Service Level
- Determine Infrastructure Deficit
- Produce an Asset Report Card

### ***Current Levels of Service***

Current levels of service can be defined as a description of the service output for an activity or service area against which performance may be measured. To put it simply, a level of service is a measure of what a Municipality is providing to its community. PSD will work with Municipality staff to establish current levels of service being provided for each asset class. This will be conducted through workshops and/or teleconferencing.

The level of service framework will also incorporate the impact of future growth within the Municipality into maintaining the desired level of service. The process of establishing the current level of service within the Municipality is outlined below:



A defined level of service is tracked through performance measures which supply targets and timeframes to establish progress. PSD will assist the Municipality of Arran-Elderslie in establishing appropriate levels of service through the incorporation of three key factors: cost, performance and risk. Any decision to increase or decrease the provided levels of service will have an impact on each factor.



Levels of Service are used:

- To inform customers of the proposed type and level of service to be offered
- To identify the costs and benefits of the services offered

- To assess suitability, affordability and equity of the services offered
- As a measure of the effectiveness of the asset management plan
- As a focus for the AM strategies developed to deliver the required level of service

Levels of service are often based on community expectations, strategic and corporate goals, legislative requirements and design standards and codes of practice. Below is a Sample *Road Network Levels of Service Framework*:

Road Network			
Core Value:	Level of Service Statement	Community Level of Service	Technical Level of Service
Accessible & Reliable	The road network is convenient and accessible to the whole community with minimal service disruptions; service requests are responded to promptly	Description, which may include maps, of the road network in the municipality and its level of connectivity	Lane-km of arterial roads (MMS classes 1 and 2) per land area in the municipality (km/km <sup>2</sup> )
			Lane-km of collector roads (MMS classes 3 and 4) per land area in the municipality (km/km <sup>2</sup> )
			Lane-km of local roads (MMS classes 5 and 6) per land area in the municipality (km/km <sup>2</sup> )
Safe & Regulatory	The network feels safe to use; traffic signs and markings are easy to see and understand	Description of minimum maintenance standards for road network (road surface and sidewalks).	% of sidewalks inspected annually
			# of reported incidents related to the road and sidewalk network
			# of winter events that response time was met or exceeded
Affordable	The road network is managed at the lowest possible cost for the expected level of service	What is the O&M cost to maintain the road network per household?	O&M costs for roads / lane-km (excluding winter control)
Sustainable	There are long-term plans in place for the sustainability of the road network	When was the last time the Road Network AMP was reviewed?	Road Network AMP reviewed annually
		Description or images that illustrate the different levels of road class pavement condition	Average pavement condition index for paved roads in the municipality
			Average surface condition for unpaved roads in the municipality

**Key Performance Indicators**

Depending on the Municipality’s needs, service levels can be based on community expectations, strategic and corporate goals, legislative requirements, design standards and codes of practice. A suggested method in establishing an effective level of service framework, is the incorporation and usage of well-defined key performance indicators (KPIs).

The KPIs incorporate specific, measurable, achievable, relevant, and time-bound (SMART) criteria. The Municipality will be equipped with the necessary tools to collect data on their performance using the KPIs listed and establish targets that reflect its current fiscal capacity, corporate and strategic goals, and feasible changes in demographics that may place additional demand on their various asset categories. Recommendations will be given to the Municipality so that infrastructure classes follow respective KPIs. Guidelines will also be given to the Municipality so that staff can track their progress on an annual basis.

The level of service objectives are typically supported by many performance indicators that help quantify the services to be delivered such as how much, how frequently, and of what nature. Below are some examples of KPIs that PSD has developed for municipalities in the past.

Asset Class	KPI Target – Condition Related	Current Level	KPI Status
Passenger Vehicles	At least 70% of assets in fair or better condition.	85%	✓
Construction Equipment	At least 80% of assets in fair or better condition.	73%	✗
Trailers	At least 80% of assets in fair or better condition.	86%	✓
Fire Trucks	At least 95% of assets in fair or better condition.	93%	✗

Asset Class	KPI Target – Condition Related	Current Level	KPI Status
Roads	<ul style="list-style-type: none"> <li>More than 75% of HCB1 and HCB2 are in Good or better condition (PCR 50-100) Less than 5% are in Poor or worse condition (PCR &lt;40).</li> <li>More than 75% of HCB3 and HCB4 are in Fair or better condition (PCR 40-100). Less than 10% of HCB3 and HCB4 are in Very Poor condition.</li> </ul>	<ul style="list-style-type: none"> <li>78% of HCB1/HCB2 and HCB3/HCB4 in Good or Excellent condition</li> <li>10% of HCB1/HCB2 and HCB3/HCB4 in Poor to Very Poor condition</li> </ul>	✓
			✓
Bridges & Culverts	<ul style="list-style-type: none"> <li>More than 85% of bridge and culvert assets in Good or Excellent condition (BCI 70 – 100) and less than 1% in Poor or Very Poor condition</li> </ul>	<ul style="list-style-type: none"> <li>91% in Good to Excellent condition</li> </ul>	✓

PSD will suggest protocols and procedures to ensure that the level of service and KPIs are regularly monitored to ensure the Municipality is adhering to the proposed objectives.

**Examples of Performance Measures**

These measures will be explored in more detail and tailored to suit the needs of the Municipality.

**Strategic Indicators**

- Percentage of reinvestment vs. value of asset category
- Completion of strategic plan objectives (related to infrastructure)

**Financial Indicators**

- Annual revenues vs. annual expenditures
- Total cost of borrowing vs. Total cost of service
- Annualized depreciation (replacement value) vs. annualized expenditures
- Lost revenue from system outages

**Asset Health Indicators**

- Percent of network rehabbed/reconstructed annually
- Annual overall condition index vs. desired condition index
- Annual adjustment in condition index (up or down)
- Annual number of large system outages
- Percent of asset value spent on ops and maintenance annually

**Operational Indicators**

- Number of water main breaks per Km of pipe network
- Percent of network inspected
- Percent of pipes flushed and cleaned annually
- Percent of hydrants flow tested annually
- Cost of material for pot hole patching annually
- Water main breaks will be repaired within x number of hours
- Legislated requirements will be met

*Sample High-Level Indicators:*

$$\text{Cost: Annual Asset Class Reinvestment Rate} = \frac{\text{Annual Capital Expenditure}}{\text{Total Asset Class Replacement Value}} \times 100$$

$$\text{Target Asset Class Reinvestment Rate} = \frac{\text{Annual Capital Requirements}}{\text{Total Asset Class Replacement Value}} \times 100$$

**Performance:** Overall Asset Class Condition (% of assets in very good, good, fair, poor and very poor condition)

**Risk:** Asset Risk Distribution by Asset Class (% of assets in very low, low, moderate, high and very high state of risk)

PSD will schedule a workshop with the Municipality which will focus on developing a customized levels of service framework. Suitable KPIs will be discussed for use in developing proposed levels of service. PSD staff will work with Municipality staff in assessing each asset for service levels. The AM database will be used to determine lifecycle activities and costs to maintain proposed levels of service.

Asset Class	Annual Asset Class Reinvestment Rate	Condition	Risk	Level of Service Trend
Water System	<p>Annual Asset Class Reinvestment Rate Current Reinvestment Rate: 1.17% Target Reinvestment Rate: 1.25%</p>	<p>Condition Legend: Very Good (37%) Good (27%) Fair (34%) Very Poor (1%) Very Poor (1%)</p>	<p>Risk Legend: Very High (0%) High (0%) Moderate (7%) Low (62%) Very Low (31%)</p>	↔
Sanitary System	<p>Annual Asset Class Reinvestment Rate Current Reinvestment Rate: 1.29% Target Reinvestment Rate: 1.16%</p>	<p>Condition Legend: Very Good (29%) Good (15%) Fair (55%) Very Poor (1%)</p>	<p>Risk Legend: Very High (0%) High (0%) Moderate (2%) Low (29%) Very Low (69%)</p>	↔
Stormwater System	<p>Annual Asset Class Reinvestment Rate Current Reinvestment Rate: 0.00% Target Reinvestment Rate: 1.25%</p>	<p>Condition Legend: Very Good (87%) Good (0%) Fair (13%) Very Poor (0%)</p>	<p>Risk Legend: Very High (0%) High (0%) Moderate (0%) Low (15%) Very Low (85%)</p>	↓

Proposed levels of service, as they are determined throughout the AMP and broader asset management programming, provide the basis for the lifecycle management strategies and tactical implementation processes identified within the asset management plan. They support the Municipality’s strategic goals and are based on customer expectations, statutory requirements, standards and the financial capacity of the Municipality to deliver those levels of service. PSD will consult with Municipality staff, council, and other stakeholders in developing proposed levels of service based on the determination of current levels of service.

**Asset Management Strategy**

The asset management strategy is a developed process of planned actions that will enable the Municipality’s assets to provide the desired level of service in a sustainable way, while managing risk and benefit, at the lowest lifecycle cost. At a tactical level, it will develop an implementation plan to be applied to the needs identification and prioritization of renewal, rehabilitation and maintenance activities, including growth projections, to produce a 10-year plan to ensure the best overall health and performance of the Municipality’s infrastructure and general capital.

This tactical process will influence and direct the short term, 1-to-3-year, infrastructure and general capital program and budget of the Municipality. The Asset Management Strategy will allow the Municipality to develop a long-term view of its program, and it will develop the strategies of how asset management objectives will be achieved to be fully compliant with the provincial requirements.

The details within the asset management strategy are tied to the sustainable lifecycle projections from the State of the Infrastructure and established service levels from the Desired Levels of Service sections of this plan.

Priorities for the Asset Management Strategy:

- Ensure sustainability of existing assets
- Focus on options for each asset class to obtain the total lowest cost
- Focus on growth and demand projections
- Prioritize projects based on risk and benefit analysis

PSD will develop a long-term strategic plan for managing the Municipality's assets. The strategic plan will bring together all the needs and expectations of the stakeholders. The objectives of this Asset Management Plan and how these can be delivered in a sustainable manner will be delineated by the activities needed to maintain assets.

An Asset Management Strategy is a key component of a municipality's planning process linking multiple other corporate plans and documents. For example:

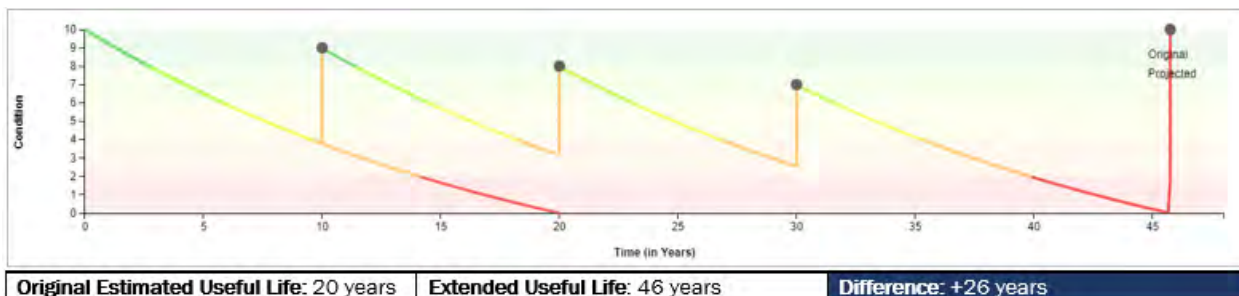
- The Strategic Plan
  - The AM strategy/plan should link to key objectives outlined within the strategic plan
- The Official Plan
  - The AM strategy/plan should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan
- Long-Term Financial Plan
  - The AM strategy/plan should utilize the financial forecasts within the long-term financial plan
- Capital Budget
  - The decision framework and works identified in the asset management plan form the basis on which future capital budgets are prepared
- Infrastructure Master Plans
  - The AM strategy/plan will utilize goals and projections from infrastructure master plans and in turn will influence future master plan recommendations
- By-Laws, standards and policies
  - The AM strategy/plan will influence and utilize policies and by-laws related to infrastructure management practices and standards
- Regulations
  - The AM strategy/plan must recognize and abide by industry regulations
- Business Plans
  - The service levels, policies, processes, and budgets defined in asset management plans are incorporated into business plans as activity budgets, management strategies, and performance measures
  - Below is a diagram that illustrates how all the different aspect of Asset Management fit together within an organization

### Lifecycle Analysis

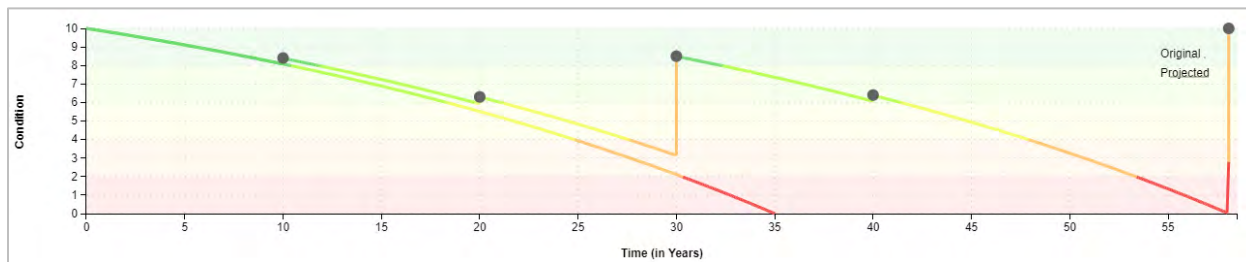
For PSD to establish an approach for maintaining and reporting on asset replacement processes, the consulting team will conduct a lifecycle assessment.

To accomplish this, PSD will conduct a **Lifecycle Planning Workshop** with Municipality staff where a best practice industry review will be undertaken for each asset category to determine the optimal lifecycle activities and options available and costs to maintain proposed levels of service. These workshops will also go over lifecycle planning, condition assessment, risk analysis, levels of service, and project prioritization moving forward. This step will ensure the long-term viability of the Municipality’s infrastructure and general capital while achieving the lowest total cost.

Once the asset inventory data has been compiled and verified, the detailed information gathered will allow for lifecycle planning and modelling by asset type, and asset deterioration curves (pictured below) to be developed for each asset category. PSD will then compile these results in a Lifecycle Analysis and Activity Report to help the Municipality understand the cost of lifecycle activities, and analyze which activities best contribute to the sustainability of their asset management program.



*Deterioration Curve – LCB/Surface Treated Roads example*



*Deterioration Curve – HCB/Paved Road Surface example*

### Lifecycle Management Strategy

For each asset category a best practice industry review will be undertaken to determine the optimal lifecycle activities and options available, to ensure the long-term viability of the Municipality’s infrastructure and general capital while achieving the lowest total cost.



To further solidify an asset management strategy, the following will be reviewed:

- Ongoing Maintenance activities and costs
- Renewal/Replacement activities, service thresholds and costs
- Rehabilitation activities, service thresholds and costs
- Disposal activities and costs

*Lifecycle activity types*

Activity Type	Description	Example	Cost
Preventative Maintenance	Any activities that prevent defects or deteriorations from occurring	(Roads) Crack Seal	\$
Rehabilitation	Any activities that rectify defects or deficiencies that are already present and may be affecting asset performance	(Roads) Mill & Resurface	\$\$
Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	(Roads) Surface Reconstruction	\$\$\$

For each asset category the lifecycle events will be developed in CityWide Asset Manager, which will produce a listing of what assets will require work in which timeframe, the type of activity that should be undertaken, and the cost for the work. This analysis will also have the options to discount costs and/or add inflation and will provide an overall asset need projection for each category.

**Risk Analysis**

To establish baseline risk, the risk assessment will begin. PSD will employ project prioritization methods to rank each project, or each piece of infrastructure, based on how much risk it represents to the Municipality. Based on industry best practices, including ISO 31000 standards, risk is defined as:

$$Risk = Probability\ of\ Failure\ (POF) \times Consequence\ of\ Failure\ (COF)$$

The Probability of Failure (POF) relates to the likelihood that an asset will fail at a given time. Possible parameters include current physical condition, service life remaining, known operational issues, asset attributes, and other parameters contributing to asset deterioration (e.g. traffic counts, soil types).

### Risk Labels

Level	Probability of Failure	Consequence of Failure
1	Rare	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Major
5	Almost Certain	Severe

The Consequence of Failure (COF) describes the overall effect that an asset’s failure will have on an organization’s asset management goals. Consequences of failure can range from noneventful to impactful: a small diameter water main break in a subdivision may cause several rate payers to be without water service for a short time. In this report, the COF parameters will aim to align with the triple bottom line (economic, social, environmental) approach to risk management as well as other fields including operational, health and safety, and strategic.

These impacts are summarized as follows:

Risk Impact	Description	Common Parameters
<b>Economic</b>	The impact of the asset’s failure on financial resources	<ul style="list-style-type: none"> <li>• Cost of rehabilitation or replacement</li> <li>• Asset type (e.g. road or pipe material)</li> <li>• Asset size (e.g. number of road lanes or pipe diameter)</li> <li>• Overall replacement cost</li> </ul>
<b>Social</b>	The impact of the asset’s failure on the general population and society	<ul style="list-style-type: none"> <li>• Number of people or critical services affected</li> <li>• Land Use (e.g. industrial, commercial, residential)</li> <li>• Bus / truck / emergency route</li> <li>• Asset carrying capacity (e.g. traffic counts, pipe diameter)</li> </ul>
<b>Environmental</b>	The impact of the asset’s failure on the environment	<ul style="list-style-type: none"> <li>• Overall area affected</li> <li>• Proximity to water bodies</li> <li>• Proximity to environmentally sensitive areas</li> <li>• Asset carrying capacity (e.g. traffic counts, pipe diameter)</li> </ul>

A subset of the risk assessment process involves assigning a risk score to each asset. Assignment of risk scores is essential to the development of the AMP, as it identifies a ranking system for vulnerable infrastructure assets.




The accuracy of the risk ranking for an asset will rely on the assessment of the probability of failure and the consequence of failure of each asset in order to establish baseline risk. The reliability of both POF and COF will depend on the level of assessment, data, or expert knowledge applied to support the analysis. PSD will take the existing asset inventory and use a risk matrix (pictured below) to group the assets in their respective risk groups. The overall risk shown through the risk ranking speaks to the priority of a particular asset over others, allowing infrastructure maintenance to be accurately prioritized.



**Other Future Trends**

For any single asset category there may be specific items that negatively or positively affect the future asset grade projection within the State of the Infrastructure report card. Such items could be lack of maintenance resources, extent of back log, effects of climate change, significant funding from grants no longer available, etc. These items must also be accounted for and brought forward as recommended adjustments to the short and long-term budget.

The International Institute for Sustainable Development identified the following impacts of climate change on municipal infrastructure in Canada:

	Greater frequency of freeze-thaw cycles leading to thermal cracking, rutting, frost heave and thaw weakening
	Soil instability, ground movement and slope instability
	Triggered instability of embankments and pavement structures
	Shortened life expectancy of highways, roads and rail
	Drier conditions affecting the lifecycle of bridges and culverts
	Reduced structural integrity of building components through mechanical, chemical and biological degradation
	Increased corrosion and mold growth
	Damaged or flooded structures
	Reduced service life and functionality of components and systems
	Increased repair, maintenance, reserve fund contingencies and energy costs
	Increased water demand and pressure on infrastructure
	Loss of potable water
	Increased risk of flooding; stormwater infrastructure more frequently exceeded
	Rupture of drinking water lines, sewage lines and sewage storage tanks
	Saltwater intrusion in groundwater aquifers

### Project Prioritization

The above techniques and processes will supply a significant listing of potential projects. Typically, infrastructure needs exceed available resources and therefore project prioritization parameters must be developed to ensure the right projects come forward into the budget through a combination of risk and benefit analysis.

### Benefit Factors

Another important factor in project prioritization is the project’s overall benefit to the Municipality. Typically, within the strategic plan, a municipality will allocate resources, ensuring alignment to strategic priorities and objectives. For instance, downtown Municipality revitalization, waterfront development, or addressing storm flooding issues may be strategic priorities. These projects should therefore be prioritized within the asset management strategy and plan. Other types of project benefits may be simple. For instance, with all else being equal, the road with a higher traffic volume will be reconstructed before the road with a lower traffic volume.

### Phase 3: Financial Strategy and Reporting

In order for asset management planning to be effective and meaningful, integration with financial planning and long-term budgeting is required. The development of a comprehensive financial plan will allow the Municipality of Arran-Elderslie to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements. PSD will develop a financial strategy and plan that fully integrates to the asset management plan and strategy, including expenditures and revenue forecasts for the delivery of the minimum 20-year infrastructure and general capital budget.

Yearly expenditures forecasts will be broken down as per the asset management strategy:

- Non-infrastructure projects
- Maintenance activities
- Renewal/Rehabilitation projects
- Replacement projects
- Disposal projects
- Growth related projects

The financial strategy and plan will include:

- A breakdown of yearly revenues by confirmed source
- Key assumptions and alternate scenarios where appropriate
- Identifies any funding shortfall (infrastructure deficit) relative to financial requirements (long term replacement needs) that cannot be eliminated by revising service levels, asset management and/or financial strategies.
- Discusses the impact of shortfalls and how the impact will be managed

### **Financial Data**

To develop a robust financial strategy for the Municipality of Arran-Elderslie, existing financial information will be obtained from the Municipality. Key information will include current spending on capital and maintenance for each asset program, capital and operations budgets, and the cost of high-level field activities and works (maintenance, rehabilitation, replacement). All information will be analyzed, and a gap analysis will be produced showing actual investment requirements versus current spending levels for each asset group.

### **Establishing Minimum Reserve Funding Levels**

There is considerable debate in the municipal sector as to the appropriate level of reserves that a municipality should have on hand. There is no clear guideline that has gained wide acceptance. PSD will work with Municipality staff to determine minimum reserve levels. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies

The following link will direct you to a reserve analysis project our team developed in partnership with the Government Finance Officers Association (GFOA):

[http://www.gfoa.org/sites/default/files/Colorado%20Springs\\_FINAL\\_0.pdf](http://www.gfoa.org/sites/default/files/Colorado%20Springs_FINAL_0.pdf)

**Financial Strategy Development for the Asset Management Plan**

PSD will utilize all information mentioned above to prepare the financial strategy for the Municipality of Arran-Elderslie. The interactive financial strategy will define the relationships between maintenance and capital requirements, debt strategy, reserve strategy, and annual revenue opportunities and strategies. PSD consultants will provide recommendations on the necessary short-term steps that need to be taken to manage the long-term budget requirements. Council will be engaged as the financial strategy is developed for review. At a high level the financial strategy will include:

- An understanding of the various costs associated with investing in assets such as: new, renewal, maintenance and operations for a minimum of 20 years
- An understanding of the various costs associated with accounting for assets: historical, replacement and depreciated
- Metrics to track assets & costs for both operational & management purposes
- The ability of all asset management plan financial requirements to be based on replacement costs and desired levels of service
- An analysis of the Municipality’s financial capacity
- A comparison of how the Municipality’s numbers relate to existing trends
- Development of scenarios for consideration

PSD will develop two scenarios that would enable the Municipality to achieve full funding within 5-20 years which include tax-funded assets: Road Network, Storm System, Buildings, Bridges, Culverts, Sidewalks/Curbs, Parking Lots, Equipment, Fleet, Streetlights, Land Improvements, and Rate-funded assets: Water and Wastewater Systems. PSD will conclude with final recommendations. An example of how the financial strategy outlines the financial requirements for each asset category is as follows:

Summary of Infrastructure Requirements & Current Funding Available						
Assest Category	Average Annual Investment Required	2018 Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	Taxes to Reserves	Total	
<b>Tax funded:</b>						
Road Network	2,037,000	1,508,000	0	50,000	1,558,000	479,000
Bridges & Culverts	797,000	90,000	216,000	0	306,000	491,000
Storm Sewer Network	101,000	0	0	0	0	101,000
Machinery & Equipment	223,000	75,000	0	0	75,000	148,000
Buildings	237,000	134,000	0	0	134,000	103,000
Land Improvements	70,000	217,000	0	0	217,000	-147,000
Fleet	429,000	220,000	0	36,000	256,000	173,000
<b>Total</b>	<b>3,894,000</b>	<b>2,244,000</b>	<b>216,000</b>	<b>86,000</b>	<b>2,546,000</b>	<b>1,348,000</b>

This process is also completed for rate funded assets to properly align funding streams with asset classification. This process establishes proper funding hierarchies and prevents funding streams from being miscategorized.

**Table 1: Summary of Infrastructure Requirements & Current Funding Available**

Asset Category	Average Annual Investment	Annual Funding Available			Annual Deficit
		Rates	To Oper	Other	
<b>Rate Funded:</b>					
Sanitary Services	442,000	391,000	-389,000	0	440,000
Water Services	939,000	1,768,000	-903,000	0	74,000
<b>Total</b>	<b>1,381,000</b>	<b>2,159,000</b>	<b>-1,292,000</b>	<b>0</b>	<b>514,000</b>

From the culmination of the previously established components of the AMP outlined in phases 1, 2, and 3, PSD will establish a 20-year annual cash flow analysis which determines the long-term investment requirements. PSD will develop and compare the 20-year cash flow models at end-of-life replacement and lifecycle strategies. This will be completed by integrating assumptions about asset condition, risk assessment, replacement cost, and funding sources.

The following image is an example report produced directly from CityWide Asset Manager software that identifies upcoming projects which can be sorted and filtered by condition, risk, cost, year etc. These reports will assist PSD and Municipality staff to build project groupings and identify the infrastructure renewal needs over the requested 20-year period.

Select	Event Type	Event Name	Event Description	Asset ID	Category	Import ID	Year	Asset Name	Condition Rating (Norm...)	Location	Cost	Risk Rating	Capital/Operating
31	Replacement	Asset Replacement	End of life replacement	420	Roads	RHW01	2019	TRIP OF WHITE BT COUN...	Very Poor		\$44,982.00	5 - Low	Capital
32	Replacement	Asset Replacement	End of life replacement	421	Roads	RHW01	2021	HARRISTON SIDEWALKS	Good	1996 WGM	\$48,322.00	5 - Low	Capital
33	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	641	Roads	RDCLP51000	2020	WILLIAM ST S	64 - Fair	WELL RD 2 TO NELSON S...	\$231.93	10.25 - High	Operating
34	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	642	Roads	RDCLP51001	2020	WILLIAM ST S	52 - Fair	NELSON ST E TO JOHN ST E	\$250.61	10.25 - High	Operating
35	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	643	Roads	RDCLP51002	2020	WILLIAM ST S	40 - Poor	JOHN ST E TO ALLAN ST E	\$102.23	13.63 - High	Operating
36	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	644	Roads	RDCLP51003	2020	WILLIAM ST N	40 - Poor	ALLAN ST E TO GEDDES S...	\$243.00	13.63 - High	Operating
37	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	645	Roads	RDCLP51004	2020	WILLIAM ST N	30 - Very Poor	GEDDES ST E TO QUEEN ...	\$274.05	10.42 - Very Low	Operating
38	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	646	Roads	RDCLP51005	2020	WILLIAM ST N	43 - Poor	QUEEN ST E TO JAMES ST E	\$883.58	13.63 - High	Operating
39	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	647	Roads	RDCLP51006	2020	BROWN ST N	52 - Fair	JAMES ST E TO QUEEN ST E	\$288.35	10.25 - High	Operating
40	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	648	Roads	RDCLP51007	2020	BROWN ST N	52 - Fair	QUEEN ST E TO ALLAN ST E	\$526.85	11.15 - High	Operating
41	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	649	Roads	RDCLP51008	2020	BROWN ST S	40 - Poor	ALLAN ST E TO NELSON S...	\$591.87	13.63 - High	Operating
42	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	702	Roads	RDHARS2018	2018	QUEEN ST S	30 - Very Poor	MAITLAND TO MARKLAN...	\$172.00	10.52 - Very Low	Operating
43	Rehabilitation	Mill & Resurface Double	100 mm	702	Roads	RDHARS2018	2023	QUEEN ST S	71 - Fair	MAITLAND TO MARKLAN...	\$21,650.00	9.36 - Moderate	Capital
44	Rehabilitation	Mill & Resurface Double	100 mm	939	Roads	RDHARS2000	2019	LAWRENCE ST	38 - Poor	HWY 89 TO END	\$45,955.25	13.63 - High	Capital
45	Rehabilitation	Mill & Resurface Double	100 mm	940	Roads	RDHARS2001	2019	GEORGE ST N	47 - Poor	END TO WILLIAM ST	\$35,805.80	13.63 - High	Capital
46	Preventative Maintenance	Crack Sealing 5	5th Treatment	643	Roads	RDHARS2004	2023	GEORGE ST S	30 - Very Poor	HWY 89 TO MAITLAND	\$289.25	10.52 - Very Low	Operating
47	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	844	Roads	RDHARS2005	2018	GEORGE ST S	51 - Fair	MAITLAND ST TO MARKL...	\$130.79	10.25 - High	Operating
48	Rehabilitation	Mill & Resurface Double	100 mm	844	Roads	RDHARS2005	2023	GEORGE ST S	57 - Fair	MAITLAND ST TO MARKL...	\$31,713.90	10.25 - High	Capital
49	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	845	Roads	RDHARS2006	2018	GEORGE ST S	40 - Poor	MARKLANE ST TO YOUN...	\$332.09	13.63 - High	Operating
50	Rehabilitation	Mill & Resurface Double	100 mm	845	Roads	RDHARS2006	2023	GEORGE ST S	37 - Fair	MARKLANE ST TO YOUN...	\$45,862.65	10.25 - High	Capital
51	Preventative Maintenance	Crack Sealing 5	5th Treatment	646	Roads	RDHARS2007	2019	KING ST S	61 - Fair	YOUNG ST TO MARKLAN...	\$331.73	10.25 - High	Operating
52	Rehabilitation	Mill & Resurface Double	100 mm	847	Roads	RDHARS2008	2020	KING ST S	33 - Poor	YOUNG ST TO END	\$49,424.38	13.63 - High	Capital
53	Preventative Maintenance	Crack Sealing 5	5th Treatment	848	Roads	RDHARS2009	2019	KING ST S	50 - Fair	MARKLANE ST TO MAITL...	\$333.75	10.25 - High	Operating
54	Preventative Maintenance	Crack Sealing 3	3rd Treatment	348	Roads	RDHARS2010	2019	KING ST S	61 - Fair	MAITLAND ST TO HWY 89...	\$278.83	10.25 - High	Operating
55	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	850	Roads	RDHARS2011	2020	KING ST N	52 - Fair	HWY 89 TO UNION ST	\$326.99	10.25 - High	Operating
56	Preventative Maintenance	Crack Sealing 4	Fourth Treatment	851	Roads	RDHARS2012	2018	KING ST N	51 - Fair	UNION ST E TO WILLIAM...	\$241.00	10.25 - High	Operating
57	Rehabilitation	Mill & Resurface Double	100 mm	851	Roads	RDHARS2012	2023	KING ST N	57 - Fair	UNION ST E TO WILLIAM...	\$33,137.50	10.25 - High	Capital
58	Rehabilitation	Mill & Resurface Double	100 mm	952	Roads	RDHARS2016	2019	QUEEN ST N	43 - Poor	END TO WILLIAM ST E	\$32,787.45	13.63 - High	Capital

The final deliverable of this process will be a minimum 20 year financial strategy that incorporates all elements listed above and will be compliant with 2021 O.Reg 588/17 requirements.

**PROJECT BUDGET**

<b>PROFESSIONAL SERVICES</b>				
<b>SERVICE</b>	<b>2020</b>	<b>2021</b>		<b>TOTAL</b>
ASSET MANAGEMENT PROGRAM ASSESSEMENT STATE OF MATURITY REPORT AND DATA GAP ANALYSIS	-	-	-	-
CONDITION ASSESSMENT PROTOCOLS AND DATA COLLECTION PROTOCOLS	-	-	-	-
CITYWIDE SYSTEMS TRAINING/UPDATES	\$3,200.00	-	-	\$3,200.00
DATA WORK - (ROAD AND SIDEWALK STUDIES ETC.)	\$3,200.00	\$3,200.00	-	\$6,400.00
RISK FRAMEWORKS & DEVELOPMENT	\$9,600.00	-	-	\$9,600.00
LIFECYCLE FRAMEWORK & DEVELOPMENT	\$9,600.00	-	-	\$9,600.00
SERVICE LEVEL FRAMEWORK & DEVELOPMENT	-	\$11,200.00	-	\$11,200.00
COMPREHENSIVE ASSET MANAGEMENT PLAN WITH PROGRAM DEVELOPMENT INCORPORATED (OREG COMPLIANT 2021)	-	\$28,800.00	-	\$28,800.00
CITYWIDE GIS VIEWER* (LINK TO EXISTING GIS DATA) AND GIS DATA HEALTH CHECK REPORT	-	-	-	-
<b>TOTAL</b>	<b>\$25,600.00</b>	<b>\$43,200.00</b>	<b>-</b>	<b>\$68,800.00</b>

PSD expenses including airfare, mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost.





# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 14, 2020

SRFIN.20.42

SUBJECT: Safe Restart Funds for Covid-19 Financial Assistance

### RECOMMENDATION:

*Be It Resolved,*

- 1) That SRFIN.20.42 be received for information – Safe Restart Funds for Covid-19 Financial Assistance.

Submitted by:

*Tracey Neifer*

Tracey Neifer  
Treasurer

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

### BACKGROUND:

On August 12<sup>th</sup>, 2020 the municipality received a letter from the Ministry of Municipal Affairs and Housing announcing the federal-provincial Safe Restart Agreement that has secured \$4 billion in emergency assistance to provide Ontario's 444 municipalities with support needed to respond to Covid-19.

### COMMENTS:

The funds are being allocated in two phases:

1. 50% allocated directly to all municipalities, and
2. 50% allocated to municipalities that require and request additional funds.

The Municipality of Arran-Elderslie, under Phase 1's per household allocation, is to receive \$184,800. The funds are to be used to support Covid-19 operating costs and pressures. Additional information and reporting template is expected in the near future. The funding not spent at December 31, 2020 is to be transferred to a reserve and may be applied against operating costs and pressures in 2021.

To be considered for phase 2 funding, municipalities will be required to submit reports outlining their Covid-19 operating costs and pressures in a template to be submitted to the Ministry by October 30, 2020.

We will continue to monitor operating costs and pressures to assess if there is a need to submit a request under Phase 2.

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

Staff continue to track the direct costs attributed to Covid-19. As of August 31<sup>st</sup>, we have incurred total costs of \$44,191:

- \$24,054 for sanitizing and office supplies/computers, and PPE
- \$20,137 for wages

In addition to these costs, we have also incurred lost revenue of \$140,500 due to cancelled programs, closed facilities and deferral of penalty and interest charges:

- \$57,990 for facility rentals
- \$36,379 for pool lessons and admissions
- \$46,131 for penalty and interest

While the loss of these revenues is significant, in some cases there are offsetting reductions in wages and operating expenses. For example, the expenses for the pools in Chesley and Tara have been reduced by \$89,833 compared to August 31, 2019. A more detailed review will be completed for facilities as a financial report is being prepared for Council's next meeting.

#### **CONCLUSION:**

That Council receives the report for information.

Appendices:

**None**



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

September 14, 2020

SRW.20.34

SUBJECT: Request for Adopt-A-Road

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## RECOMMENDATION:

*Be It Resolved,*

- 1) That Council receive SRW.20.34 request to Adopt-A-Road on Concession 4 Elderslie, from Bruce Road 10 to the Grey Bruce Line
- 2) That Council convey to Staff to proceed with the necessary steps to adopt this section of road per the attached request.

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 August 24, 2020 Mr. Bob Hammond submitted an e-mail request. The Hammond Family is requesting Concession 4 Elderslie from the Bruce County Road 10 to the Grey Bruce Line be adopted in memory of their son Justin.

Arran-Elderslie in the past have Adopted sections of roads in memory of family members based on the Bruce County Adopt-A-Road policy. In turn for the road adoption the family maintains a trash or litter pick-up in this section of roadway.

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

Required signage will be purchased from account #01-2517-7052 Safety Signs.

**APPENDIX:**

- 1) Adopt-A-Road, E-mail request



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 14, 2020

SRW.20.35

SUBJECT: Culvert Purchase

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### **PURPOSE:**

To purchase various HDPE Culverts for projects and stock in 2020.

### **RECOMMENDATION:**

Whereas the award of a quote for Culvert purchase has been recommended by the Works Manager in Report SRW.20.35; therefore

Be It Resolved

- 1) That Report SRW.20.35 be received – Award Quote – Culvert Purchase; and
- 2) That Council award the quote to supply and deliver HDPE Culverts to Carson Supply in the amount of \$5,219.75 (excluding applicable taxes), to be financed from Account Number 01-2514-7052 (Transportation Services-Roads-Bridges-Material-Misc), 02-2535-7134 (Capital – Nickason Drive) and 02-2533-7134 (Capital – Nelson Street).

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 September 4, 2020 quotes were received for various size culverts for 2020 projects and maintenance stock. Prices include freight. Carson's

Supply was the lowest bid (see below).

Carson Supply	\$ 5,219.75
J. A. Porter Holdings	\$ 5,444.21
E.S. Hubbell	\$ 6,382.97

**FINANCIAL:**

The culverts will be paid from the bridge and culvert account # 01-2514-7052 and the following Capital account #02-2535-7134 (Nickason Drive) and 02-2533-7134 (Nelson Street).

**CONCLUSION:**

Staff recommends that the quote for culverts be awarded to Carson Supply in the amount of \$5,219.75 (excluding applicable taxes).

**Appendices:**

None



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

September 14, 2020  
SRW.20.36

SUBJECT: Assume Tower Hill Subdivision Road Network - Chestnut Hill  
Crescent

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## RECOMMENDATION:

*Be It Resolved,*

- 1) That SRW.20.36 be received to Assume Tower Hill Subdivision Road Network; and
- 2) That Council pass the necessary By-law to accept and assume Chestnut Hill Crescent in Tara with all current municipal services.

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:

In July 2015, a report from Bruce County Planning was presented for the development of the original Plan M-89 Middleton Subdivision in Tara. Local Developers wanted to revive this Subdivision originally started in 1981. Agreements were revised and the construction of the subdivision began in 2018 with the installation of the road and services.

All the lots are sold from the present developers and the subdivision 75 percent built on. Attached is a Final Acceptance letter from Cobide Engineering.

The final coat of hot mix asphalt was applied in August 2020. On September 3, 2020, the Developers, Engineers and Arran-Elderslie staff completed an onsite inspection. All outstanding deficiencies have been addressed, along with the lapse of the Maintenance Period.

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

The Municipality presently holds securities for the Tower Hill Subdivision. With the final acceptance, these securities will be released to the developers.

#### **CONCLUSION:**

That Council accepts this report and approves the recommendations for the necessary By-law to assume Chestnut Hill Crescent.

#### **Appendix:**

Cobide Engineering Final Acceptance Letter





# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

### COUNCIL

September 14<sup>th</sup>, 2020

SRW.20.37

SUBJECT: Award Tender – 2020 Municipal Drain Cleanouts

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### **PURPOSE:**

To accept the tender for the 2020 Municipal Drain cleanout.

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

That the bid, which meets the terms and conditions of the tender for the ditch bottom cleanout of the following Municipal Drains: Coleman, McCannel and Simpson, be awarded to Faust Construction Inc. in the amount of \$ 85,169.50 excluding HST.

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:**

Based on Staff Report SRW.20.01 Simpson proposed Municipal Drain Work dated January 13, 2020, and Staff Report SRW.20.12 Coleman and McCannel proposed Municipal Drain Work dated April 27, 2020, tenders were circulated to seven contractors on August 31, 2020 by Stephen Cobean of Cobide Engineering Inc. for the cleanout of the Coleman, McCannel and Simpson Municipal Drains.

The following two tenders were received on September 9, 2020:

Faust Construction Inc.	\$ 85,169.50	excluding HST
Multiple Enterprises Inc.	\$ 110,912.60	excluding HST
Engineer Estimate	\$ 94,053.00	excluding HST

Cobide Engineering would like to note that there is a high probability that the both the Simpson and McCannel Drain cleanouts will be deferred to next June due to the SVCA and DFO's strict timing windows for both of these drains. The Coleman Drain cleanout will proceed this year as it is not subject to the same timing window as the other drains are.

### **FINANCIAL:**

The cleanout work on a Municipal Drain is completed under Section 74 of the Drainage Act. Landowners with farm status receive 1/3 Provincial funding on a cleanout. The Municipality receives 50% funding on the fees of the Drainage Superintendent. Remaining costs are prorated to all the landowners based on the percentages of the Drainage Report Assessment.

The Municipality will fund these expenses from account #7610-7104 until the grant funding and the landowner's portions are received.

### **CONCLUSION:**

That council accept the tender from Faust Construction Inc. in the amount of \$ 85,169.50 excluding HST, with the completion of the clean out of the following Municipal Drains, Coleman, McCannel and Simpson.

### **APPENDIX:**

A – Letter from Cobide Engineering

September 10, 2020

**BY EMAIL ONLY**

Mr. Scott McLeod, Works Department Manager  
Municipality of Arran-Elderslie  
P.O. Box 70  
1925 Bruce Road 10  
Chesley, ON N0G 1L0

Tel: 519-363-3039  
Fax: 519-363-2203  
Email: [works@arran-elderslie.ca](mailto:works@arran-elderslie.ca)

**Subject: Tender Analysis and Award Recommendation  
Coleman, Simpson and McCannel Municipal Drain Ditch Bottom Cleanout  
Municipality of Arran-Elderslie**  
*O/Ref.: 11012/11013/11014/*

Dear Mr. McLeod:

On September 9, 2020, two (2) tenders for the Coleman, Simpson and McCannel Municipal Drain Ditch Bottom Cleanout project were received by our office.

Each tender was reviewed by our office for completeness and arithmetic correctness. Based on this review, we found that both tenders submitted were calculated correctly.

A summary of the tender amounts is provided in Table 1 below. A copy of the tender analysis summary table has been attached.

**Table 1  
Tenders Received**

<b>Rank</b>	<b>Contractor</b>	<b>Total Tender Amount (excluding HST)</b>
1	Faust Construction Inc.	\$85,169.50
2	Multiple Enterprises Inc.	\$110,912.60
	Engineer's Estimate	\$94,053.00

Based on the above results, the lowest tender that was received for the project was submitted by Faust Construction Inc. Their tendered price was approximately \$8,883.50 lower than our Engineer's Estimate.

Our evaluation of the experience of Faust Construction Inc. indicates that they are capable of completing the proposed work that is required under this contract. We are therefore recommending that Faust Construction Inc. be awarded the contract to complete the ditch bottom cleanout of the Coleman, Simpson and McCannel Municipal Drains in the amount of **\$85,169.50 plus HST**.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, ext. 102.

Yours truly,

A handwritten signature in black ink, appearing to read "Stephen J. Cobean". The signature is fluid and cursive, with the first name "Stephen" being more prominent than the last name "Cobean".

Stephen J. Cobean, P.Eng., FEC  
Director

Encl.

cc: Ms. Christine Fraser-McDonald, Deputy Clerk, Municipal of Arran-Elderslie

H:\Arran-Elderslie\11003 Coleman Municipal Drain\Tender\Tender Analysis\2020 Cleanout\2020-09-10 le mcleod coleman simpson mccannel drain tender award recommendation sjc 11003.docx



**Coleman, Simpson and McCannel Municipal Drain Ditch Bottom Cleanout  
Tender Analysis  
Municipality of Arran-Elderslie**

Item	Tender Cost Summary				Total	Faust Construction		Multiple Enterprises Inc.	
1.0	Coleman Municipal Drain Cleanout Costs				\$13,721.00		\$11,067.00		\$25,747.75
2.0	Simpson Municipal Drain Cleanout Costs				\$41,385.00		\$43,735.00		\$44,400.25
3.0	McCannel Municipal Drain Cleanout Costs				\$38,947.00		\$30,367.50		\$40,764.60
	<b>Subtotal</b>				<b>\$94,053.00</b>		<b>\$85,169.50</b>		<b>\$110,912.60</b>
	<b>13% HST</b>				<b>\$12,226.89</b>		<b>\$11,072.04</b>		<b>\$14,418.64</b>
	<b>Total Project Cost Estimate</b>				<b>\$106,279.89</b>		<b>\$96,241.54</b>		<b>\$125,331.24</b>
<b>1.0</b>	<b>Coleman Municipal Drain</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>
1.01	Cleanout of Main Drain	913	m	\$5.00	\$4,565.00	\$3.00	\$2,739.00	\$5.30	\$4,838.90
1.02	Leveling of Spoil	913	m	\$2.00	\$1,826.00	\$1.00	\$913.00	\$1.45	\$1,323.85
1.03	Sediment Traps	1	each	\$200.00	\$200.00	\$80.00	\$80.00	\$290.00	\$290.00
1.04	Rock Check Dams	1	each	\$800.00	\$800.00	\$700.00	\$700.00	\$425.00	\$425.00
1.05	Repair and Reconnect CSP Tile (4")	1	each	\$200.00	\$200.00	\$150.00	\$150.00	\$330.00	\$330.00
1.06	Repair and Reconnect CSP Tile (6")	1	each	\$250.00	\$250.00	\$175.00	\$175.00	\$375.00	\$375.00
1.07	Repair and Reconnect CSP Tile (8")	1	each	\$280.00	\$280.00	\$200.00	\$200.00	\$395.00	\$395.00
1.08	Remove and Reinstall Existing Farm Crossing (1200 mm)	1	each	\$2,800.00	\$2,800.00	\$5,300.00	\$5,300.00	\$7,650.00	\$7,650.00
1.09	Cleanout of County Road 10 Culvert	100%	LS	\$5,000.00	\$2,500.00	\$600.00	\$600.00	\$9,950.00	\$9,950.00
1.10	Tree Clearing	2	hr	\$150.00	\$300.00	\$105.00	\$210.00	\$85.00	\$170.00
	<b>Total Section 1.0</b>				<b>\$13,721.00</b>		<b>\$11,067.00</b>		<b>\$25,747.75</b>
<b>2.0</b>	<b>Simpson Municipal Drain</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>
2.01	Cleanout of Main Drain	3,385	m	\$5.00	\$16,925.00	\$3.00	\$10,155.00	\$7.20	\$24,372.00
2.02	Leveling of Spoil	3,385	m	\$2.00	\$6,770.00	\$1.00	\$3,385.00	\$1.45	\$4,908.25
2.03	Sediment Traps	1	each	\$200.00	\$200.00	\$80.00	\$80.00	\$290.00	\$290.00
2.04	Rock Check Dams	2	each	\$800.00	\$1,600.00	\$700.00	\$1,400.00	\$425.00	\$850.00
2.05	Repair and Reconnect CSP Tile (4")	3	each	\$200.00	\$600.00	\$150.00	\$450.00	\$330.00	\$990.00
2.06	Repair and Reconnect CSP Tile (6")	4	each	\$250.00	\$1,000.00	\$175.00	\$700.00	\$375.00	\$1,500.00
2.07	Repair and Reconnect CSP Tile (8")	3	each	\$280.00	\$840.00	\$200.00	\$600.00	\$395.00	\$1,185.00
2.08	Remove Existing Farm Crossing (1500 mm)	1	each	\$1,800.00	\$1,800.00	\$5,450.00	\$5,450.00	\$1,250.00	\$1,250.00
2.09	Remove and Reinstall Existing Farm Crossing (1200 mm)	4	each	\$2,800.00	\$11,200.00	\$5,300.00	\$21,200.00	\$2,200.00	\$8,800.00
2.10	Tree Clearing	3	hr	\$150.00	\$450.00	\$105.00	\$315.00	\$85.00	\$255.00
	<b>Total Section 2.0</b>				<b>\$41,385.00</b>		<b>\$43,735.00</b>		<b>\$44,400.25</b>
<b>3.0</b>	<b>McCannel Municipal Drain</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>
3.01	Cleanout of Drain	4,227	m	\$5.00	\$21,135.00	\$4.50	\$19,021.50	\$5.70	\$24,093.90
3.02	Leveling of Spoil	4,166	m	\$2.00	\$8,332.00	\$1.00	\$4,166.00	\$1.45	\$6,040.70
3.03	Sediment Traps	2	each	\$200.00	\$400.00	\$80.00	\$160.00	\$290.00	\$580.00
3.04	Rock Check Dams	4	each	\$800.00	\$3,200.00	\$700.00	\$2,800.00	\$425.00	\$1,700.00
3.05	4" Diameter CSP	8	each	\$200.00	\$1,600.00	\$150.00	\$1,200.00	\$330.00	\$2,640.00
3.06	6" Diameter CSP	8	each	\$250.00	\$2,000.00	\$175.00	\$1,400.00	\$375.00	\$3,000.00
3.07	8" Diameter CSP	6	each	\$280.00	\$1,680.00	\$200.00	\$1,200.00	\$395.00	\$2,370.00
3.08	Tree Clearing	4	hr	\$150.00	\$600.00	\$105.00	\$420.00	\$85.00	\$340.00
	<b>Total Section 3.0</b>				<b>\$38,947.00</b>		<b>\$30,367.50</b>		<b>\$40,764.60</b>



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 14th, 2020

SRCBO.20.08

SUBJECT: Building Permit Information

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### **PURPOSE:**

To provide information of the August 2020 Building Permit Applications

### **RECOMMENDATION:**

That SRCBO.20.08 – Building Permit Information – August 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 – August 2020



# Municipality of Arran Elderslie

The following permits were issued:

Class	Type	Month- August 2020																	
		Permits Issued						Construction Values						Permit Values					
		2016	2017	2018	2019	2020	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020			
Residential - House		0	1	1	1	3	\$0.00	\$325,000.00	\$350,000.00	\$300,000.00	\$850,000.00	\$0.00	\$3,412.50	\$1,785.00	\$3,412.50	\$10,577.55			
Residential - Addition / Reno		2	1	1	3	2	\$175,000.00	\$2,000.00	\$10,000.00	\$45,000.00	\$116,500.00	\$1,665.00	\$210.00	\$200.00	\$200.00	\$844.68			
Residential - Deck / Porch		0	1	0	0	1	\$0.00	\$8,000.00	\$0.00	\$0.00	\$23,649.00	\$0.00	\$200.00	\$0.00	\$0.00	\$264.00			
Residential - Accessory		0	0	2	1	2	\$0.00	\$0.00	\$30,000.00	\$25,000.00	\$33,500.00	\$0.00	\$0.00	\$525.00	\$840.00	\$375.00			
Residential - Multi-Unit*		0	0	0	0	1	\$0.00	\$0.00	\$30,000.00	\$0.00	\$900,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,002.49			
Other (Pool, Fireplace, etc)		0	0	1	0	0	\$0.00	\$0.00	\$30,000.00	\$0.00	\$90,000.00	\$2,312.80	\$0.00	\$577.00	\$0.00	\$2,100.00			
Agricultural - Barn / Access.		1	5	4	3	1	\$250,000.00	\$196,000.00	\$570,000.00	\$261,449.00	\$90,000.00	\$2,835.00	\$6,116.00	\$0.00	\$4,192.00	\$660.00			
Agricultural - Add. / Reno		0	0	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Agricultural - Grain Bin / Silo		2	1	3	2	0	\$150,000.00	\$100,000.00	\$114,000.00	\$85,000.00	\$0.00	\$2,295.00	\$1,470.00	\$990.00	\$0.00	\$0.00			
Agricultural - Manure Storage		0	0	1	0	0	\$0.00	\$0.00	\$40,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$682.00	\$0.00	\$2,536.00			
Com/Ind/Ins - New Building		0	1	0	0	1	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,640.00	\$0.00	\$0.00	\$185.20			
Com/Ind/Ins - Addition		0	0	1	0	1	\$0.00	\$0.00	\$150,000.00	\$20,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00			
Com/Ind/Ins - Renovation		0	0	0	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$450.00	\$0.00	\$0.00	\$350.00			
Septic - New System		0	1	0	0	1	\$0.00	\$25,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00			
Septic - Repair Existing		0	2	0	0	1	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$0.00			
(Refer Below)		0	0	0	0	0	\$0.00	\$0.00	\$25,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Monthly Building Totals</b>		<b>5</b>	<b>13</b>	<b>14</b>	<b>11</b>	<b>15</b>	<b>\$575,000.00</b>	<b>\$1,026,000.00</b>	<b>\$1,319,000.00</b>	<b>\$751,449.00</b>	<b>\$2,360,949.00</b>	<b>\$6,272.80</b>	<b>\$17,022.50</b>	<b>\$11,715.00</b>	<b>\$10,664.50</b>	<b>\$26,544.92</b>			

Plumbing Permits  
 New Sewer Connections  
 Demolition Permits  
 Change in Use, Tents, Etc.  
 Total # of Permits Issued

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	10	12	21	16	\$3,998,818.40	\$3,274,000.00	\$3,682,000.00	\$8,035,000.00	\$5,806,000.00	\$29,400.00	\$24,635.00	\$31,972.50	\$67,672.50	\$54,146.27			
Residential - Addition / Reno		19	22	14	14	9	\$679,505.00	\$877,000.00	\$738,200.00	\$1,002,000.00	\$416,000.00	\$6,848.25	\$7,232.00	\$7,505.00	\$7,067.50	\$4,656.30			
Residential - Deck / Porch		5	3	6	14	10	\$28,125.00	\$21,000.00	\$31,240.00	\$83,500.00	\$77,149.00	\$630.00	\$410.00	\$725.00	\$1,890.00	\$2,290.40			
Residential - Accessory		11	5	10	13	6	\$173,700.00	\$165,000.00	\$161,500.00	\$334,296.00	\$102,500.00	\$3,885.00	\$4,200.00	\$4,295.00	\$6,892.00	\$1,848.00			
Residential - Multi-Unit		0	3	1	4	4	\$0.00	\$1,702,000.00	\$275,000.00	\$2,039,998.00	\$1,040,000.00	\$0.00	\$16,689.00	\$2,925.00	\$510.00	\$9,502.49			
Other (Pool, Fireplace, etc)		2	3	2	0	4	\$11,500.00	\$25,000.00	\$55,000.00	\$0.00	\$41,600.00	\$560.00	\$525.00	\$1,154.00	\$0.00	\$575.00			
Agricultural - Barn / Access.		11	31	17	21	8	\$5,365,000.00	\$5,103,000.00	\$1,417,500.00	\$3,629,449.00	\$843,000.00	\$22,995.80	\$51,678.56	\$17,729.20	\$30,967.60	\$8,473.00			
Agricultural - Add. / Reno		6	8	7	8	7	\$1,063,000.00	\$408,000.00	\$193,875.00	\$510,000.00	\$292,000.00	\$9,377.60	\$4,443.20	\$2,895.00	\$5,303.20	\$3,102.50			
Agricultural - Grain Bin / Silo		6	2	5	9	4	\$432,000.00	\$200,000.00	\$199,000.00	\$475,000.00	\$235,000.00	\$2,595.00	\$675.00	\$2,295.00	\$4,822.00	\$2,946.00			
Agricultural - Manure Storage		2	1	1	0	0	\$130,000.00	\$97,000.00	\$40,000.00	\$0.00	\$0.00	\$1,364.00	\$682.00	\$0.00	\$0.00	\$0.00			
Com/Ind/Ins - New Building		1	3	2	7	2	\$500,000.00	\$500,000.00	\$200,000.00	\$133,000.00	\$151,000.00	\$13,800.00	\$10,828.80	\$5,385.00	\$2,785.00	\$2,661.00			
Com/Ind/Ins - Addition		2	0	4	4	3	\$810,000.00	\$0.00	\$345,000.00	\$1,015,000.00	\$255,000.00	\$4,065.00	\$0.00	\$1,957.44	\$10,511.20	\$1,197.20			
Com/Ind/Ins - Renovation		0	2	4	7	3	\$0.00	\$1,178,560.00	\$959,096.00	\$2,400,000.00	\$470,300.00	\$0.00	\$8,709.92	\$6,849.00	\$6,530.04	\$737.30			
Septic - New System		5	6	6	8	5	\$33,000.00	\$83,000.00	\$60,000.00	\$84,000.00	\$43,000.00	\$2,700.00	\$2,700.00	\$2,700.00	\$3,600.00	\$2,350.00			
Septic - Repair Existing		3	7	2	6	4	\$16,000.00	\$63,000.00	\$12,000.00	\$55,000.00	\$33,200.00	\$600.00	\$2,500.00	\$1,800.00	\$1,800.00	\$1,350.00			
<b>Monthly Building Totals</b>		<b>81</b>	<b>106</b>	<b>93</b>	<b>136</b>	<b>85</b>	<b>\$13,240,648.40</b>	<b>\$13,696,560.00</b>	<b>\$8,423,411.00</b>	<b>\$19,873,243.00</b>	<b>\$9,834,749.00</b>	<b>\$99,030.65</b>	<b>\$135,608.48</b>	<b>\$90,449.14</b>	<b>\$151,296.04</b>	<b>\$86,460.46</b>			

Plumbing Permits  
 New Sewer Connections  
 Demolition Permits  
 Change in Use, Tents, Etc.  
 Total # of Permits Issued



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

September 14, 2020

SRREC 20.17

SUBJECT: Request Additional Facility Staff

## RECOMMENDATION:

Be It Resolved THAT Council hereby:

- 1) Receive Report SRREC 20.17 dated September 14, 2020 from the Manager of Facilities, Parks & Recreation regarding the Update for Recreation Facility Reopening; and
- 2) THAT Council approve the request to obtain additional Facility Staff for the 2020/2021 ice season.

Submitted by:

Carly Steinhoff  
Manager of Facilities, Parks & Recreation

Reviewed by:

Bill Jones  
CAO/Clerk

## BACKGROUND:

Staff continue to develop "Return to Play" procedures for each of the community centres for the upcoming ice season. These procedures are directly related to the public health impacts and requirements related to the COVID-19 pandemic.

Staff have reached out to all ice users, and positive feedback regarding facility reopening was received. It is anticipated that ice usage will be similar to past years.

To ensure that all health and safety protocols are achieved, additional cleaning, sanitizing and entry/exit procedures are required. At the time of this report, staff are recommending that the doors of the community centres remain locked and only those who have rented a facility will be allowed entry. This is to ensure that staff are aware of who is entering/exiting the building and to control the flow of movement within the facility to ensure cleaning and sanitizing practices are achieved. For



these procedures to be met, there will be additional staff required at various times throughout the week, predominantly when back to back bookings are occurring. Typically, one (1) staff member works in a facility during a shift and this person is responsible for ice maintenance, building cleaning, public inquiries, and various other duties as they arise. Because of the additional procedures, staff are recommending that two (2) staff members work a shift when back to back rentals are occurring. This will ensure that regular tasks are completed, and the additional sanitizing and entry/exit control is maintained.

The Municipality typically obtains additional part-time facility attendants to support the full-time. Staff are anticipating that an additional part time staff member for each facility be acquired.

Staff are recommending hiring three (3) additional part-time facility attendants, who will be trained in the day to day operations of the facility. This will ensure that all staff are trained on all aspects of the position and ensure that adequate staff is available should any staff member become ill and not be able to attend work.

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

There will be additional financial implications related to additional staff time required. It is unknown how much of an increase this will create as not all 2020/2021 rentals are confirmed. Staff have reviewed ice usage from the 2019/2020 ice season to provide an estimated increase for the additional staff time. The additional financial implications of the additional staff could be \$ 48,239.21, with \$ 25,690.08 impacting the 2020 budget and \$ 22,549.12 impacting the 2021 budget.

There is potential that the additional costs could be offset by funding obtained from the Province for COVID-19 related expenses.

#### **CONCLUSION:**

That Council approves the recommendation set out in Report SRREC 20.17.

#### **APPENDICES:**

None.



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

September 14, 2020

SRREC 20.18

SUBJECT: Community Centre Roof Update

## RECOMMENDATION:

Be It Resolved THAT Council hereby:

- 1) Receive Report SRREC 20.18 dated September 14, 2020 from the Manager of Facilities, Parks & Recreation regarding the Community Centre Roof Update;
- 2) THAT Council receive this report for information purposes.

Submitted by:

Carly Steinhoff  
Manager of Facilities, Parks & Recreation

Reviewed by:

Bill Jones  
CAO/Clerk

## BACKGROUND:

A roofing consultant was brought in to assess the condition of the roofs at the Chesley, Paisley and Tara Community Centres in 2019. A comprehensive report was provided to staff regarding each facility and multiple deficiencies were identified at each facility.

### Chesley Community Centre

The entire building, except for the Curling Club roof was inspected. The Chesley Curling Club will be obtaining their own report for their portion of the roof. Minor repairs were identified and have since been resolved. The roof over the facility entrances have been identified to be nearing the end of its useful life and has been suggested to be retrofitted by 2024. There were no major issues identified with the roof that spans the arena ice surface. A summary of the Chesley Community Centre report is attached as Appendix A.

### **Paisley Community Centre**

The entire building was inspected. The 25,000 square foot roof that spans both ice rinks was noted to have significant roof coating deterioration. An area of concern is where this roof joins the other roof areas where leaking occurs often. The consultant has suggested that this roof be replaced or retrofitted in the near future.

A thermographic scan was completed on the section of roof over the curling club lounge area and hall. The 656 square foot roof over the Curling Club area and a 96 square foot area over the other portion was found to be wet. It was suggested that the roof area over the Curling Club be replaced as soon as possible and the other small area be repaired. A summary of the Paisley Community Centre report is attached as Appendix B.

### **Tara Community Centre**

The entire building, except for the Curling Club roof was inspected, as it is owned by the Tara Curling Club. Minor repairs were identified and have since been resolved. A thermographic scan was suggested for the roof over the ice surface as the contractor had concerns about the amount of ponding that occurs after rain. The scan was completed and found that 100% of the fibreboard insulation across the 15,840 square foot roof was wet. Although no major leaks have occurred under this roof, the consultant suggested to budget for roof replacement in the next year or so to avoid further water damage and to protect the building interior. A summary of the Tara Community Centre report is attached as Appendix C.

For clarity, infrared thermography involves knowing the roof history, design and composition prior to the inspection. The roof is inspected using an infrared imaging camera at night during proper weather conditions, i.e.: roof must be dry, low or no wind, and temperature differential must be significant enough to create a thermal difference between the wet and dry roof.

At this time suspected areas due to thermal abnormalities are outlined on the roof surface with marking paint.

Physical verification is done the following day, or shortly thereafter. This involves doing core samples and electronic moisture sensitive probes to examine the top pour, felts, insulation, vapour barrier and the deck at both problem and non-problem areas. A summary of the thermography reports for Paisley and Tara are attached as Appendix D and E to this report.

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

There will be considerable financial implications to retrofit or replace the areas of concern noted above. Staff will seek advise and estimate from contractors and include for future budget consideration.

**CONCLUSION:**

That Council receives Report SRREC 20.18 for information purposes.

**APPENDICES:**

Appendix A | Chesley Community Centre Roof Report Summary

Appendix B | Paisley Community Centre Roof Report Summary

Appendix C | Tara Community Centre Roof Report Summary

Appendix D | Paisley Community Centre Thermography Report Summary

Appendix E | Tara Community Centre Thermography Report Summary



# Executive Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset Type *	Asset *	System Type	Age(years)	Square Footage	Leakage	Rating	Recommendation	Action Year
<b>Chesley Arena</b>	Roof Section	A1	Metal	N/A	7,200			<b>Retrofit</b>	<b>2024</b>
	Roof Section	A2 Curling Club	N/A		0			<b>N/A</b>	<b>N/A</b>
	Roof Section	B1	Metal	N/A	20,000			<b>Inspection</b>	<b>2019</b>
	Roof Section	Front Door Roofs	N/A	N/A	0			<b>N/A</b>	<b>N/A</b>
<b>Chesley Arena Total:</b>					<b>27,200</b>				
<b>Client Total:</b>					<b>27,200</b>				

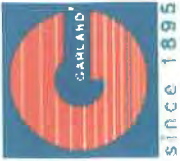


# Cost Estimate

Client: Municipality of Arran-Elderslie

Facility *	Asset *	System Type	Age(years)	Rating	Square Footage	Recommendation	Action Year	Cost Estimate	Expected Life
<b>Chesley Arena</b>	A1	Metal	N/A		7,200	Retrofit	2024	\$300,000.00	40
	A1	Metal	N/A		--	Inspection	2019	\$3,000.00	10
	A1	Metal	N/A		--	Repair	2019	\$3,800.00	5
	B1	Metal	N/A		20,000	Inspection	2019	\$1,750.00	2
	B1	Metal	N/A		--	Repair	2019	\$2,490.00	5
<b>Chesley Arena Total:</b>					<b>27,200</b>			<b>\$311,040.00</b>	
<b>Client Total:</b>					<b>27,200</b>			<b>\$311,040.00</b>	

**\*\*Note:** This report may contain numbers which have been derived as an average from a budget range. Please refer to solution reports to see the full budget range and details.



# Yearly Budget Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset *	Recommendation	Cost	Expected Life
<b>Year: 2019</b>				
Chesley Arena	A1	Inspection	\$3,000.00	10 Year(s)
Chesley Arena	A1	Repair	\$3,800.00	5 Year(s)
Chesley Arena	B1	Inspection	\$1,750.00	2 Year(s)
Chesley Arena	B1	Repair	\$2,490.00	5 Year(s)
<b>Total for 2019:</b>			<b>\$11,040.00</b>	
<b>Year: 2024</b>				
Chesley Arena	A1	Retrofit	\$300,000.00	40 Year(s)
<b>Total for 2024:</b>			<b>\$300,000.00</b>	

**\*\*Note:** This report may contain numbers which have been derived as an average from a budget range. Please refer to solution reports to see the full budget range and details.



# Executive Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset Type *	Asset *	System Type	Age(years)	Square Footage	Leakage	Rating	Recommendation	Action Year
<b>Paisley Arena</b>	Roof Section	A1 & A2	Coated Metal	N/A	25,000			<b>Retrofit</b>	<b>2021</b>
	Roof Section	B1	Mineral Modified Bitumen	2	1,200			<b>N/A</b>	<b>N/A</b>
	Roof Section	B2	Built Up Roof (BUR)	N/A	5,000			<b>Repair</b>	<b>2019</b>
	Roof Section	C1	Built Up Roof (BUR)	N/A	600			<b>Inspection</b>	<b>2019</b>
	Roof Section	D1	Built Up Roof (BUR)	N/A	600			<b>Maintenance</b>	<b>2019</b>
	Wall	walls	N/A	N/A	0			<b>Maintenance</b>	<b>2019</b>
	<b>Paisley Arena Total:</b>					<b>32,400</b>			
<b>Client Total:</b>					<b>32,400</b>				





# Cost Estimate

Client: Municipality of Arran-Elderslie

Facility *	Asset *	System Type	Age(years)	Rating	Square Footage	Recommendation	Action Year	Cost Estimate	Expected Life
<b>Paisley Arena</b>	A1 & A2	Coated Metal	N/A		25,000	Retrofit	2021	\$507,500.00	40
	A1 & A2	Coated Metal	N/A		--	Restore	2020	\$247,000.00	15
	A1 & A2	Coated Metal	N/A		--	Inspection	2019	\$1,790.00	5
	A1 & A2	Coated Metal	N/A		--	Repair	2019	\$4,765.00	5
	B2	Built Up Roof (BUR)	N/A		5,000	Repair	2019	\$2,176.00	5
	C1	Built Up Roof (BUR)	N/A		600	Inspection	2019	\$1,510.00	3
	C1	Built Up Roof (BUR)	N/A		--	Repair	2019	\$1,200.00	4
	D1	Built Up Roof (BUR)	N/A		600	Maintenance	2019	\$1,340.00	5
	walls	N/A	N/A			Maintenance	2019	\$2,923.00	5
	<b>Paisley Arena Total:</b>					<b>31,200</b>			<b>\$770,204.00</b>
<b>Client Total:</b>					<b>31,200</b>			<b>\$770,204.00</b>	

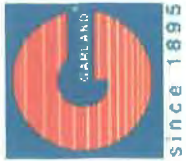
**\*\*Note:** This report may contain numbers which have been derived as an average from a budget range. Please refer to solution reports to see the full budget range and details.



# Yearly Budget Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset *	Recommendation	Cost	Expected Life
<b>Year: 2019</b>				
Paisley Arena	A1 & A2	Repair	\$4,765.00	5 Year(s)
Paisley Arena	A1 & A2	Inspection	\$1,790.00	5 Year(s)
Paisley Arena	B2	Repair	\$2,176.00	5 Year(s)
Paisley Arena	C1	Inspection	\$1,510.00	3 Year(s)
Paisley Arena	C1	Repair	\$1,200.00	4 Year(s)
Paisley Arena	D1	Maintenance	\$1,340.00	5 Year(s)
Paisley Arena	walls	Maintenance	\$2,923.00	5 Year(s)
<b>Total for 2019:</b>			<b>\$15,704.00</b>	
<b>Year: 2020</b>				
Paisley Arena	A1 & A2	Restore	\$247,000.00	15 Year(s)
<b>Total for 2020:</b>			<b>\$247,000.00</b>	
<b>Year: 2021</b>				
Paisley Arena	A1 & A2	Retrofit	\$507,500.00	40 Year(s)
<b>Total for 2021:</b>			<b>\$507,500.00</b>	



# Executive Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset Type *	Asset *	System Type	Age(years)	Square Footage	Leakage	Rating	Recommendation	Action Year
<b>Tara Arena &amp; Community Center</b>	Roof Section	A1	Standing Seam - Overlap	N/A	6,000			Inspection	2019
	Roof Section	B1	Thermoplastic	9	16,000			Inspection	2019
	Roof Section	C1 & C2	Metal	N/A	7,000			N/A	N/A
	Roof Section	D1	Standing Seam - Single Lap	N/A	1,800			Repair	2019
<b>Tara Arena &amp; Community Center Total:</b>					<b>30,800</b>				
<b>Client Total:</b>					<b>30,800</b>				



# Cost Estimate

Client: Municipality of Arran-Elderslie

Facility *	Asset *	System Type	Age(years)	Rating	Square Footage	Recommendation	Action Year	Cost Estimate	Expected Life
<b>Tara Arena &amp; Community Center</b>	A1	Standing Seam - Overlap	N/A		6,000	Inspection	2019	\$2,800.00	10
	A1	Standing Seam - Overlap	N/A		--	Repair	2019	\$4,788.00	10
	B1	Thermoplastic	9		16,000	Inspection	2019	\$2,990.00	4
	B1	Thermoplastic	9		--	Maintenance	2019	\$1,790.00	1
	D1	Standing Seam - Single Lap	N/A		1,800	Repair	2019	\$9,987.00	10
<b>Tara Arena &amp; Community Center Total:</b>					<b>23,800</b>			<b>\$22,355.00</b>	
<b>Client Total:</b>					<b>23,800</b>			<b>\$22,355.00</b>	

**\*\*Note:** This report may contain numbers which have been derived as an average from a budget range. Please refer to solution reports to see the full budget range and details.



# Yearly Budget Summary

Client: Municipality of Arran-Elderslie

Facility *	Asset *	Recommendation	Cost	Expected Life
<b>Year: 2019</b>				
Tara Arena & Community Center	A1	Inspection	\$2,800.00	10 Year(s)
Tara Arena & Community Center	A1	Repair	\$4,788.00	10 Year(s)
Tara Arena & Community Center	B1	Inspection	\$2,990.00	4 Year(s)
Tara Arena & Community Center	B1	Maintenance	\$1,790.00	1 Year(s)
Tara Arena & Community Center	D1	Repair	\$9,987.00	10 Year(s)
<b>Total for 2019:</b>			<b>\$22,355.00</b>	

**\*\*Note:** This report may contain numbers which have been derived as an average from a budget range. Please refer to solution reports to see the full budget range and details.



# Probe Verification Data

## Probe Data


















Cut #	Roof Section	Type of Cut	Felts	Insulation
1	4.0	Core	Dry	Dry
2	1.0	Probe	Dry	Dry
3	1.0	Probe	Dry	Wet
4	1.0	Core	Dry	Dry
5	1.0	Probe	Dry	Dry
6	1.0	Probe	Dry	Dry
7	3.0	Probe	Dry	Wet
8	2.0	Core	Dry	Dry



**NOTES**

TOTAL SQUARE FOOTAGE  
SCANNED: 6,439  
TOTAL SQUARE FOOTAGE  
WET: 752  
ROOF AREAS SCANNED:  
SECTIONS 1.0, 2.0, 3.0 & 4.0.


**LEGEND**

-  WET INSULATION
-  DAMP INSULATION
-  MOISTURE LADEN MEMBRANE
-  PONDED AREAS
-  UNEVEN AREAS OF MOISTURE
-  MOISTURE PROBE
-  CORE CUT
-  V-CUT
-  PHOTO VANTAGE POINT
-  BUILDING OUTLINE
-  ANOMALY OUTLINE
-  EXPANSION JOINT
-  DRAIN
-  HVAC UNIT
-  POWER VENT
-  CAPPED CURB
-  PIPE



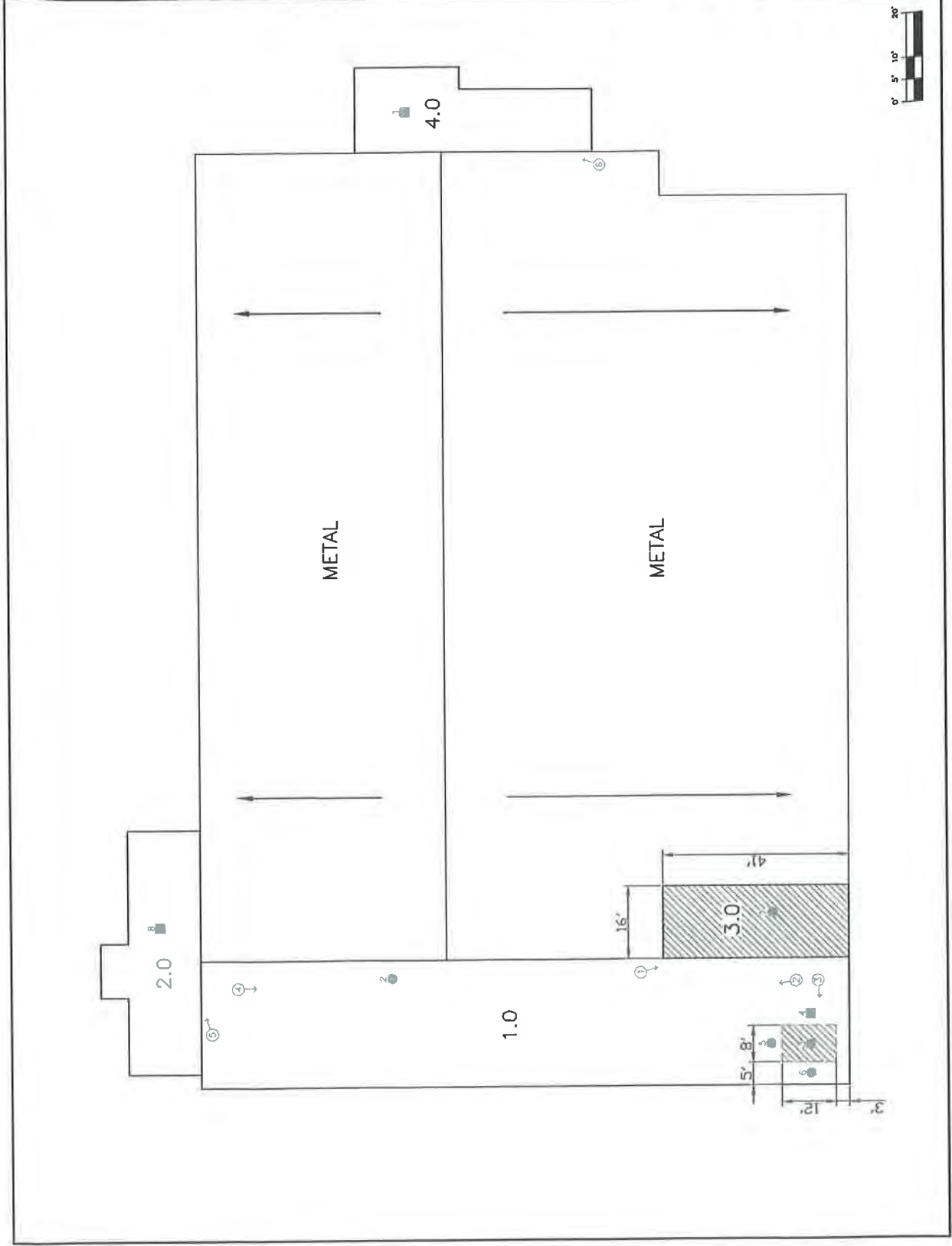
GARLAND CANADA INC.

ALL DIMENSIONS TO BE VERIFIED  
BY THE CONTRACTOR

JOB NUMBER: SC32543819	<p><b>NORTH</b></p> 
SCANNED: JUNE 1, 2020	
VERIFIED: JUNE 18, 2020	

CUSTOMER:  
MUNICIPALITY OF ARRAN-ELDERSLIE

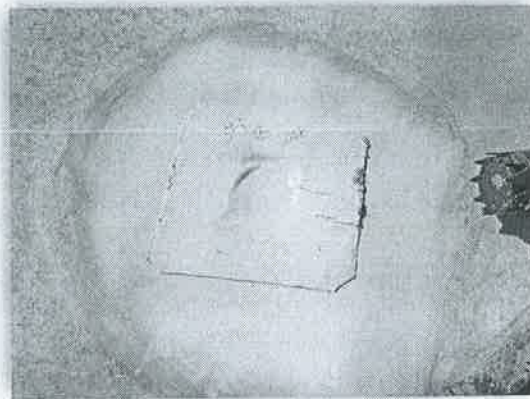
LOCATION:  
5050 DISTRICT MEMORIAL AVENUE  
300 QUEEN STREET NORTH  
CITY: OAKVILLE, ONTARIO  
DRAWN BY: K. WAINWRIGHT  
SCALE: 1" = 10'-0"







## Core Cut #1



### Core Assembly - Roof Section 1.0

Layer Type	Description	Condition	Thickness
Surfacing	Smooth	-	-
Membrane	TPO	Fair	-
Felts	Single Ply	-	-
Insulation	Fiberboard	<b>Wet (Saturated)</b>	1"
<i>Base Roof:</i>	Single-Ply with 1/2" to 3/4" Ballast	<b>** Not Cut due to water present in cap sheet**</b>	
Vapor Barrier	Unknown	-	-
Deck	Assumed - Metal	-	-




















## Probe Verification Data

Probe Data				
Cut #	Roof Section	Type of Cut	Felts	Insulation
1	1.0	Core	-	Wet
2	1.0	Probe	-	Wet

**NOTES**

TOTAL SQUARE FOOTAGE  
SCANNED: 15,840  
TOTAL SQUARE FOOTAGE  
NET: 15,840  
ROOF AREAS SCANNED:  
SECTIONS 1.0

**LEGEND**

-  WET INSULATION
-  DAMP INSULATION
-  MOISTURE LADEN MEMBRANE
-  FOUNDED AREAS
-  UNEVEN AREAS OF MOISTURE
-  MOISTURE PROBE
-  CORE CUT
-  V-CUT
-  PHOTO VANTAGE POINT
-  BUILDING OUTLINE
-  ANOMALY OUTLINE
-  EXPANSION JOINT
-  DRAIN
-  HVAC UNIT
-  POWER VENT
-  CAPPED CURB
-  PIPE



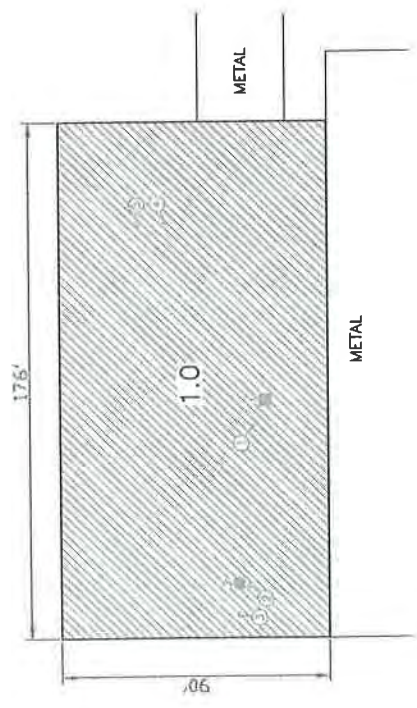
ALL DIMENSIONS TO BE VERIFIED  
BY THE CONTRACTOR

JOB NUMBER:  
SC32543919  
SCANNED:  
JUNE 1, 2020  
VERIFIED:  
JUNE 12, 2020

NORTH



CUSTOMER:  
MUNICIPALITY OF ARRAN-ELDERSLIE  
LOCAL COMMUNITY CENTRE  
150 HAMILTON STREET  
TARA, ON.  
DRAWN BY:  
C. ALMEIDA  
SCALE:  
1" = 20'-0"





# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

September 14, 2020

SRREC 20.19

SUBJECT: Award RFP – Dehumidifier for Paisley and Tara Community Centres

## RECOMMENDATION:

WHEREAS the award of contract for the supply and delivery on one (1) dehumidifier for each of the Paisley and Tara Community Centres as outlined in the specifications has been recommended by staff in report SRREC.20.19; therefore

Be It Resolved THAT Council hereby:

- 1) Receive the report SRREC 20.19 dated September 14, 2020 from the Manager of Facilities, Parks & Recreation regarding the Award RFP – Dehumidifier for Paisley and Tara Community Centres;
- 2) THAT Council hereby award the quotation for the supply and delivery of one (1) dehumidifier to the Paisley Community Centre and one (1) dehumidifier to the Tara Community Centre to Cimco Refrigeration, a division of Toromont Industries in the amount of \$ 89,734.46 plus applicable taxes.

Submitted by:

Carly Steinhoff  
Manager of Facilities, Parks & Recreation

Reviewed by:

Bill Jones  
CAO/Clerk

## BACKGROUND:

On August 20, 2020, the Manager of Facilities, Parks & Recreation sent out five (5) invitations to respond to a Request for Proposal to supply and deliver one (1) dehumidifier to each the Paisley and Tara Community Centres. The Request for Proposal was also posted publicly on the Municipality's website.

Three (3) sealed quotations were received and opened at the Municipal Office on September 4, 2020. The following chart illustrates the quotation prices received:

<b>CONTRACTOR</b>	<b>PRODUCT</b>	<b>TENDER AMOUNT</b>
Cimco Refrigeration, a division of Toromont Industries  Delivery timeline from order: 8 weeks from date of purchase	MS 2600 Desiccant Dehumidifier (2)	\$ 37,045.50
	Delivery and Installation at Paisley & Tara	\$ 17,703.60
	Electrical Work at Paisley & Tara	\$ 6,286.80
	Platform at Paisley & Tara	\$28,698.56
	<b>TOTAL</b>	<b>\$ 89,734.46</b>
Berg Chilling Systems Inc.  Delivery timeline from order: 7 weeks from date of purchase	MS 2600 Desiccant Dehumidifier (2)	\$ 47,837.20
	Delivery and Installation at Paisley & Tara	\$ 17,980.00
	Electrical Work at Paisley & Tara	\$ 15,001.00
	Platform at Paisley & Tara	\$ 15,300.00
	<b>TOTAL</b>	<b>\$ 96,118.20</b>
Emke Schaab Climate Care  Delivery timeline from order: 18-20 weeks from approved shop drawings	DS 4000 Desiccant Dehumidifier (2)	\$ 96,613.40
	Delivery and Installation at Paisley & Tara	\$ 27,074.40
	Electrical Work at Paisley & Tara	\$ 5,104.00
	Platform at Paisley & Tara	\$ 9,600.00
	<b>TOTAL</b>	<b>\$ 138,391.80</b>

	<b>Alternative Option</b> DS-2000 Desiccant Dehumidifier (2) (including all costs above)	
	<b>TOTAL</b>	<b>\$ 107,365.80</b>

Note: Above prices are exclusive of all applicable taxes

Each Proposal was scored by staff based on four (4) priorities set out in the Request. These priorities included quoted price, delivery time, ability to meet specifications, quality workmanship and service and warranty/service/repair and availability of parts.

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

This purchase will be funded through the 2020 Capital Budget, refer to Project ID 3939 and Project ID 3953.

#### **CONCLUSION:**

That Council approve the recommendation as presented in report SRREC 20.19 dated September 14, 2020.

#### **APPENDICES:**

None.



**Paisley and District Fire Department**  
Municipality of Arran-Elderslie Fire Services - Paisley Station

Fire Chief: Rob Bonderud

382 Goldie St

Paisley ON N0G 2N0

PH : 519-353-5744 FAX : 519-353-5597

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

Date  
Aug 25 20

**Totals by Type**  
**From Jan 1 20 to Dec 31 20**

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel			Average Response Time	\$ Loss
				Full Time	Non-Full Time	Total		
01 Fire	1	2.17	11 h 36m	0.0	12.0	12.0	11:19	2,000
03 NO LOSS OUTDOOR fire (see exclusions)	1	2.17	4 h 18m	0.0	6.0	6.0	04:12	
31 Alarm System Equipment - Malfunction	4	8.70	34 h 2m	0.0	9.3	9.3	06:27	
34 Human - Perceived Emergency	2	4.35	5 h 2m	0.0	8.5	8.5	04:11	
36 Authorized controlled burning - complaint	2	4.35	3 h 32m	0.0	8.5	8.5	03:49	
50 Power Lines Down, Arcing	1	2.17	26 h 36m	0.0	12.0	12.0	00:25	
53 CO incident, CO present (exc false alarms)	3	6.52	34 h 47m	0.0	7.0	7.0	10:11	
62 Vehicle Collision	2	4.35	26 h 40m	0.0	10.0	10.0	05:18	
68 Water Ice Rescue	1	2.17	8 h 12m	0.0	12.0	12.0	04:12	
69 Other Rescue	1	2.17	18 h 25m	0.0	13.0	13.0	06:53	
701 Oxygen administered	6	13.04	23 h 32m	0.0	4.8	4.8	06:29	
76 Chest pains or suspected heart attack	3	6.52	12 h 31m	0.0	5.7	5.7	06:34	
88 Accident or illness related - cuts, fractures, person fainted, etc.	6	13.04	39 h 46m	0.0	6.7	6.7	05:14	
89 Other Medical/Resuscitator Call	1	2.17	2 h 10m	0.0	5.0	5.0	04:59	
898 Medical/resuscitator call no action required	1	2.17	1 h 30m	0.0	6.0	6.0	02:56	
910 Assisting Other FD: Mutual	5	10.87	92 h 53m	0.0	9.4	9.4	02:36	

# Paisley and District Fire Department

## Totals by Type From Jan 1 20 to Dec 31 20

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel			Average Response Time	\$ Loss
				Full Time	Non-Full Time	Total		
Aid								
92 Assistance to Police (exc 921 and 922)	1	2.17	6 h 0m	0.0	12.0	12.0	04:04	
93 Assistance to Other Agencies (exc 921 and 922)	2	4.35	5 h 53m	0.0	6.5	6.5	02:14	
96 Call cancelled on route	2	4.35	1 h 52m	0.0	12.0	12.0		
99 Other Response	1	2.17	22 h 58m	0.0	13.0	13.0	19:12	
<b>Total Number of Responses</b>	<b>46</b>		<b>382 h 15m</b>	<b>0.0</b>	<b>8.1</b>	<b>8.1</b>	<b>11:39</b>	<b>2,000</b>
					<b>\$\$ Saved:</b>			





# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
SEPTEMBER 14, 2020  
SRF.20.05

SUBJECT – FIRE AGREEMNT WITH HANOVER RE: WATER AND HIGH ANGLE SLOPE  
RESCUE

---

## RECOMMENDATION:

Be It Resolved:

That Council receive SRF.20.05. as information.

And

That the Mayor and CAO/Clerk be authorized to sign the Municipal Fire Protection Agreement between the Corp. of Hanover and the Corp. of Arran-Elderslie.

Submitted by:

Reviewed by:

*Original Signed by*

*Original Signed by*

Robert D Bell  
Fire Chief

Bill Jones  
CAO/Clerk

## BACKGROUND:

Hanover has been providing specific Fire Protection Services to Arran-Elderslie for several years. The arrangement has worked very well with no significant issues or concerns. The agreement allows Hanover Emergency Services to assist Arran-Elderslie with specific services pertaining to: 1) water rescue and 2) High Angle Rope Rescue (steep slope). These specific types of rescues require advanced training and equipment. Arran-Elderslie is fortunate to have this type of expertise right next door. There are no annual or monthly fees associated with the agreement, and Arran-Elderslie is only invoiced if the service is requested.

**COMMENTS:**

This agreement provides value added service to our residents with a low financial impact (call for service fee only). Chief Bell has been coordinating the development of this agreement with Hanover, and is available for questions.

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

Call for service fees only.

**APPENDICIES:**

Agreement

## **MUNICIPAL FIRE PROTECTION AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF HANOVER**

(called “Hanover”)

and

**THE CORPORATION OF THE Municipality of Arran-Elderslie**

(called “Arran-Elderslie”)

**WHEREAS** Bylaws have been duly enacted by corporate parties pursuant to the provisions of the Municipal Act, 2001, S.O. 2001, c25, to authorize an agreement between the parties;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997, S.O. 1997, c4, authorizes a municipality to provide and/or receive fire technical rescue services to or from other municipalities;

**AND WHEREAS** The Town of Hanover operates technical rescue services and assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a fire department situated within the Town of Hanover;

**AND WHEREAS** Municipality of Arran-Elderslie wishes to contract with the Town of Hanover for the purposes of receiving fire technical rescue services and assets within specified areas of the Municipality of Arran-Elderslie from Hanover;

**NOW THEREFORE**, in consideration of the mutual covenants and representations contained in this Agreement, The Town of Hanover and the Municipality of Arran-Elderslie agree as follows:

### **1. DEFINITIONS AND SCHEDULES**

1.1. In this Agreement,

- 1.1.1. “Fire Area” means the fire area(s) of the Municipality of Arran-Elderslie as described in Schedule A hereto;
- 1.1.2. “Hanover Fire Chief” means the Chief of the fire department of Hanover duly appointed by the council of Hanover and, if provided for pursuant to the appointment, his or her designate;
- 1.1.3. “Arran-Elderslie” means the Municipality of Arran-Elderslie;
- 1.1.4. “Hanover” means the Town of Hanover;
- 1.1.5. “Fire Technical Rescue Services” means those fire technical rescue services, and those other services that Hanover agrees to provide to Arran-Elderslie, as more particularly described in Schedule B hereto.

1.2. The following schedules are attached hereto and form part of this Agreement:

- 1.2.1. Schedule A – Fire Area of Arran-Elderslie
- 1.2.2. Schedule B – Hanover Fire Technical Rescue Services
- 1.2.3. Schedule C – Arran-Elderslie Bridges, Culverts and Limited Access Roads
- 1.2.4. Schedule D – Fees for Service
- 1.2.5. Schedule E - Crossing of Jurisdictional Boundaries

### **2. TERM**

- 2.1. This Agreement shall come into effect October 1, 2020 and shall remain in force for a period of five (5) years, unless terminated earlier in accordance with section 10.1. The parties agree that this Agreement shall be automatically renewed for a further 5 year term, unless, not less than twelve (12) months prior to the annual renewal date, either party gives written notice to the other party, indicating its desire to terminate the

Agreement.

### **3. HANOVER RESPONSIBILITIES**

- 3.1. Subject to section 3.3 of this Agreement, and subject to Hanover exercising industry standards of care in providing and/or carrying out its obligations under this Agreement, Hanover agrees to supply those Fire Services as specifically described in Schedule B to Arran-Elderslie in the Fire Area specifically described in Schedule A.
- 3.2. Upon receiving a request from the Dispatch Provider the Hanover Fire Chief, or designate, will respond to the request for Technical Rescue Services in Arran-Elderslie with, in the opinion of the Hanover Fire Chief, or designate, the appropriate apparatus, equipment and personnel required to accomplish the specific Technical Rescue Services requested.
- 3.3. Notwithstanding section 3.2 above, the Hanover Fire Chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Hanover or are otherwise unable to respond for any reason. Similarly, the Hanover Fire Chief, or designate, may order the return of such personnel, apparatus or equipment that is responding to or is at the scene in the Fire Area.
- 3.4. The Hanover Fire Chief will report in writing to Arran-Elderslie no later than the 10th day of each month, all occurrences in the Fire Area that the Fire Department has responded to in the previous month and shall complete all required reports for the Office of the Fire Marshal as may be required from time to time.
- 3.5. The Hanover Fire Chief shall liaise with the Arran-Elderslie Fire Chief on issues relating to fire technical rescue service in the Fire Area on a regular basis.

### **4. RESPONSIBILITIES**

- 4.1. Arran-Elderslie agrees the Arran-Elderslie Fire Chief shall be responsible for providing any required information to the Hanover Fire Chief with respect to the Fire Technical Rescue Services required.
- 4.2. Without limiting the generality of 4.1 above, the designated person for Arran-Elderslie will provide the Hanover Fire Chief with the Fire Safety Plan required pursuant to Subsection 2.8 of the Ontario Fire Code for any building within the Fire Area which may require technical rescue services as part of the preplan activity.
- 4.3. Arran-Elderslie shall identify all streets and roads in the Fire Area by having them clearly marked at all intersections and having all properties properly numbered and signed on the building or at the end of the lane way to the property in accordance with accepted address or 911 requirements.
- 4.4. Arran-Elderslie agrees to identify all bridges, culverts or limited access roads under its or any other jurisdictions within the Fire Area, including the identification of weight limits and alternate routes for fire protection apparatus. Any bridges, culverts or roads that are unable to carry the weight of fire protection apparatus will be clearly marked in red on Schedule "C" hereto. Any bridges, culverts or roads so identified will either limit or exclude Technical Rescue Services where the use of these bridges, culverts or roads is required for the transportation of fire protection apparatus.

### **5. FEES**

- 5.1. In consideration of the Technical Rescue Services provided by Hanover to Arran-Elderslie, Arran-Elderslie agrees to pay Hanover the fees as more particularly set out in Schedule "D" hereto.

### **6. LIABILITY AND INDEMNIFICATION**

- 6.1. Hanover shall not be liable for any injury to Arran-Elderslie, or to any officers, employees, agents, residents, occupants or visitors of Arran-Elderslie or the Fire Area, or for any damage to or loss of property of Arran-Elderslie, or of any officers, employees, agents, residents, occupants or visitors of Arran-Elderslie or the Fire Area, caused by or in any way related to the performance of this Agreement, including (without limitation) failing to provide Fire Technical Rescue Services on any occasion to Arran-Elderslie or for any decision made by the Hanover Fire Chief pursuant to section 3.3 of this Agreement.

- 6.2. Arran-Elderslie shall save harmless and fully indemnify Hanover, its officers, employees and agents from and against all claims, liabilities and demands arising directly or indirectly from such injury, damage or loss as referred to in section 6.1 and such indemnification shall survive the termination of this Agreement.
- 6.3. Sections 6.1 and 6.2 do not apply if the injury, damage or loss was caused by the omission or wrongful or negligent act of an officer or employee of Hanover while acting within the scope of his or her employment.
- 6.4. Should any apparatus or equipment be damaged while travelling to, or during, any rescue efforts, Arran-Elderslie shall repair or replace the apparatus or equipment at their expense or pay the general insurance deductible in repairing or replacing the apparatus or equipment in accordance with the Town of Hanover's insurance policies, subject to Clause 6.5. Arran-Elderslie shall not be responsible in the event the apparatus or equipment breaks down due to an uninsurable peril while travelling to, or during, any rescue efforts.
- 6.5. Sections 6.4 does not apply if the injury, damage or loss was caused by the wrongful or negligent act of an officer or employee of Hanover while acting within the scope of his or her employment.

## **7. CONFIDENTIALITY AND PROTECTION OF PRIVACY**

- 7.1. The parties acknowledge and agree that, in the performance of this Agreement, each may be required to have access to information that is confidential or proprietary in nature to the other party ("Confidential Information"). Confidential Information will not include any information that:
  - 7.1.1. Was in the public domain or was created or disclosed for the purpose of being in the public domain;
  - 7.1.2. Was disclosed to a party by a third party, without breach of any duty of confidentiality;
  - 7.1.3. Was approved in writing for disclosure, without restriction, by the disclosing party;
  - 7.1.4. Is required to be disclosed by operation of law or regulation to which either party is subject, notice of such requirement of disclosure to first be provided to the party which owns the Confidential Information, wherever possible; or
  - 7.1.5. Was developed by either party independently, without a breach of any duty of confidence.
- 7.2. Neither party shall disclose Confidential Information to anyone other than to a designated representative of the party who requires the Confidential Information to perform the Fire Technical Rescue Services described in this Agreement. Wherever possible, prior to releasing any Confidential Information to the other, the disclosing party shall obtain from the designated representative of the other party an undertaking to comply with the obligations under this Agreement pertaining to the protection of Confidential Information. Where required by the disclosing party, the other party shall provide written confirmation, satisfactory to the disclosing party, that such designated representatives have agreed to be bound by the terms of this Section 7.
- 7.3. All Confidential Information disclosed by one party to the other party, or to the other party's designated representatives, shall remain the sole and exclusive property of the disclosing party, regardless of how the Confidential Information is represented, stored, produced or acquired.
- 7.4. Upon completion of the Technical Rescue Services, the termination of this Agreement or at the request of either party, all Confidential Information of the disclosing party shall be promptly returned, or if requested and not prohibited by a legal requirement, destroyed, including all copies, notes and summaries in the receiving party's possession or in the possession of any of its designated persons. The receiving party shall then certify in writing to the disclosing party that all Confidential Information, including all copies or partial copies, have been returned or destroyed.

Agents will have access to any personal information or personal health information in the possession of the other party, as those terms are defined in *The Freedom of Information*

and Protection of Privacy Act and The Personal Health Information Act, when performing the Fire Services described herein, then Hanover or Arran-Elderslie, as the case may be, agrees to comply with, and have its employees, officers or agents comply with, any Protection of Personal Information and Personal Health Information rules, directions and requirements as the other party may impose from time to time, acting reasonably.

## **8. WORKPLACE HEATH AND SAFETY AND INSURANCE ISSUES**

- 8.1. Hanover agrees to provide sufficient insurance coverage for providing Fire Technical Rescue Services for the Fire Area of Arran-Elderslie. Hanover, upon request, shall provide Arran-Elderslie with proof of such insurance coverage.
- 8.2. Hanover shall provide to Arran-Elderslie, proof of Workplace Safety and Insurance Board (WSIB) coverage for the fire department's firefighters on a yearly basis for the duration of this agreement.

## **9. DISPUTE RESOLUTION**

- 9.1. If, during the term of this Agreement, a dispute or disagreement arises between the parties that cannot be resolved by the Fire Chief and the person designated by Arran-Elderslie pursuant to section 4.1, the parties agree to participate in the following dispute resolution procedure:
  - 9.1.1. Upon the written request by either party to the other party, the nature of the dispute or disagreement shall be brought to the attention of each Municipality's Chief Administrative Officer (the "CAO"). The CAOs will meet with a view to amicably resolve any dispute or disagreement with respect to any matter in this Agreement, the interpretation thereof, or the performance by the parties.
  - 9.1.2. If the CAOs fail to resolve the dispute within 30 days following the date of their meeting, they each shall prepare a written report to their respective Council. The Council of Hanover and the Council of Arran-Elderslie each agree to appoint one or more members to work with the one or more members of the other municipality to resolve the dispute or disagreement.
  - 9.1.3. All reasonable requests for information regarding the dispute or disagreement made by one participant of this dispute resolution process to that participant's counterpart in the process, except for any confidential information or information that has no relevance to the dispute or disagreement in question, shall be honored in order that each of the parties may be fully advised of the other's position.
  - 9.1.4. In the event that the designated Council representatives cannot resolve the dispute within 90 days of the first meeting between the parties, or within such other period of time as the parties may have agreed, either party may, with written notice to the other party, submit the dispute or disagreement to arbitration in accordance with the provisions of the Municipal Arbitrations Act, subject to section 9.2 herein.
  - 9.1.5. The party wishing to commence arbitration shall give the other party a written notice describing the dispute or disagreement to be arbitrated. Any arbitration will be carried out by a single arbitrator, who has been chosen jointly by both parties. The costs and expenses of arbitration will be allocated by the arbitrator between the parties, as the arbitrator determines in accordance with applicable law. The arbitration shall take place within the Town of Hanover.
- 9.2. Except where clearly prevented by a dispute or disagreement that arises under this Agreement, the parties shall continue performing their respective responsibilities under this Agreement while the dispute or disagreement is being resolved in accordance with this Section 9, unless and until such responsibilities are lawfully terminated or expire in accordance with the terms of this Agreement.

## **10. TERMINATION**

- 10.1. This Agreement may be terminated by either party giving written notice to the other party of not less than twelve months prior to the desired termination date. If, pursuant to Section 5 of this Agreement, Arran-Elderslie has paid Hanover in advance for the provision of Fire Technical Rescue Services performed to date as of the termination date.

## 11. GENERAL

- 11.1. Hanover and Arran-Elderslie agree that this Agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days' notice in writing.
- 11.2. Any notices, communications or other information shall be sufficiently given if delivered or sent by mail, (preferred) or email and addressed or sent as specified below:
- If to Hanover: The Corporation of the Town of Hanover, 341 10<sup>th</sup> Street, Hanover Ontario N4N 1P5 or email [btocheri@hanover.ca](mailto:btocheri@hanover.ca)
- If to Arran-Elderslie : The Municipality of Arran-Elderslie, 1925 Bruce Rd 10 Chesley, Ontario, N0G 1L0 or email [cao@arran-elderslie.ca](mailto:cao@arran-elderslie.ca)
- If mail service is disrupted for any reason, notice shall be delivered or sent by facsimile or email.
- 11.3. Any notice given in accordance with the methods described above shall be deemed to have been received by the addressee on:
- 11.3.1. The date delivered if delivered on a business day of the addressee and if not delivered on a business day, on the next business day of the addressee;
- 11.3.2. The third business day of the addressee after the date of mailing, if sent by mail;  
or
- 11.4. Either party may change its address for the purposes of the receipt of any communications pursuant to this Agreement by giving seven (7) days prior written notice of such change to the other party.
- 11.5. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail by the covenant, provision or term; and shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect while the necessary changes are being addressed.
- 11.6. It is expressly agreed by the parties that Hanover is acting as an independent contractor and this Agreement does not create the relationship of employer/employee as between the respective employees of Hanover and Arran-Elderslie, or of principal and agent or of partnership or joint venture between Hanover and Arran-Elderslie, or between the officers, employees or agents of Hanover and Arran-Elderslie.
- 11.7. Sections 6 and 7, and subsection 11.7 shall survive the termination or expiration of this Agreement.
- 11.8. This Agreement shall be interpreted, performed and enforced in accordance with the laws of the Province of Ontario and of Canada as applicable herein.
- 11.9. This Agreement and the attached Schedules constitute the entire Agreement between the parties. There are no undertakings, representations or promises, expressed or implied, other than those contained in this Agreement.

## 12. ASSIGNMENT

- 12.1. This agreement shall not be assigned to another party without the consent of all parties.

**THIS AGREEMENT** has been executed by the Corporation of the Town of Hanover and by the Corporation of the Municipality of Arran-Elderslie by their duly authorized representatives on the dates noted below:

**HANOVER**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor Sue Paterson

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Brian Tocheri CAO/Clerk

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

**ARRAN-ELDERSLIE**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor Steve Hammell

\_\_\_\_\_  
Witness

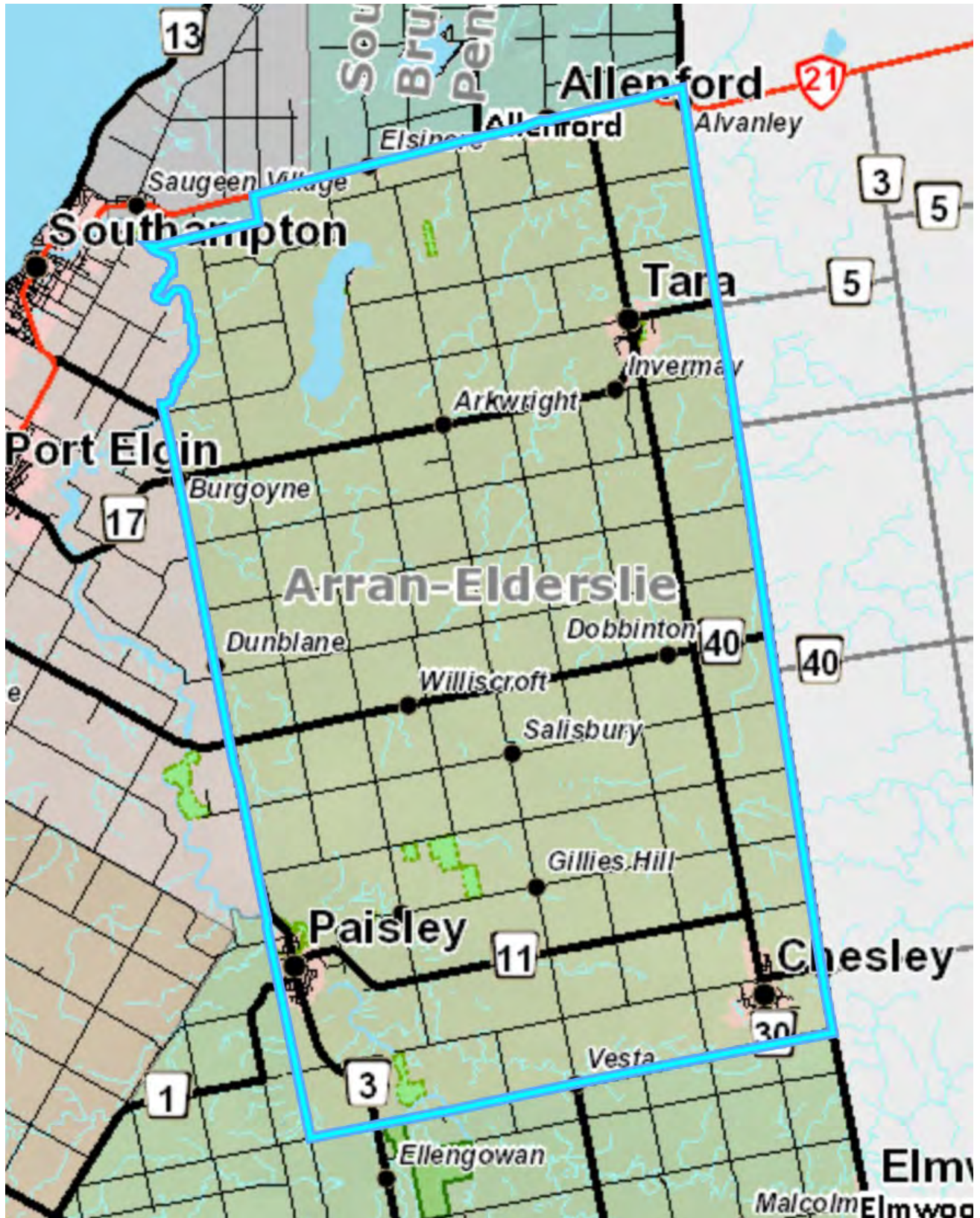
\_\_\_\_\_  
CAO/Clerk Bill Jones

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



**SCHEDULE "A" – FIRE AREA OF ARRAN-ELDERSLIE**

This is Schedule "A" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Municipality of Arran-Elderslie. The areas served by the Town of Hanover in the Municipality of Arran-Elderslie shall be:



## SCHEDULE "B" – FIRE TECHNICAL RESCUE SERVICES

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This is Schedule "B" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Municipality of Arran-Elderslie.

"Fire Technical Rescue Services" means a range of services designed to protect the lives of the inhabitants of the Fire Area of Arran-Elderslie (Schedule "A"). These services shall be rendered when called upon by the Municipality of Arran-Elderslie.

This includes:

### a) Water Rescue

- Shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents
- Shall be delivered in 4 methods dependant on the circumstances of the situation
- Shall include search and rescue on water surface
- Does not include recovery beyond depth of dive with full PPE.

#### *Static Water*

- Shore based methods using ropes and throw lines.
- Boat based go rescues utilizing ropes, stokes basket and various other tools.

#### *Swift Water* (rivers – water travelling in excess of 1 Knot)

- Shore based methods using ropes and throw lines.
- Boat based go rescues utilizing ropes, stokes basket and various other tools.

#### *Ice Water*

- Shore based methods using ropes and throw lines.
- Go Rescue operations based on shore or secure ice shelf when able.

#### *Surface Water*

- Boat based, using 18' Super Duxx boat and motor, ropes and any equipment necessary to attempt to facilitate successful rescue.

### b) Rope Rescue

- Service shall be provided at the Operations level in accordance with NFPA 1670, 2017 edition, Standard for Operations and Training for Technical Search and Rescue Incidents.
- Includes the use of ropes, pulleys, and other relevant specialized equipment.
- Can include either of the following;

#### High Angle (Based on NFPA 1670, 2017 edition)

Rescues involving movement of persons from one stable location to another (Operations level).

The only diversion from the Operational level rescue is for a person suspended from a structure or landscape, in immediate need of rescue due to medical condition.

#### Low Angle (steep slope)

Used to perform remote extrication, such as vehicle accidents, where the rescue is performed on ground that has a slope below 35 degrees

It is hereby agreed by both parties that outside a Mutual Aid response:

1. The municipality requesting the assistance of the Hanover Fire Department for the fire technical rescue services or apparatus listed above agrees to pay the Town of Hanover for the service provided.
2. The Fire Department requesting assistance will remain in command of the overall scene, however only Hanover Fire Department personnel shall command Hanover firefighters.

3. The Fire Department requesting assistance will provide directions to the site through Hanover Fire Department by means of radio contact or dispatch relay.
4. The Hanover Fire Department will perform the task requested and provide the necessary equipment and personnel to do so.

**SCHEDULE “C” – BRIDGES, CULVERTS AND LIMITED ACCESS ROADS**

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This is Schedule “C” to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Municipality of Arran-Elderslie.

**To be Provided**

## **SCHEDULE “D” – FEES**

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This is Schedule “D” to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Municipality of Arran-Elderslie.

### **FEE FOR SERVICE**

The fee for service will be the provincial MTO rate per vehicle, per hour for each full or part hour thereof when called upon for the coverage area shown in “Schedule A” of the Fire Service Agreement. The fee for service will be invoiced by the Town of Hanover and will be payable upon receipt by the Municipality of Arran-Elderslie.

The hourly rate will be based on time of first page until Hanover has acknowledged to the dispatch provide that Hanover Fire Department is back in service.

## **SCHEDULE “E” – THE CROSSING OF BOUNDARIES**

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This is Schedule “F” to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Municipality of Arran-Elderslie.

### **Crossing Jurisdictional Boundaries on Emergency Response**

1. It is agreed that should the Hanover Fire Department be called to Arran-Elderslie, that a crossing of jurisdictional boundaries is both approved and agreed upon for the purpose of completion of the Fire Technical Rescue Services.



# MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
SEPTEMBER 14, 2020  
SRPFIR 20.01

SUBJECT – Purchase of a Pumper Truck – Paisley Fire Department.

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## RECOMMENDATION:

Be It Resolved:

That Council receive SRPFIR 20.01. as information.

And

Council authorize the purchase of a Stock/DEMO unit “Dependable HME stock pumper truck” for a cost of \$463,015.52 + HST

Submitted by:

*Rob Bonderud*

Rob Bonderud  
Paisley Fire Chief

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

## BACKGROUND:

A new pumper truck for the Paisley Fire Department was approved by council in the 2020 capital budget. \$450,000 was budgeted for the purchase. With the current rise in costs for materials and increases/delays in truck chassis coming from the USA, our budget is close but not sufficient enough to cover the purchase price of a new pumper truck. Secondly, the “build” time on a “made to order” pumper truck, with ongoing Covid constraints, would take us well into 2021, before we take delivery.

Recently, the Municipality (Chief Bonderud) was approached by a fire truck

manufacturer, Dependable Emergency Vehicles, from Brampton Ontario. Dependable stated that they have a Stock/Demo Unit available that meets the requirements that the Municipality was looking for, in a pumper truck. The demo unit is listed at \$421,685.00, which is \$18,315.00 below list price. This unit is in high demand, however Dependable has agreed to hold the unit for Arran-Elderslie until Council meets to discuss the offer. The Fire Chief has reviewed to specifications and physically inspected to pumper truck and is confident that the pumper truck meets and/or exceeds Arran Elderslie's requirements, with the addition of optional items provided by Dependable in their quote. These additional items total \$41,330.52, bringing the total purchase price to \$463,015.52.

Section 4.7 of the Municipality's procurement policy allows for the sole sourcing of a purchase with Council's approval, if Council agrees that "due to the nature of the goods and services supplied the interests of the Municipality's would be best served by direct purchase.

Purchasing a stock/demo unit at a cost well below list price and acquiring the unit almost immediately, as opposed to waiting 6 months or longer for a "made to order" unit, are both valid reasons to consider enacting section 4.7 of the procurement policy.

One of the options listed (Complete ULC test - \$4500.00), is not required at this time and testing will take place annually with all other fire trucks in Arran-Elderslie.

It should be noted that the vast majority of Fire Trucks in Arran-Elderslie are manufactured by Dependable Emergency Vehicles.

#### **COMMENTS:**

Purchasing a Stock/Demo pumper truck save thousands of dollars and gets the unit into service almost immediately.

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

The Pumper Truck is \$13,015.52 over budget. Staff will discuss budget transfer options with council at the time of the report, if Council approves the purchase.

#### **APPENDICIES:**

- Offer Sheet





**DEPENDABLE EMERGENCY VEHICLES**  
A DIVISION OF DEPENDABLE TRUCK AND TANK LIMITED  
275 Clarence Street, Brampton ON L6W 3R3  
905-453-6724  
[www.dependable.ca](http://www.dependable.ca)

September 9<sup>th</sup>, 2020

Paisley Fire Department  
382 Goldie St  
Paisley, Ontario  
N0G 2N0

Dear Fire Chief Rob Bonderud,

Thank you for the opportunity to provide you with a formal quote on a custom-built Dependable HME stock pumper apparatus as per your request for proposal. Dependable Emergency Vehicles produces high-quality, cost-effective emergency vehicles that have been proven in the emergency response industry for over 40 years. From conception, to building and delivery, Dependable is able to support you throughout the acquisition process, and during the entire lifetime of the vehicle. We look forward to the opportunity to work with you and your department in delivering a high-quality apparatus which has been **“DESIGNED TO PERFORM, BUILT TO LAST”** for many years to come.

### **Supply and delivery of one (1) Dependable HME stock pumper**

**In stock unit: \$421,685.00 + HST**

**List price: \$440,000.00 + HST**

Included:

- Foam Tank and system
- Pump heater
- Heat pan
- Decal package
- One (3) year bumper to bumper warranty

Options:

- Complete ULC test **\$4500.00**
- Checker plate hose bed doors **\$4900.00**
- 4" rear suction with storz fitting **\$17,000.00**
- 2kW inverter generator **\$4022.24**
- Back up camera **\$1200.00**
- Akron Mercury Monitor, mounting bracket and style 4446 nozzle–non oscillating **\$3559.70**
- Mercury Flow Guard **\$1310.59**
- 5 LED right angle handheld lights with charger (stream light survivor) to be installed and wired under right rear passenger seat accessible from outside **\$1791.79**



**DEPENDABLE EMERGENCY VEHICLES**  
A DIVISION OF DEPENDABLE TRUCK AND TANK LIMITED  
275 Clarence Street, Brampton ON L6W 3R3  
905-453-6724  
[www.dependable.ca](http://www.dependable.ca)

- TIC with charger to be wired and installed under left rear passenger seat accessible from outside **\$6286.20**
- 120V AC outlet to be installed on either left or right side at rear of center compartment for future radio bank **\$1260.00**
- Angle brackets to be installed in compartments L2 and R2 **N/C**

If you have any further questions or concerns, please don't hesitate to contact me.

Thanks,

*Pino Natale*

Pino Natale  
Director  
416-561-6724 | [pino@dependable.ca](mailto:pino@dependable.ca)





# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 14, 2020

SRECDEV.20.13

SUBJECT: Tara Downtown Revitalization Initiatives 2020

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### RECOMMENDATION:

*Be It Resolved,*

- 1) THAT SRECDEV.20.13 be received–Tara Downtown Revitalization Initiatives 2020
- 2) THAT Council hereby approve the 2020 Tara Downtown Revitalization Initiatives
- 3) THAT Council hereby approve the transfer to reserve of funds not spent in 2020 to the reserve account# 01-0000-2194

Submitted by:

Reviewed by:

*Original Signed by*

*Original Signed by*

Laura Fullerton  
Community Development Coordinator

Bill Jones  
CAO/Clerk

### BACKGROUND:

Building on the success of the projects completed in 2018 and 2019 with the Province of Ontario Downtown Revitalization funding, \$5,000.00 was budgeted in 2020 for downtown revitalization projects in each of Chesley, Paisley and Tara.

### COMMENTS:

Staff have met with the Tara District Improvement Association (TDIA) to brainstorm projects to benefit downtown Tara. Larger projects have been discussed to complete in 2021, and therefore the TDIA wishes the funds not spent in 2020 to be put into a reserve to be spent in 2021.

<b>Project</b>	<b>Quoted Project Amount</b>
New 'Tarry Awhile in Tara' Downtown Sign	\$440.00
Landscaping for new Pavilion	\$200

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

\$5,000 has been budgeted in the Economic Development Budget for Downtown Revitalization Projects in Tara.

Funds not allocated to projects in 2020 will be transferred into the Economic Development reserve # 01-0000-2194 to spend in 2021 on larger downtown revitalization projects.

**CONCLUSION:**

That Council approve the recommendations as presented in report SRECDEV.20.13



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 14, 2020

SRECDEV.20.14

SUBJECT: Paisley Downtown Revitalization Initiatives 2020

### RECOMMENDATION:

*Be It Resolved,*

- 1) THAT SRECDEV.20.14 be received – Paisley Downtown Revitalization Initiatives 2020
- 2) THAT Council hereby approve the 2020 Paisley Downtown Revitalization Christmas Light project
- 3) THAT Council hereby approve a 3-year interest free loan for the Paisley Chamber of Commerce for the remaining balance of the Christmas Light project exceeding the \$5,000 2020 downtown revitalization funding.

Submitted by:

Reviewed by:

*Original Signed by*

Laura Fullerton

Community Development Coordinator

*Original Signed by*

Bill Jones

CAO/Clerk

### BACKGROUND:

Building on the success of the projects completed in 2018 and 2019 with the Province of Ontario Downtown Revitalization funding in 2018 and 2019, \$5,000.00 was budgeted in 2020 for downtown revitalization projects in each of Chesley, Paisley and Tara.

Staff have met with the Paisley Spruce the Bruce committee to discuss which downtown revitalization initiatives would benefit Paisley in 2020. The top choice was to purchase new Christmas lights to compliment the gingerbread Christmas theme of the past many years. This theme is carried out by a number of groups in Paisley and gingerbread shaped lights will compliment this theme.

## COMMENTS:

Three quotes have been acquired for the purchase of 24 gingerbread shaped Christmas lights for the light standards for downtown Paisley.

**Metal Edge Pipeworks** in Stokes Bay have quoted on the Christmas light project at \$ 14,160.00+hst. This quote includes the welding being done in Bruce County and the rope lights for the displays purchased from Allen's Home Hardware Building Centre in Paisley. This option enables any repairs to be done locally.

**Classic Displays** in Mississauga has provided a quote for \$ 27,600.00+hst plus delivery for the Christmas light project.

**Bronners Commercial Display** in Michigan has provided a quote for a custom made gingerbread pole display for \$ 19,608 USD + applicable taxes. The Chesley Christmas Lights were purchased from this company in 2018 and 2019.

Staff recommended that Metal Edge Pipeworks be chosen to complete the Paisley Christmas Light Project for a cost of \$ 14,160.00+hst.

## FINANCIAL/STAFFING/OTHER IMPLICATIONS:

\$5,000 has been budgeted in the Economic Development Budget for Downtown Revitalization Projects in Paisley in 2020.

Similar to the arrangement with the Chesley Chamber of Commerce in 2018, it is recommended that a 3-year interest-free loan be signed with the Paisley Chamber of Commerce to cover the cost of the Christmas lights over the \$5,000 budgeted in 2020. The funds for the loan will be raised by a campaign by the Spruce the Bruce committee to obtain donated funds and sponsorships from community members and local businesses. There is the possibility that potential downtown revitalization funding budgeted in 2021 could be used towards the loan as well.

## CONCLUSION:

That Council approve the recommendations as presented in report SRECDEV.20.14



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

COUNCIL

September 15, 2020

SRECDEV.20.15

SUBJECT: Economic Development Strategic Plan Committee

### RECOMMENDATION:

*Be It Resolved,*

- 1) THAT SRECDEV.20.15 be received – Economic Development Strategic Plan Committee
- 2) THAT Council hereby approve the Economic Development Strategic Plan Committee
- 3) THAT Council approve the addition of Councilors Greig and Kanmacher to the Economic Development Strategic Plan Committee

Submitted by:

Reviewed by:

*Original Signed by*

*Original Signed by*

Laura Fullerton  
Community Development Coordinator

Bill Jones  
CAO/Clerk

### BACKGROUND:

The development of an Economic Development Strategic Plan includes a Strategic Plan Committee to assist Mellor Murray Consulting with developing the plan. The purpose of this committee is not to direct the consultants planning process, but to assist with the provision of information, logistics and local insight. The consultants will be leaning on the community representatives on the committee to assist in selecting the 6 strategic priorities in the plan, review the implementation plan and make sure that what is developed will make the greatest impact in the community. Meetings are held at project milestones, which will likely be monthly. The plan will be completed in January.

## **COMMENTS:**

After awarding the contract for the Economic Development Strategic Plan, the Mayor, as the appointed Economic Development Representative on Council, along with the CAO/Clerk and the Community Development Coordinator, will serve as the Economic Development Committee and liaise with the consultant's team when required throughout the process. The committee also includes a representative from each of the business organizations in Tara, Chesley and Paisley:

Chris Winkles, Member of the Executive, Chesley Chamber of Commerce

Jen Christie, President, Paisley Chamber of Commerce

Conrad Brubacher, Member, Tara District Improvement Association

Council previously discussed appointing additional members of Council to the committee. The consultants have stated that welcoming additional members of Council onto the committee would be beneficial when developing the strategic plan. At the August 17<sup>th</sup> 2020 Special Council Meeting, Councilors Greig and Kanmacher expressed interest in joining the committee.

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

None.

## **CONCLUSION:**

That Council approve the recommendations as presented in report SRECDEV.20.15



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

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**BY-LAW NO. 55-2020**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT  
BETWEEN THE TRACT CONSULTING SERVICES INC. AND  
THE MUNICIPALITY OF ARRAN-ELDERSLIE  
TO PERFORM THE WORK REQUIRED FOR A RECREATION MASTER PLAN**

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

WHEREAS the Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enter into an agreement with Tract Consulting Inc. to perform the work required for consulting services for a Municipal Recreation Master Plan.

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

1. That the Corporation of the Municipality of Arran-Elderslie hereby enter into an agreement with agreement with Tract Consulting Inc. to perform the work required for consulting services for a Municipal Recreation Master Plan, effective August 17, 2020 and completed by December 4, 2020.
2. That Schedule "A", the Agreement ("Agreement"), forms part of this By-law.
3. That this By-law shall come into force and take effect upon receiving the final passing thereof.

\*\*\*\*\*

READ a FIRST and SECOND time this 14<sup>th</sup> day of September, 2020.

READ a THIRD time and finally passed this 14<sup>th</sup> day of September, 2020.

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Steve Hammell, Mayor

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Bill Jones, Clerk

**AGREEMENT BETWEEN CLIENT AND CONSULTANT**

**THIS AGREEMENT** made on the 17<sup>th</sup> day of August in the year two thousand and twenty.

**BY AND BETWEEN**

Municipality of Arran-Elderslie

**hereinafter called the "Client"**

AND

Tract Consulting Inc.

**hereinafter called the "Consultant"**

**WITNESSETH:** that the Client and Consultant undertake and agree as follows:

**ARTICLE A-1 THE WORK**

The Consultant shall:

- (a) perform all the Work required by the contract documents for 06-2020-01 Consulting Services for a Municipal Recreation Master Plan.
- (b) do and fulfil everything indicated by this Agreement, and
- (c) commence the Work by the 17<sup>th</sup> day of August, 2020 and perform the Work of this Contract by the 4<sup>th</sup> day of December, 2020.

**ARTICLE A-2 CONTRACT DOCUMENTS**

The following is a list of the Contract Documents referred to in Article A-1:

Terms of Reference (Request for Proposals | 06-20202-01 Consulting Services for a Municipal Recreation Master Plan, June 24, 2020)

Consultant Proposal (06-2020-01 Consulting Services for a Municipal Recreation Master Plan, Municipality of Arran-Elderslie; July 23, 2020)

**ARTICLE A-3 CONTRACT PRICE**

**THE CONTRACT PRICE IS \$44,227.50 (plus HST)** Canadian funds which price shall be subject to adjustments as may be required by the Client.

Expenses included in contract price.

**ARTICLE A-4 PAYMENT**

(a) Subject to applicable legislation and, where such legislation does not exist or apply, in accordance with such prescribed regulations or industry practice respecting payment, the Client shall:

- (1) make payments to the Consultant on account of the Contract Price. The amounts of such payments shall be as stipulated in the payment schedule; and
- (2) upon Total Performance of the Work pay to the Consultant any unpaid balance of the Contract Price then due.

(b) Payment Schedule:

- 20% on Project Initiation
- 30% Completion of Phase 1
- 30% Completion of Phase 2
- 20% Completion of Phase 3

**ARTICLE A-5 ADDRESSES FOR NOTICES**

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Corporation for whom they are intended or if sent by post or by facsimile/email addressed as follows:

The Client at: Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)  
p. 519.363.3039 x 123  
f 519.363.2203

The Consultant at: Gerhard Weiland  
392 Concession D Mildmay, Ontario N0G 2J0  
p. (709) 687-5387 f. (709) 738-2499  
[gweiland@tractconsulting.com](mailto:gweiland@tractconsulting.com)  
Tract Consulting Inc.  
100 LeMarchant Road  
St. John's, NL A1C 2H2

**ARTICLE A-6 SUCCESSION**

The aforesaid Contract Documents, are to be read into and form part of this Agreement and the whole shall constitute the Contract between the parties and subject to law and the provisions of the Contract Documents shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers hereunto duly authorized.

**SIGNED, SEALED AND DELIVERED**

in the presence of:

**CLIENT:**

**CONSULTANT**

\_\_\_\_\_  
**signed**

\_\_\_\_\_  
**signed**

\_\_\_\_\_  
**name and title**

**Neil Dawe, President**  
\_\_\_\_\_  
**name and title**

\_\_\_\_\_  
**date**

\_\_\_\_\_  
**signed / witnessed**

**Corrina Dawe, Director**  
\_\_\_\_\_  
**name and title**

\_\_\_\_\_  
**date**

Where any legal jurisdiction, local practice or client requirement calls for proof of authority to execute this document, proof of such authority in the form of a certified copy of a resolution naming the person or persons in question as authorized to sign the Agreement for and on behalf of the Corporation or Partnership, should be attached.

THE CORPORATION OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE

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BY-LAW NO. 56-2020

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN  
AGREEMENT WITH JEFF HORNING

**Whereas** Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that Section 8 shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**And Whereas** Section 9 of the Municipal Act, 2001, Chapter 25, as amended, 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** the Municipality of Arran-Elderslie deems it expedient to enter into an agreement with Jeff Horning to allow for the extraction, process, manufacture, purchase and remove gravel, fill, sand, stone, and other related material located on the Vendor's property.

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

1. That the Mayor and Clerk are hereby authorized to sign an Agreement with Jeff Horning for the purpose of extraction, process, manufacture, purchase and remove gravel, fill, sand, stone, and other related material located on the Vendor's property.
2. That the Agreement referred to herein shall be attached hereto and form part of this By-law.
3. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

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READ a FIRST and SECOND time this 14<sup>th</sup> day of September, 2020.

READ a THIRD time and finally passed this 14<sup>th</sup> day of September, 2020.

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Steve Hammell, Mayor

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Bill Jones, Clerk

THIS AGREEMENT made in duplicate this 14th day of September, 2020.

B E T W E E N:

**JEFF HORNING of 499 Bruce Road #7, R.R. #2, Tara, N0H 2N0,  
County of Bruce**

**Hereinafter called the VENDOR,  
OF THE FIRST PART**

**-and-**

**THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE,  
County of Bruce**

**Hereinafter called the MUNICIPALITY  
OF THE SECOND PART**

AND WHEREAS the Vendor is the owner of Lot 15, Concession 3, in the geographic township of Arran, in the County of Bruce.

AND WHEREAS the Vendor wishes to sell, and the Municipality wishes to extract, process, manufacture, purchase and remove gravel, fill, sand, stone, and other related material located on the Vendor's property.

NOW WITNESS that in consideration of the covenants herein contained and the sum of ONE DOLLAR (\$1.00) of lawful money of Canada paid by the Municipality to the Vendor, the receipt and sufficiency whereof is hereby by him acknowledged, the Parties hereto agree to as follows:

1. The Vendor will sell gravel, fill, sand, stone and other related material exclusively and solely to the Municipality in such quantities as the Municipality requires and he specifically agrees not to sell to any other Municipality, corporation, individual, trust, partnership or other entity whatsoever.
2. The Vendor hereby grants and allows the Municipality a free and uninterrupted right of ingress and egress during the term of this agreement and the right to bring on the property vehicles, plant and equipment for the purposes of extracting, processing, manufacturing and removing gravel, fill, sand, stone and other related material from the premises.
3. The Municipality will pay to the Ontario Aggregate Resources Corporation any charges that are made for tonnage levies and license fees arising out of the extracting to operate a pit thereon. The Municipality will keep in good standing and renew when necessary the Class "A" license No. 4879 (LP831339) in the name of the Corporation of the Municipality of Arran-Elderslie to operate a pit or quarry on the Vendor's property. The Municipality will pay all charges therefor.
4. The Municipality will provide reasonable fencing as may be required by any federal, provincial, or municipal authority and or legislation in respect to the subject property at their own expense.

5. The Municipality will be responsible for all rehabilitation of the subject property as required under the *Aggregate Resources Act*.
6. The Municipality will leave all topsoil on the premises to rehabilitate the subject property in accordance with the *Aggregate Resources Act*.
7. The Municipality will, during the term of this agreement, be responsible for the maintenance of the pit and shall maintain them in accordance with government as they apply from time to time.
8. The Municipality will buy gravel, fill, sand, stone and other related materials from the vendor at a price of \$1.50 per cubic yard removed from the premises until September 30, 2025. Then the prices per cubic yard shall increase annually on October 1, 2021 to October 1, 2025 by an amount equal to the rate of inflation for the previous calendar year as established and published by Statistics Canada or any successor body and rounded to the nearest cent (\$0.01). The Municipality further agrees to pay the Vendor a minimum of \$1,500.00 per year, whether or not any of the above materials of a quality suitable to the Municipality are removed from the subject property. In the event that in any year the Municipality removes less than \$1,500.00 worth of material, the difference between the \$1,500.00 and the value of the material removed shall be paid to the Vendor and shall constitute a prepayment for the future removal of material and when such removal takes place pursuant to this agreement the Municipality shall receive a credit equal to the amount so paid. Any amount prepaid by the Municipality shall be forfeited to the Vendor.
9. The first minimum annual minimum payment of \$1,500 for October 1, 2020, set out in paragraph number eight (8), shall be payable upon the signing of this agreement and subsequent \$1,500 minimum payments shall be payable: on October 1, 2020, October 1, 2021, October 1, 2022, October 1, 2023 and October 1, 2024. The Municipality shall maintain an accurate record of all gravel removed and shall record such removal on tally sheets to be shown to Vendor. Payment for additional gravel above and beyond the \$1,500.00 referred to in paragraph number 8 shall be made on an annual basis in accordance with the tally sheets.
10. The Vendor and the Municipality agree that on the termination of this agreement, the Municipality shall have one year from the date of termination to remove its vehicles, plant and equipment and any materials stockpiled on the subject property.
11. The Vendor and the Municipality agree that the Vendor shall have the right, on reasonable written notice to the Municipality, to inspect the books, records and accounts relating to the removal of material from the subject property.
12. The Vendor and the Municipality agree that the Vendor shall have the use of material extracted from the subject property for its own personal use on the premises.

13. This agreement shall come into force on October 1, 2020 and ,unless terminated pursuant to paragraph 8 above, shall terminate on September 30, 2025, and is retroactive from the date of signing to September 14, 2020.
14. This agreement terminates and replaces any previous agreements entered into by parties other than the Municipality.
15. The property affected by this agreement is Lot 15, Concession 3, in the Geographic Township of Arran, County of Bruce.
16. This agreement may be renewed, on the same terms, at the end of 5 years for a further five (5) years, if both parties agree. The contract price shall be the price in effect in 2025 and shall be subject to annual increases according to the formula set out in Paragraph 8 herein or otherwise as the parties may specifically agree in writing.
17. The covenants herein contained shall enure to the benefit of and be binding upon the parties hereto, his heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Municipality has affixed its corporate seal under the hands of its duly authorized officers in that behalf and the Vendor has hereunto set out his hand and seal.

SIGNED, SEALED AND DELIVERED )  
 In the presence of: )  
 )  
 )

\_\_\_\_\_  
 Jeff Horning, Owner

CORPORATION OF THE MUNICIPALITY  
 OF ARRAN-ELDERSLIE

Per:

\_\_\_\_\_  
 Mayor, Steve Hammell

Per:

\_\_\_\_\_  
 CAO/Clerk, Bill Jones

We have the authority to bind the Corporation.



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

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**BY-LAW NO. 57-2020**

BEING A BY-LAW TO ASSUME LANDS INTO THE MUNICIPAL ROAD SYSTEM  
PCL STREETS - PLAN NUMBER 3M-89 IN THE FORMER VILLAGE OF TARA

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

WHEREAS Section 11 (3) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, authorizes lower tier municipalities to pass by-laws under the "Highways, including parking and traffic on highways" sphere of jurisdiction; and

WHEREAS the lands, described as PCL Streets-1, according to Plan 3M-89, formerly known as Tower Hill Crescent, now known as Chestnut Hill Crescent, in the former Village of Tara, now in the Municipality of Arran-Elderslie; and

WHEREAS Council of the Corporation of Municipality of Arran-Elderslie deems it expedient to confirm that Chestnut Hill Crescent, formerly known as Tower Hill Crescent, Plan 3M-89 is a public highway.

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

1. THAT lands legally known as PCL STREETS-1 – Plan Number 3M-89, Arran-Elderslie, being PIN 33167-0057 are hereby established as a public highway and assumed into the public highway system of the Corporation of the Municipality of Arran-Elderslie.
2. THAT this By-law shall come into force and effect upon the final passing thereof.

\*\*\*\*\*

READ a FIRST and SECOND time this 14<sup>th</sup> day of September, 2020.

READ a THIRD time and finally passed this 14<sup>th</sup> day of September, 2020.

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Steve Hammell, Mayor

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Bill Jones, Clerk

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

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**BY-LAW NO. 58-2020**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL MEETING OF THE MUNICIPALITY OF ARRAN-ELDERSLIE  
HELD SEPTEMBER 14, 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 September 14, 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 September 14, 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 14<sup>th</sup> day of September, 2020.

READ a THIRD time and finally passed this 14<sup>th</sup> day of September, 2020.

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Steve Hammell, Mayor

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Bill Jones, CAO/Clerk