



Minutes of the Regular Town of Erin Council Meeting

March 22, 2016

6:30 pm

Municipal Council Chamber

PRESENT

Allan Ails	Mayor
John Brennan	Councillor
Matt Sammut	Councillor
Rob Smith	Councillor
Jeff Duncan	Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy	CAO/Town Manager
Sharon Marshall	Clerk
Larry Wheeler	Director of Finance
Carol House	Financial Analyst
Dave Knight	Chief Building Official
Robyn Mulder	Interim Road Superintendent
	Economic Development Officer

1. Call to Order

Mayor Ails called the meeting to order.

2. Approval of Agenda

Resolution # 16-093

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the agenda be approved as amended to add item 11.4.6 Insurance Programme Renewal Report.

Carried

3. Declaration Pecuniary Interest

None.

4. Public Meetings

4.1 Sarah Wilhelm, County Planning - County Official Plan Amendment OP 2016-01 and Zoning Amendment Z16-01

Mayor Ails called the public meeting to order.

Mayor Ails 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 Council and Staff, the consultant and the applicant.

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.

Planning staff - Sarah Wilhelm presented the application to amend the Town Zoning By-law and the County Official Plan to permit an accessory dwelling unit within an existing accessory building.

There were no comments or concerns identified by the public, peer review consultants or Town staff at the time of writing the report.

A minor variance was denied by the Committee of Adjustment because it considered a zoning by-law amendment application to be more appropriate.

The County is currently considering changes to the County of Wellington Official Plan to allow second units within single detached and row house dwellings, and second units within buildings or structures ancillary to a single detached dwelling.

Mr. Kirk - the applicant, explained how important the approval of these applications is to his family, and would like Council to consider that in making their decision.

Comments from the public: None.

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.

5. Community Announcements

March 31 - EWFHT free workshops begin

April 2 - Station Road Nursery School Annual Bunny Brunch

Sept 10 - RCMP Musical Ride is coming to Erin - Hosted by the Agricultural Society

Please see www.erin.ca/whats-on/ for more details and events.

6. Adoption of Minutes

Resolution # 16-094

Moved By Councillor Smith

Seconded By Councillor Brennan

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

February 26, 2016 Special Meeting 10AM - to add statement regarding impact of medical calls on the Fire Department

February 26, 2016 Special Meeting 11AM

March 1, 2016 Regular Meeting

Carried

7. Business Arising from the Minutes

Councillor Sammut:

March 1 meeting, Public Question Period – Asked for clarification regarding how this motion was able to be presented without a notice of motion, and on waiving the rules to suspend Public Question Period

The Clerk clarified that the motion could be presented without notice of motion and without waiving the rules of procedure because Public Question Period was an item listed on the agenda. The motion that was presented and passed waives the rules of procedure to suspend Public Question Period until further notice.

Councillor Brennan:

March 1 meeting, Business Arising - Add items 8.2.4 and 9.1 from February 16 meeting to Activity List

March 1 meeting, Item 9.1 - Went through recommendations in the meeting investigator's report. Council did not touch on these items when receiving the report because these are the current processes that are followed. No changes to processes were needed.

8. Closed Session

Resolution # 16-095

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 6:58PM to discuss the matter(s) pertaining to the following exemptions under the Municipal Act, section 239:

b) personal matters about an identifiable individual, including municipal or local board employees; 1. HR Matter

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 1. Pending Legal Claim

f) advice that is subject to solicitor-client privilege, including communications

necessary for that purpose, b) personal matters about an identifiable individual, including municipal or local board employees; 1. Correspondence

Carried

9. Return from Closed Session

9.1 Motion to Reconvene

Resolution # 16-096

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 7:55PM.

Carried

9.2 Report Out

Council announced that Jessica Wilton has been hired to the permanent position of Building and Planning Assistant, as of April 9, 2016.

Resolution # 16-097

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Lou Laurysen is appointed Water Foreperson for the Corporation of the Town of Erin, and Operator in Charge for the Erin and Hillsburgh Drinking Water Systems effective March 22, 2016.

Carried

10. Delegations/Petitions/Presentations

10.1 Randy Bushey, CIP - Insurance Renewal RFP

Mr. Bushey presented expert analysis of the 3 insurance proposals that were received. The results are positive for the Town. The price has decreased while proposed policies have been strengthened. His recommendation is to have finance staff negotiate with the lowest bidder JLT Canada, and also including a written service guarantee, as the Town would be switching providers for insurance coverage.

Resolution # 16-098

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the presentation from Randy Bushey regarding insurance renewal.

Carried

10.2 Pierre Brianceau - County Council Update

Pierre Brianceau updated Council on County Council activities, including budget, rural garbage pick-up, and the Hillsburgh Library.

Councillor Duncan declared a pecuniary interest and moved away from the table during discussion regarding the Hillsburgh Library.

Resolution # 16-099

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the delegation from Pierre Brianceau, regarding County Council update.

Carried

10.3 Carmela Marshall, Ontario Soil Regulation Task Force - Site Alteration model documents

Ms. Marshall went over the make-up and activities of the Ontario Soil Regulation task force. They have been involved in several different projects, and saw the need for a 'model' fill by-law. The task force worked for the better part of a year to come to this model, and it has been peer reviewed by a number of professionals and government agencies. They have reviewed the proposed fill by-law on tonight's agenda and have some recommendations to share, including making mention of MOECC Best Practices, and recommendations regarding public consultation, fee structure, and the environmental control program.

Resolution # 16-100

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the delegation from Carmela Marshall of the Ontario Soil Regulation Task Force regarding site alteration.

Carried

10.4 Anna Spiteri - Update on Citizen's Against Fill Dumping activities

Ms. Spiteri gave Council an update on the activities of the Citizens Against Fill Dumping Group at the Provincial, County, and Town levels of government. They would like Council to model the by-law after the Halton Hills By-law and adopt the Halton Hills Site Alteration Committee Model.

Resolution # 16-101

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the delegation from Anna Spiteri regarding an update of the activities of Citizen's Against Fill Dumping.

Carried

11. Reports

11.1 Building/Planning/By-Law

11.1.1 Chief Building Official- Draft Site Alteration Bylaw

Council directed that the Chief Building Official obtain comments from the Ontario Soil Regulation task force and Citizens Against Fill Dumping representatives to take into consideration, and also incorporate Council suggestions into the proposed by-law.

Resolution # 16-102

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council hereby receives Building Department report number BD 2016-10, dated March 22, 2016, regarding a Draft Site Alteration By-Law Amendment;

And that Council directs staff to bring the proposed by-law back for further review at the next Council meeting with any changes as discussed at this meeting.

Carried

11.1.2 Chief Building Official - Demolition Report – 170 Main Street

Resolution # 16-103

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council hereby receives Building Department Demolition Report, dated March 22, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 170 Main Street, Town of Erin, Assessment Roll No. 23 16 000 010 05100 0000

And that conditional upon Heritage Committee approval of the demolition permit Council hereby approves the issuance of the demolition permit.

Carried

11.1.3 Chief Building Official - Demolition Report – 5242 First Line

Resolution # 16-104

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby receives Building Department Demolition Report, dated March 22, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5242 First Line, Town of Erin, Assessment Roll No. 23 16 000 001 02900 0000

And that Council hereby approves the issuance of the demolition permit.

Carried

11.1.4 Chief Building Official - Building Permit Activity Report

Resolution # 16-105

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Building Department Building Activity Report dated March 22, 2016 for information.

Carried

11.1.5 Municipal Law Enforcement Officer - Sign By-law # 03-58 – real estate sign annual fee

Council directed that the CAO write a letter to the real estate community reiterating the rules regarding signs, and informing them that the Town will be removing signs that are in contrary to the by-law.

Resolution # 16-106

Moved By Councillor Smith

Seconded By Mayor Alls

Be it resolved that Council hereby receives the Property Standards Officers report to consider an annual fee for portable real estate signs

AND THAT Council hereby considers amending the sign By-law # 03-58 and By-law # 06-21A to include an annual fee on real estate signs.

Carried

Resolution # 16-107 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

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

Carried

11.2 Roads

11.2.1 Interim Road Superintendent Spring Street Sweeping

Resolution # 16-108

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be It Resolved that council receive the report of the Interim Road Superintendent regarding spring street sweeping;

And That Council accept the quotation of Mobil Services Inc. for \$86.00 per hour for the supply and operation of street sweepers. The Town of Erin will be responsible for supplying the necessary fuel.

Carried

11.2.2 Interim Road Superintendent - Road Occupancy Permit

Resolution # 16-109

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Road Occupancy Permit report;

And that Council directs staff to amend the Fee By-law to include the Road Occupancy Permit fees as outlined in this report.

Carried

11.2.3 Interim Road Superintendent - County Road Maintenance Agreement

Resolution # 16-110

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives the correspondence from the County of Wellington regarding a road Maintenance Agreement;

And that the by-law be considered at the end of this meeting.

Carried

11.3 Fire and Emergency Services

11.3.1 Fire Chief - February 2016 Fire and Emergency Services Report

Resolution # 16-111

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council receives the February 2016 Fire and Emergency Services Report.

Carried

11.3.2 Fire Chief - January 2016 Fire and Emergency Services Report

Resolution # 16-112

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the January 2016 Fire and Emergency Services Report.

Carried

11.4 Finance

11.4.1 Director of Finance - 2015 Treasurer's Statement of Remuneration

Resolution # 16-113

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that the Director of Finance's Report on 2015 Council & Appointed Board Members' Remuneration be received for information.

Carried

11.4.2 Deputy Treasurer - 2016 Fire WSIB-Maximum Insurable Earnings

Resolution # 16-114

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives the Deputy Treasurer's Report # 2016-3B WSIB

And That Council accepts the recommendation to provide 2016 WSIB protection to the Fire Department personnel up to the current "maximum insurable earnings ceiling" of \$88,000 per firefighter.

Carried

11.4.3 Deputy Treasurer - Approval of Accounts

Report was corrected to reflect that the \$3,263,006.04 payment was to the County of Wellington, rather than the School Board.

Resolution # 16-115

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the Deputy Treasurer's Report # 2016-3C on "Approval of Accounts".

Carried

11.4.4 Director of Finance - Annual Surplus Report – 2015

Resolution # 16-116

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the Director of Finance's Annual Surplus Report – 2015 with attachments, pursuant to the Surplus Policy adopted by Council in 2013.

And That Council authorizes the transfer of \$292,679 into the Tax Stabilization Reserve as recommended.

Carried

11.4.5 Director of Finance - Temporary Borrowing By-law 2016

Resolution # 16-117

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the Director of Finance's Report "Temporary Borrowing Bylaw 2016" for information;

And That Council will consider the adoption of the Borrowing Bylaw, as recommended.

Carried

11.4.6 Financial Analyst - Insurance Programme Renewal 2016

Resolution # 16-118

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives Report 2016- 02 'Insurance Programme Renewal 2016' as information;

And that Council Directs the Financial Analyst to begin negotiations with Jardine Lloyd Thompson Canada Inc (JLT) with the objective of entering into a contract for the Town's insurance coverage for the period April 2016 to March 2017 with an option (by both parties) to extend the contract for one additional year.

Carried

11.5 Administration

11.5.1 Clerk - Council Meeting Open Forums

Council discussed different options for open forums. Direction was that Mayor Alls and Councillor Sammut meet staff and discuss a process.

Resolution # 16-119 (verbal)

Moved By Mayor Alls

Seconded By Councillor Sammut

Be it resolved that Council waives the rules of procedure regarding the curfew provision to extend the meeting past 11 PM.

Carried

11.6 Mayor

11.6.1 Growth and Development - updates and recent events

This item will be discussed at the next meeting.

11.7 Committees

11.7.1 Ballinafad Community Centre - January 5 2016 Minutes

This item will be discussed at the next meeting.

11.7.2 Let's Get Hillsburgh Growing - January 21 2016 Minutes

This item will be discussed at the next meeting.

11.7.3 Committee Appointments

Resolution # 16-120

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council appoints the following members to the Environmental and Sustainability Committee:

Chris Wedeles
Liz Armstrong
Heidi Matthews
Martin Rudd
Steve MacEachern
Laurent Barret
Jay Mowat

And further that Council appoints the following members to the Town of Erin Heritage Committee:

Jean Denison
Laurie Da Silva

Carried

12. New Business

12.1 Set July and August Council Meeting dates and times

This item will be discussed at the next meeting.

12.2 Councillor Brennan - OGRA/ROMA 2016 Conference Report

This item will be discussed at the next meeting.

13. Correspondence

Resolution # 16-121

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives correspondence items 13.1 to 13.8 for information.

Carried

13.1 Activity List

Resolution # 16-122 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that the Clerk be directed to bring back a report regarding videotaping Council meetings.

Carried

13.9 Gord Ough, County Engineer - Letter re: Crosswalk, Truck By-pass, Community Safety Zones

This item will be discussed at the next meeting.

13.10 The Corporation of the Township of Burpee and Mills - Requesting resolution of support, tax incentive programs

Resolution # 16-123

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives the correspondence from the Township of Burpee and Mills regarding Tax incentive programs, where the cost to fund these programs is only absorbed by the municipalities where the designations are applied;

And that Council hereby supports the comments from Ken Noland, Reeve of the Township of Burpee and Mills.

Carried

14. By-Laws

Resolution # 16-124

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that By-Law numbers 16 – 14 to 16 - 18 inclusive, are hereby passed.

Carried

15. Notice of Motion

Councillor Smith

At the next meeting, will present a motion that Council put an incentive program in place for staff ideas that result in budget efficiencies.

Councillor Sammut

At the next meeting, will present the following motions:

1. 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 with municipalities on water/wastewater issues and specially how they may be able to help the Town of Erin.
2. that Council requests to remove from the Procedural Bylaw the ability to suspend the Rules of Procedure in all but emergency situations. Such emergency periods will be determined by the Mayor or delegate with consultation from CAO.

16. Adjournment

Resolution # 16-125

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 11:18PM.

Carried

Mayor Allan Alis

Clerk Dina Lundy