



## Minutes of the Regular Town of Erin Council Meeting

September 13, 2016

3:00 PM

Municipal Council Chamber

<b>Present:</b>	<b>Allan Alls</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Rob Smith</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>
<b>Staff Present:</b>	<b>Derek McCaughan</b>	<b>Interim CAO</b>
	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Trish Crawford</b>	<b>Clerk's Assistant</b>
	<b>Ursula D'Angelo</b>	<b>Director of Finance</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Greg Delfosse</b>	<b>Roads Superintendent</b>
	<b>Robyn Mulder</b>	<b>Economic Development Officer</b>
	<b>Joe Babin</b>	<b>Water Superintendent</b>

**1. Call to Order**

Mayor Alls called the meeting to order.

**2. Approval of Agenda**

**Resolution # 16-350**

**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**

Mayor Alls extended appreciation on behalf of Council and the Town to the Erin Agricultural Society for organizing and hosting the RCMP Musical Ride on September 10, 2016. This event was very well attended by our own residents, as well as many people from other municipalities far and wide. The turnout is a great example of our patriotic pride and commitment to our community.

Councillor Duncan indicated that the intakes for County Community Grants applications are now being accepted.

Natural gas extension to Ballinafad is under consideration.

Sep 14 - EWCS - Tourettes Information Session

Sep 16-18 - Century Church presents "Spitfire Dance" 8 PM

Sep 17-18 - 28th Annual Hills of Erin Studio Tour

Sep 18 - Rotary Club Annual Feast of Hops

Sep 18 - Everdale's 10th Annual Carrot Fest

Fridays 3 PM to 7 PM - EAS Farmer's Market to September 30  
Details on these and more at [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

**4.1 Hillsburgh Heritage Walking Trail**

Councillor Duncan expressed his gratitude to Phil Gravelle, Donna Revell, Sara Wilhelm and Troy Van Buskirk from County of Wellington and everyone else that helped put this information together. Friends of the Greenbelt Foundation provided funding for the printing of the brochure.

**5. Adoption of Minutes  
Resolution # 16-351**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

August 9, 2016 Regular Council Meeting

**Carried**

**6. Business Arising from the Minutes**

***Interim CAO - From Meeting Minutes of 08-09-16***

***8.3.1 Fire Chief - June 2016 Monthly Report***

The Interim CAO updated Council on this item. The City of Guelph is currently undertaking a study simulating increased resources. The report is expected this fall.

**7. Delegations/Petitions/Presentations**

**7.1 Rod Finlay, Hydro One**

Rod Finlay and Rick Putman explained the day to day operations and responsibilities of Hydro One and provided examples on how they handle emergency situations such as the past ice storms.

There is a tool on their website which allows the user to zoom in on a map and see what areas are affected by power outages, the number of residents affected and the approximate time of recovery. This is also available as a downloadable app for your smart phone.

[www.hydroone.com/StormCenter3/](http://www.hydroone.com/StormCenter3/)

Hydro One provided a one page Emergency Preparedness Fact Sheet which is available on their website for public viewing. [www.hydroone.com](http://www.hydroone.com)

**Resolution # 16-352**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the presentation from Rod Finlay from Hydro One regarding how electricity is supplied to the Town of Erin and how power is restored to customers during storm power restoration.

**Carried**

**7.2 Barbara Harrison, Erin Refugee Action**

Clare Booker and Barbara Harrison from Erin Refugee Action informed Council of the group's efforts to bring a refugee family to Erin.

**Resolution # 16-353**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the presentation from Barbara Harrison from Erin Refugee Action regarding the background on activity.

**Carried**

**7.3 Heidi Matthews, Environmental and Sustainability Advisory Committee**

Heidi Matthews and Jay Mowat from the Environmental and Sustainability Advisory Committee presented their request to Council regarding approval to apply for funding for electronic vehicle charging stations when it becomes available, and for Council to plan for transitioning to LED street lighting in the 2017 Capital Budget.

**Resolution # 16-354**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the presentation from Heidi Matthews from the Environmental and Sustainability Advisory Committee requesting approval to apply for funding for Electronic Vehicle Charging Stations when it becomes available and that the Town plan for the transitioning to LED streetlights in the 2017 capital budget;

**And that** Council directs staff to provide a report on these matters.

**Carried**

**8. Reports**

**8.1 Administration**

**8.1.1 Erin Rotary Riverwalk Trail Feasibility Study**

Economic Development Officer Robyn Mulder presented her report and introduced the consultants. Shaun Kelly from SKA presented options to Council for the creation and implementation of boardwalks surrounding the waterways in Hillsburgh and in Erin. The study document will be provided finalized.

**Resolution # 16-355**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *Erin Rotary Riverwalk Trail Feasibility Study* report of September 13, 2016;

**And that** Council directs that staff provide their perspective on the recommendations of the Town of Erin Rotary Riverwalk Feasibility Study.

**Carried**

Councillor Duncan requested that when bringing back the next report the recommendations are separated by Erin and Hillsburgh due to a previous declaration of conflict of interest.

**8.1.2 Clerk - Contract Labour – Backup for Systems Administrator  
Resolution # 16-356**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *Contract Labour – Backup for Systems Administrator report of September 13, 2016*;  
**And that** Council supports the contingency plan put in place to contract PeaceWorks Technology Solutions to provide emergency IT support to the Town.

**Carried**

**8.1.3 Clerk - Appointments to the Committee of Adjustment  
Resolution # 16-357**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the "*Appointments to the Committee of Adjustment*" report of September 13, 2016.

**And that** Brad Bruce and William Oughtred be appointed as members of the Committee of Adjustment.

**Carried**

**8.2 Finance**

**8.2.1 Financial Analyst - Grant Applications – 2017 Projects  
Resolution # 16-358 (Verbal)**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council directs staff to provide a report regarding accessibility assessment on municipal buildings.

**Carried.**

**Resolution # 16-359**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *Grant Applications - 2017 Projects* report of September 13, 2016;

**And that** Council directs staff to submit an application to the Ontario 150 Community Celebration Program to fund the 'Erin 150 Committee' schedule of events which celebrate Ontario and Canada's 150<sup>th</sup> anniversary, in the amount of \$22,500;

**And that** Council directs staff to submit an application to the Ontario 150 Community Capital Program to fund the renovation, repair, and retrofit of the Town Hall, in the amount of \$151,500;

**And that** as part of the Ontario 150 Community Capital Program application, Council commits \$151,500 in the 2017 Capital Budget for the retrofit of Town Hall;

**And that** Council directs staff to submit an application to the Ontario Community Infrastructure Fund (OCIF) Top-Up Component to fund the Daniel St infrastructure renewal project, in the amount of \$1,720,017;

**And that** as part of the OCIF Top-Up Component application, Council commits \$1,529,983 in the 2017 Capital Budget for the Daniel St infrastructure renewal project;

**And that** Council commits \$1,221,153 in the 2017 Capital Budget as per Council Resolution #16-273 dated June 21, 2016 to "support submission of an application to Canada 150 Infrastructure Program";

**And that Council approves a maximum of \$6,869 for grant writing consulting services for the OCIF application.**

**Carried**

**8.2.2 Deputy Treasurer - Approval of Accounts**

**Resolution # 16-360**

**Moved By Councillor Brennan**

**Seconded By Councillor Smith**

**Be it resolved that Council receives the *Approval of Accounts report* of September 13, 2016.**

**Carried**

**8.3 Roads**

**8.3.1 Roads Superintendent - Garage Ventilation System**

**Resolution # 16-361**

**Moved By Councillor Smith**

**Seconded By Councillor Brennan**

**Be it resolved that Council receives the *Garage Ventilation System Installation* report of September 13<sup>th</sup>, 2016;**

**And Further That Council accepts the quote from PCI - Pollution Control Installations for the replacement of the garage ventilation system in the amount of \$30,775.00 plus HST.**

**Carried**

**8.3.2 Roads Superintendent - Supply and Delivery and Stacking of Winter Sand**

**Resolution # 16-362**

**Moved By Councillor Duncan**

**Seconded By Councillor Smith**

**Be it resolved that Council receives the *Supply and Delivery and Stacking of Winter Sand* report of September 13, 2016;**

**And That Council accepts the quote of Mann Construction Group Limited for the *Supply and Delivery and Stacking of Winter Sand* at a rate of \$13.62 per tonne plus HST for a three year agreement.**

**Carried**

**8.4 Building/Planning/By-Law**

**8.4.1 Building Administrative Assistant - Building Permit Activity Report - July 2016**

**Resolution # 16-363**

**Moved By Councillor Brennan**

**Seconded By Councillor Smith**

**Be it resolved that Council receives *Building Department Building Activity Report - July 2016* of September 13, 2016.**

**Carried**

**8.4.2 Building Administrative Assistant - Building Permit Activity Report - Aug 2016**

**Resolution # 16-364**

**Moved By Councillor Smith**

**Seconded By Councillor Brennan**

**Be it resolved that** Council receives *Building Department Building Activity Report - August 2016*, of September 13, 2016.

**Carried**

**8.4.3 Building Administrative Assistant - Demolition Permit – 5746 Trafalgar Road, Concession 7, Part Lot 21  
Resolution # 16-365**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the staff report *Demolition Permit – 5746 Trafalgar Road, Concession 7, Part Lot 21*, of September 13, 2016;

**AND THAT** Council hereby approves the issuance of a demolition permit for a single residential dwelling located at 5746 Trafalgar Rd, Town of Erin, Assessment Roll No. 23 16 000 007 17900 0000.

**Carried**

**8.5 Fire and Emergency Services**

**8.5.1 Fire Chief - Monthly Report - July 2016**

**Resolution # 16-366**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *Monthly Fire Report for July 2016*, of September 13, 2016.

**Carried**

**8.6 Mayor**

**8.6.1 Mayor's Report**

The Mayor advised that he attended the EWCS Annual General Meeting and was moved by some of the testimonials from community members that have received benefits from East Wellington Community Services.

He attended the 3 day AMO (Association of Municipalities Ontario) Conference for which Councillor Brennan provided detailed notes under item 10.6.

Several major changes have taken place with the Employment Standards Act. The County is working on a report and will forward to Council when complete.

MPAC (Municipal Property Assessment Corporation) is now requiring any assessment appeals for the 2017 tax year be filed by November 30, 2016. The deadline used to be March 31 of the current tax year, so now it is significantly earlier.

Mayor Aills will be attending a meeting on Friday with the County Roads Superintendent and the County Engineer regarding the crosswalk issue and other joint projects.

The Mayor has put forth a challenge to Staff and Council to support Hunger Awareness Month by bringing in a bag of groceries for

EWCS (East Wellington Community Services). He has put the challenge out to a neighbouring municipality for a friendly competition.

**8.7 Committees**

**8.7.1 Let's Get Hillsburgh Growing - Minutes from July 28 and Aug 11, 2016**

**Resolution # 16-367**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the *July 18, 2016 and August 11, 2016 Let's Get Hillsburgh Growing Committee meeting minutes*, of September 13, 2016.

**Carried**

**8.7.2 Heritage Committee - Minutes from June 20, 2016**

**Resolution # 16-368**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *June 20, 2016 Heritage Committee meeting minutes*, of September 13, 2016.

**Carried**

**10. New Business**

**10.2 Councillor Duncan - Nestle Waters Annual Report**

**Resolution # 16-369**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Whereas** it was standard practice in the past to include the annual Nestle Waters Canada report for the Hillsburgh well operations as part of the public record on the Council agenda and this is also the standard practice in other County of Wellington municipalities;

**Now therefore, be it resolved that** Council direct staff to include the 2014 and 2015 Nestle Waters Canada annual report conclusions and recommendations information as part of our October 4<sup>th</sup> Council Agenda package.

**Carried**

**10.3 Councillor Duncan - Review Town Parking Stall and Aisle Standards**

**Resolution # 16-370**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that Council** direct staff to prepare a brief report indicating the current standard for parking space and aisle widths within the current Zoning By-law for new development. In addition, options and examples of other municipality's parking space and aisle standards would be included. This information would be for Council's consideration for increasing the minimum size or options for a *percentage* of the required parking stalls to be a larger size. This direction would be included as a

"housekeeping" amendment when we review the Towns Comprehensive Zoning By-law in the future.

**Carried**

**10.4 Councillor Sammut - Request Report from Staff**

**Resolution # 16-371**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby directs staff to provide a report on the implementation of the 2015-2020 Corporate Strategic Plan.

**Carried**

**10.5 Councillor Sammut - 2017 Budget and Property Tax Analysis**

**Resolution # 16-372**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby directs staff to compile and present appropriate and applicable comparative data from the BMA report Municipal Study 2015 as part of its base 2017 Base Budget presentation. Also staff is directed to report data on property tax analysis for Wellington County and other surrounding municipalities and regions.

**Carried**

**10.6 Councillor Brennan - AMO Conference Notes**

**Resolution # 16-373**

**Moved By** Councillor Brennan

**Seconded By** Mayor Alls

**Be it resolved that** Council hereby receives the AMO Conference notes prepared by Councillor Brennan.

**Carried**

**10.7 Dave Osborne - Scouts Canada - Apple Day**

**Resolution # 16-374**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Whereas** every year in the fall, Scout's Canada conducts "Apple Day" as a National event, whereby Scout Groups stand outside various business locations to hand out apples to the general public;

**And whereas** the LCBO is requiring permission from cities, towns and municipalities before they will grant permission to operate at their locations;

**Now therefore be it resolved that** Council hereby supports the efforts of Scout's Canada and permits them to operate in the Town of Erin.

**Carried**

**9. Public Meeting - 6:30 PM**

**9.1 Official Plan Amendment # 7**

Mayor Alls called the public meeting to order.

Mayor Alls announced that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.



If a person or public body that files an appeal of a decision of the Town of Erin in respect to a proposed Official Plan, Zoning By -Law Amendment and/or a Plan of Subdivision or Condominium does not make oral submission at a public meeting or make written submission to the Town of Erin before the proposed Official Plan Amendment, Zoning By -law Amendment and/or Plan or Subdivision or Condominium is adopted or refused, then the Ontario Municipal Board may dismiss all or part of the appeal.

Council requests that anyone wishing to provide comments or concerns to Town Council and/or staff do so in written form to ensure that the message is provided effectively and accurately and to record their interest in the matter and to request a notice of decision of the matter.

This meeting is to provide information for Council, exchange views, generate input etc. Council has not taken a position on the matter; Council's decision will come after full consideration of input from the meeting, submissions from the public and comments from agencies.

Mayor Alls introduced Jameson Pickard, Planner for Wellington County.

All comments and questions should be put to the Chair. Speakers shall state their names and addresses for the record. Personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

Declarations of Pecuniary Interest: None.

The County is currently considering changes to the Town of Erin Official Plan to extract the Community Improvement portion to an independent document.

Amendment # 7 expands the Community Improvement areas within the Town of Erin.

**Comments:**

**Doug Follett:**

- is the 1990 Planning Act still current?

**Anna Spiteri:**

- is the CIP the entire area including rural and urban?

- how is the CIP developed - by committee?

- would it be advisable for the Town of Erin to review and/or update the Official Plan in its entirety before the process begins?

- will there be a committee to work on this or will Council decide to move on this?

- how is this dealt with in other municipalities?

- do we need to update the entire CIP first?

**Pauline Follett:**

- rehabilitation with respect to affordable housing - are you going to specify when it can be done and under what conditions, will it allow the conversion of a \$500k home to a 3 apartment facility?

- will you be saying where you can do this?

**Robyn Mulder - Economic Development Officer**

- will look at the two Community Improvement Plans (Hillsburgh and Erin) and will consult with other municipalities to determine what would be the best fit for the Town of Erin. Staff will bring to Council for consideration.

**Jameson Pickard – Planner, Wellington County**

- it is up to Town Council to identify specific project areas  
- a 2016 consolidated issue of the Planning Act is available on-line  
- criteria will be set by council in next step  
- it is not necessary to update the Community Improvement Plan at this time  
- enabling policies will be considered but the main directive from specific section of the Official Plan is the focus

Mayor Alls thanked all participants for attending the meeting and advised that Council will consider all input prior to making a decision on the matter.

The Public Meeting adjourned.

**11. Correspondence**

**Resolution # 16-375 (verbal)**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives correspondence items 11.1 to 11.10 for information.

**Carried**

**11.1 Activity List**

Update on Centre 2000 Shared Use Agreement:  
UGDSB and the Town are working together and will have a report for the end of this quarter.

**11.9 Town of Lakeshore - debt from Pan Am Games**

**Resolution # 16-376**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby supports the Town of Lakeshore's resolution that the \$342 Million additional costs incurred for the Pan Am and Parapan Am Games should be funded by the City of Toronto.

**Carried**

**11.10 Township of Carlow-Mayo - Bill 171**

**Resolution # 16-377**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Whereas** Bill 171 is an important initiative that will save lives and ensure that workers whose jobs take place in roadways are made safer;

**And whereas** the Council of The Township of Carlow/Mayo has requested the support from municipalities in Ontario;

**Therefore be it resolved that** Council hereby supports The Corporation of the Township of Carlow/Mayo's urgent request to support Bill 171 (Highway Traffic Amendment Act - Waste Collection Vehicles and Snow Plows).

Carried

**12. Closed Session**

**Resolution # 16-378**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 7:04 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees; HR Matters (2),  
By law Enforcement (1)

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Ongoing litigation case (1)

Carried

**13. Return from Closed Session**

**13.1 Motion to Reconvene**

**Resolution # 16-379**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be reconvened at the hour of 8:23 PM.

Carried

**13.2 Report Out**

Council has extended the contract for Interim CAO Derek McCaughan on an as needed basis.

Council has hired Interim CBO Robert Foster as a part-time contract employee on an as needed basis.

**14. By-Laws**

**Resolution # 16-380**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 16-54 to 16-56 inclusive, are hereby passed.

Carried

**15. Notice of Motion**

Mayor Alls gave notice of motion that he will be tabling a motion for Council's consideration at the next regular meeting addressing the absence of local preference provisions within the Town's By-law #05-58 Policies and Procedures to Govern the Procurement of Goods and Services by the Corporation of the Town of Erin.

Councillor Sammut gave notice of motion that he will be tabling the following motion at the next meeting:

That Council hereby directs staff to provide a report on options to providing a summary report of the Operational Plan, including action items coming out of the

document; timelines to complete; who is accountable for the actions; and items that are not considered a Town priority and why. Also, how this report can be summarized for the constituents of the Town via our website.

**16. Adjournment**

**Resolution # 16-381**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

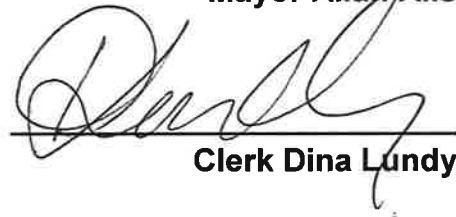
**Be it resolved that** the meeting be adjourned at the hour of 8:28 PM.

**Carried**



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**Mayor Allan Alls**



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**Clerk Dina Lundy**