



## Minutes of the Regular Town of Erin Council Meeting

April 5, 2016

1:00 pm

Municipal Council Chamber

### PRESENT

Allan Alls  
John Brennan  
Matt Sammut  
Rob Smith  
Jeff Duncan

Mayor  
Councillor  
Councillor  
Councillor  
Councillor

### STAFF PRESENT: Kathryn Ironmonger

Dina Lundy  
Sharon Marshall  
Joe Babin  
Jessica Wilton  
Robyn Mulder  
Michael Tapp  
Carol House

CAO/Town Manager  
Clerk  
Director of Finance  
Interim Water Superintendent  
Building and Planning Assistant  
Economic Development Officer  
Systems Administrator  
Chief Building Official

### 1. Call to Order

Mayor Alls called the meeting to order.

### 2. Approval of Agenda

#### Resolution # 16-126

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the agenda be approved as circulated.

Carried

### 3. Declaration Pecuniary Interest

None.

### 4. Community Announcements

Apr 20 - June 15 - East Wellington Family Health Team - Free Workshops

April 13 - Wellington County Information, Heritage and Seniors Committee

Meeting at New Hillsburgh Library Location 9 Station Street Hillsburgh

April 13 - Fast Forward Film Festival - Seeds of Time, 7PM at the Legion

April 7 - 6:30PM Brisbane Public School - Raising Awesome Kids & Social Media Fitness!

April 9 - 8PM Century Church Theatre - Chinguacousy Swing Orchestra - A Hotter Night in Hillsburgh

April 16 - UCHS Rabies/Microchipping Clinic 10AM to 1PM

April 23 - Celebrate Erin - Tickets on sale at the Town Office

April 30 - Home and Lifestyle Show

May 28 - BIA - Summer Celebration  
July 1 - Canada Day Celebration

For more detail and more events, please check [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

**5. Adoption of Minutes**

**Resolution # 16-127**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby adopts the following meeting minutes as circulated;

March 22, 2016 Regular Meeting, Public Meeting (Z16-01)

**Carried**

**6. Business Arising from the Minutes**

**6.1 Discussion on Open Forums**

**Resolution # 16-128**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council directs staff to amend the Procedural By-law to remove Public Question Period.

**Carried**

(the Mayor will hold semi-annual Open House meetings, the public can write to Council on issues and upon review, if appropriate, the letters will be included on the agenda)

**6.2 Councillor Smith - Notice of Motion from March 22, 2016**

**Resolution # 16-129**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council implement a reward or incentive program to engage senior staff and employees of the Town of Erin for the purposes of finding ways to reduce next year's budget amounts. The ideas could be in ways to make services more efficient, to look for overlap and in general to get a ground up perspective as to where we can find savings for next year. The structure for incentive or award would have to be vetted to find out what would work best for this proposal.

**Carried**

**6.3 Councillor Sammut - Notice of Motion from March 22, 2016**

**Resolution # 16-130**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council requests that the CAO or designated employee arrange to have Ontario Clean Water Agency do a presentation

to Council highlighting how they work on water/wastewater issues and especially how they may be able to help the Town of Erin.

**Carried**

**6.4 Councillor Sammut - Notice of Motion from March 22, 2016**

After discussion on the matter the motion was withdrawn.

**7. Delegations/Petitions/Presentations**

**7.2 Ainley Group - Wastewater Class EA, Phases 3&4 Presentation**

Joe Mullan, President and CEO of Ainley Group introduced members of his team and began by giving Council an outline of his presentation of the Urban Centre Wastewater Servicing Class Environmental Assessment project. Topics covered were:

- Project Scope
- Project Schedule
- The Public Consultation Process
- Discharge limits/Credit River Assimilative Capacity

**Resolution # 16-131**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the Wastewater Class EA Presentation from Ainley Group.

**Carried**

**8. Closed Session**

**Resolution # 16-132**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 2:20PM to discuss the matter(s) pertaining to exemptions in the Municipal Act S. 239 (2) :

b) personal matters about an identifiable individual, including municipal or local board employees; 1. Organizational and Compensation review

**Carried**

**9. Return from Closed Session**

**9.1 Motion to Reconvene**

**Resolution # 16-133**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** the meeting be reconvened at the hour of 3:59PM.

**Carried**

**7. Delegations/Petitions/Presentations**

**7.3 Gallagher Mc Dowall - Organizational and Compensation Review Report \*Report to be provided at the meeting**

Marianne Love, of Gallagher Mc Dowall went through her presentation of the review, including the Town's compensation background, the objectives of the project, and a summary of how the review was conducted.

**9. Return from Closed Session**

**9.2 Report Out**

**Resolution # 16-134**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Organizational and Compensation Review presentation by Gallagher McDowall dated April 5, 2016;

**And that** Council approves the 2016 Full Time Salary Grid effective January 1, 2016;

**And further that** the consultant provide a copy of the 2016 Full Time Salary Grid for the next agenda.

**Carried**

**10. Reports**

**10.2 Administration**

**10.2.1 Systems Administrator - Purchase of Replacement Servers and SAN**

**Resolution # 16-135**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receives Purchase of Replacement Servers and SAN report dated March 30, 2016.

**Carried**

**7. Delegations/Petitions/Presentations**

**7.1 Kyle Davis, Risk Management Official - Source Water Contract Report**

The CAO presented the report to Council.

**Resolution # 16-136**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council accepts the report for information and authorize the Town Manager / Chief Administrative Officer to proceed with the contract position (50% source protection).

**Carried**

**10. Reports**

**10.1 Building/Planning/By-Law**

**10.1.1 Senior Planner, Sarah Wilhelm - Z16-01 Kirk Planning Report**

Jessica Wilton presented the report.

**Resolution # 16-137**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the planning report from Sarah Wilhelm regarding 6012 Eighth Line;

**And that** Council supports the proposed County of Wellington Official Plan Amendment, and direct staff to advise the County of this position;

**And that** Council directs staff to bring forward an amending zoning by-law for Council's consideration upon adoption of the Official Plan Amendment by Wellington County Council.

**Carried**

**10.1.2 Chief Building Official - Second Draft of Site Alteration By-law**

**Resolution # 16-138**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby receives Building Department report number BD 2016-11, dated April 05, 2016, regarding a Second Draft of the proposed Site Alteration By-law;

**And that** staff be directed to vet the draft by-law through the lawyer and bring back to the next Council meeting for consideration.

**Carried**

**Resolution # 16-139 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council waives the rules of procedure regarding the curfew provision.

**Carried**

**10. Reports**

**10.2 Administration**

**10.2.2 CAO - Quarterly Departmental Project Update Report - Q1 2016**

**Resolution # 16-140**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby receives the CAO/Town Manager's 2016 Quarterly Activity Report, dated March 22, 2016 for information.

**Carried**

**10.2.3 CAO - Grass Cutting RFP - \*\*Updated report to be provided at the meeting**

**Resolution # 16-141**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the report of the CAO/Town Manager regarding the Grass Cutting and Trimming Services Contract;

**And That** Council accepts staff's review recommendation to accept the 2016 Grass Cutting and Trimming Services proposal submitted by Pro Landscaping for the period of May 1, 2016 to October 31, 2016 subject to any other additional terms and conditions as deemed appropriate including proof of WSIB and Insurance to the Town's satisfaction.

**Carried**

**10.2.4 CAO - Operational Review Action Plan**

Council also set the following meeting dates:

April 25, 2016, 7:00PM Special Meeting - 5 Year Capital Plan

May 16, 2016, 7:00PM Special Meeting - 4 Year Action Plan

**Resolution # 16-142**

**Moved By** Councillor Brennan

**Seconded By** Mayor Alls

**Be it resolved that** Council receives the CAO's Operational Review Action Plan including updates.

**Carried**

**10.3 Finance**

**10.3.1 Deputy Treasurer - Approval of Accounts**

**Resolution # 16-143**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-4A on "Approval of Accounts".

**Carried**

**10.3.2 Director of Finance - 2016 Community Grants – Committee Recommendations**

**Resolution # 16-144**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council accepts the recommendations of the 2016 Financial Support Applications Ad Hoc Committee and approves the allocation of \$31,700.00 to local groups and community organizations. (The Erin Garden Club will receive \$500)  
**Carried**

**10.4 Mayor**

**10.4.1 Mayor's Report - updates and recent events**

**Resolution # 16-145**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Mayor's Report regarding updates and recent events.

**Carried**

Councillor Sammut left the meeting.

**10.5 Committees**

**10.5.1 Ballinacorney Community Centre - January 5 2016 Minutes**

**Resolution # 16-146**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Ballinacorney Community Centre January 5, 2016 meeting minutes.

**Carried**

**10.5.2 Let's Get Hillsburgh Growing - January 21 and February 18 Minutes**

**Resolution # 16-147**

**Moved By** Mayor Alls

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Let's Get Hillsburgh Growing Committee January 21 and February 18, 2016 meeting minutes.

**Carried**

**11. New Business**

**11.1 Set July and August Council Meeting dates and times**

**Resolution # 16-148**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council sets the following summer meeting dates and times:

July 12, 6:30PM

August 9, 6:30PM

**Carried**

**11.2 Councillor Brennan - OGRA/ROMA 2016 Conference Report**

**Resolution # 16-149**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the report from Councillor Brennan regarding the OGRA/ROMA Conference.

**Carried**

**11.3 March 2016 Ice Storm Discussion**

Item was deferred to the next meeting.

**11.4 Set Special Meeting Date regarding 4 year action plans**

This item was addressed earlier in the meeting.

**12. Correspondence**

**Resolution # 16-150**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives correspondence items 12.1 to 12.8 for information.

**Carried**

**13. By-Laws**

**Resolution # 16-151**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** By-Law number 16-19 (confirming) is hereby passed.

**Carried**

**14. Notice of Motion**

None.

**15. Adjournment**

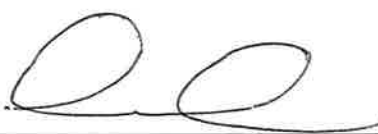
**Resolution # 16-152**

**Moved By** Councillor Smith

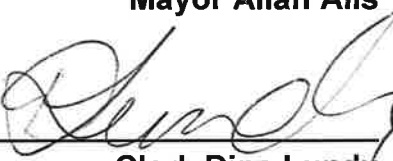
**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be adjourned at the hour of 6:04PM.

**Carried**



**Mayor Allan Ails**



**Clerk Dina Lundy**