



## Minutes of the Regular Town of Erin Council Meeting

August 9, 2016

6:30 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>Dina Lundy</b>	<b>Clerk</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>Graham Smith</b>	<b>Facility Manager</b>
	<b>Joe Babin</b>	<b>Water Superintendent</b>
	<b>Trish Crawford</b>	<b>Records Management / Clerk's Assistant</b>

### 1. Call to Order

Mayor Alls called the meeting to order.

### 2. Approval of Agenda

#### Resolution # 16-321

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the agenda be approved as amended to add:

New Business - Appoint Acting Mayor Aug 20 - 27

**Carried**

### 3. Declaration Pecuniary Interest

Councillor Duncan declared a pecuniary interest on item 8.1.2 due the proximity of the subject lands to his home.

Councillor Duncan declared a pecuniary interest on item 13 – Zoning Amendment By-law due to the proximity of the subject lands to his home.

### 4. Community Announcements

Aug 9 - National Peacekeepers Day - celebrating those who have fought for our freedoms

Aug 15 - Blood Donor Clinic - Erin Legion - 4:30 PM to 7:30 PM

Aug 20 - Spirit of the Hills Family Fun Day - Hillsburgh – 10 AM to 2 PM

Aug 24 - Transition Erin presents "Good Dirt" - Erin Legion - 6:30 PM to 9:30 PM

Aug 25 - Rockwood EWCSS offers Infant/Toddler First Aid  
Sep 7 - Mayor's Breakfast - David's Restaurant  
Sep 9 to 18 - Century Church Theatre presents "Spitfire Dance"  
Sep 10 - RCMP Musical Ride - Erin Agricultural Centre - 2 shows

Ontario's Greenbelt celebrates 10th anniversary - [www.greenbelt.ca](http://www.greenbelt.ca)

Fridays 3 PM to 7 PM - EAS Farmer's Market

Details on these and more at [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

Nestle Waters held open house and provided a \$460,000 grant to University of Guelph to assist in Groundwater research for this region.

**5. Adoption of Minutes**

**Resolution # 16-322**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

July 7, 2016 Special Meeting

July 12, 2016 Regular Meeting

**Carried**

**6. Business Arising from the Minutes**

**Councillor Duncan - *From Meeting Minutes 07-12-16***

**9.6.1 Mayor's Report - verbal updates**

Clean up at the Pioneer Cemetery has been done and private sponsorship has been secured for the installation of a sign.

**10.1 Councillor Duncan - Maintenance at Hillsburgh Pioneer Cemetery**

No updates regarding the cross-walk at this point but follow up with the County will take place.

**11.5 Greenbelt Committee, Wellington Water Watchers - Greenbelt Expansion**

ESAC (Environmental and Sustainability Advisory Committee) wanted to inform Council that they would have liked to have been consulted on the response letter sent to the Greenbelt Committee which did not support the expansion of the Greenbelt. Council felt this was a political response but will take their feedback into consideration going forward.

**8. Reports**

**8.1 Building/Planning/By-Law**

**8.1.1 Sarah Wilhelm, Senior Planner, County of Wellington - Major Commercial/Industrial Development**

**Resolution # 16-323**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council agrees to consider an amendment of the Official Plans of the Town of Erin and County of Wellington to provide clarity concerning certain major commercial/industrial uses to move forward on partial servicing, subject to conditions, once the final Phase 1 and 2 Report of the Urban Centre Wastewater Servicing Environmental Assessment has been presented to Council.

**Carried**

**7. Delegations/Petitions/Presentations**

**7.1 Ruby Lennox (VP) and Barclay Nap (Director), Wellington Federation of Agriculture - Updates on Agriculture in Wellington County**

Ruby presented her brochure and gave background information to council. She talked about the mutual benefits of Municipalities opening up facility kitchens for local farmers to use to produce 'value added' foods which can then be sold through local markets. Pamphlets were provided for the public in attendance. More information can be found at: [www.ofa.on.ca](http://www.ofa.on.ca)

**Resolution # 16-324**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the presentation from Ruby Lennox of the Wellington Federation of Agriculture regarding updates on agriculture in Wellington County.

**Carried**

**8. Reports**

Councillor Duncan left the Council Chambers.

**8.1 Building/Planning/By-Law**

**8.1.2 John Cox, Planning Consultant - Zoning By-law Amendment Application Z16-03, 9 Station Street**

**Resolution # 16-325**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the "Zoning Bylaw Amendment Application Z16-03" report as submitted by John Cox of JL Cox Planning Consultants Inc.;

**And that** Council will consider the amending by-law during this meeting.

**Carried**

Councillor Duncan returned to the Council Chambers.

**8.2 Roads**

**8.2.1 Road Superintendent - Construction of Sidewalk and Walkway – Wellington County Road 124 (Ross St. to N. of Erinville Dr)**

**Resolution # 16-326**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the *Award of Quotation M5333-16 – Construction of Sidewalk and Walkway – Wellington County Road 124 (Ross Street to north of Erinville Drive)* report of August 9<sup>th</sup>, 2016;

**And Further That** Council waives the methodology requirements prescribed within Bylaw 05-58 and accepts the quote of Serve Construction Ltd. for the construction of sidewalk and walkway on Wellington County Road 124 (Ross Street to north of Erinville Drive) for a price of \$101,140.00 plus HST.

**Carried**

**8.2.2 Road Superintendent - Delegation of Authority to a Tender Award Committee - Rural Reconstruction of SR 17**

**Resolution # 16-327**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Delegation of Authority to a Tender Award Committee – Rural Reconstruction of SR 17 report;

**And Further That** Council hereby appoints the Mayor, the Chief Administrative Officer, the Treasurer, the Road Superintendent and the Roads Administrator to the Sideroad 17 Project Tender Award Committee, to award the contract to a qualified bidder to the maximum budget amount of \$1,000,000.00.

**Carried**

**8.2.3 Road Superintendent - Sand Dome Repair**

**Resolution # 16-328**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Sand Dome Repair report of August 9<sup>th</sup>, 2016;

**And Further That** Council accepts the quote from Storage Systems Construction Corp. for Sand Dome Repair in the amount of \$32,000.00 plus HST.

**Carried**

**8.3 Fire and Emergency Services**

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

**Resolution # 16-329**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the Fire Department June 2016 Monthly report.

**Carried**

The Interim CAO will seek clarification with regards to the high number of medical assist calls.

**8.4 Administration**

**8.4.1 CAO - Response to OCWA Presentation**

**Resolution # 16-330**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receive the response to OCWA Presentation report of August 9, 2016.

**Carried**

**8.4.2 Clerk - Financial Systems Upgrade and Facilities Booking Program**

**Resolution # 16-331**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council waives the requirements of the Procurement By-law 05-58, and authorizes the purchase of Keystone Complete at a cost of \$40,740 + HST, with the funding to be allocated from the following sources:

\$30,000	from the 2016 Capital Budget – Financial Systems Upgrade Project
\$6,500	from the 2016 Recreation Operating Budget
<u>\$4,240</u>	from Computer System Upgrades Reserve
\$40,740	

**Carried**

**8.4.3 Clerk - Erin 150 Committee**

**Resolution # 16-332**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** report *Erin 150 Committee*, of August 9th, 2016 be received;

**And that** the composition of the Committee be approved, and the following members be appointed as follows:

Co-Chairs

Kari Simpson, EWCS

Ann Shanahan

Members

Jeff Duncan, Councillor

Connie Cox, Executive Assistant

Larry Wheeler, Financial Analyst

Robyn Mulder, Economic Development Officer

Liz Baldock, Rotary Club

Don Covert, Erin Lion's Club

Wendy Parr, Main Place Optimists & Lions Club

Cathie Keeler, Orton Community Association

Jamie Cheyne, Heritage Committee

Lloyd Turbitt, Let's Get Hillsburgh Growing  
Eileen Brown, Erin Agricultural Society  
Jeanette Galbraith, Hillsburgh Lions Club  
Don Staddon, Optimist Club  
Erin Legion Representative

**And that** notice be placed on the Town website to advertise for the recruitment of an additional 2 members;

**And that** Council delegates the authority to the Co-chairs of the committee to review the letters of interest and appoint an additional 2 members to the committee;

**And that** the terms of reference attached to this report be approved;

**And further that** Council commits a total of \$7,500 in the 2017 budget to fund the committee's activities in 2017, prior to the budget process.

**Carried**

#### **8.4.4 Clerk - Erin Economic Development Committee (EEDC) Terms of Reference**

**Resolution # 16-333**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the 2016-06C - *EEDC Terms of Reference* report be received;

**And that** Council hereby approves the amendments to the Committee's Terms of Reference, as circulated with this report.

**Carried**

### **8.5 Finance**

#### **8.5.1 Deputy Treasurer - Approval of Accounts**

**Resolution # 16-334**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-8A on "Approval of Accounts".

**Carried**

#### **8.5.2 Financial Analyst - Ontario Regulation 284/09 - Budget 2016**

**Resolution # 16-335**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives and adopts report "2016- 05 'Ontario Regulation 284/09 – Budget 2016".

**Carried**

#### **8.5.3 Director of Finance - 2015 Development Charges Treasurer's Statement**

**Resolution # 16-336**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Director of Finance's Report "2014 and 2015 Development Charges - Statement of Treasurer", for information purposes;

**And That** Council directs that the "Statement" be made public and provided to the Minister of Municipal Affairs on request.

**Carried**

**8.5.4 Director of Finance - Grant Strategy**

**Resolution # 16-337**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the Strategy for Grant Funding Applications" report 2016-11F;

**And That** Council directs staff to obtain a Premium Membership of Public Sector Digest to access expert advice with grant applications;

**And That** Council direct staff to request a quote for consulting services for assistance with grant applications that are greater than \$500,000 and as needed.

**Carried**

**8.5.5 Director of Finance - Grant Funding Economic Indicators**

**Resolution # 16-338**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Grant Funding Economic Indicators" report 2016-13F.

**Carried**

**8.5.6 Director of Finance - Second Quarter Financial Report - 2016**

**Resolution # 16-339**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the Second Quarter Financial Report 2016-14F.

**Carried**

**8.6 Committees**

**8.6.1 Let's Get Hillsburgh Growing - June 16 and July 14 Meeting Minutes**

**Resolution # 16-340**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the June 16 and July 14, 2016 Let's Get Hillsburgh Growing Committee meeting minutes.

**Carried**

**8.6.2 Trails Advisory Committee - June 22 Meeting Minutes**

**Resolution # 16-341**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the Trail Committee June 22, 2016 meeting minutes.

**Carried**

**9. New Business**

**9.1 Appoint Acting Mayor Aug 20-27**

**Resolution # 16-342 (verbal)**

**Moved By** Mayor Alls

**Seconded By** Councillor Brennan

**Be it resolved that** Councillor Smith be appointed as Acting Mayor for the period commencing August 20, 2016 and ending August 27, 2016.

**Carried**

**10. Correspondence**

**Resolution # 16-343**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the correspondence items 10.1 through 10.8 for information.

**Carried**

**10.1 Activity List**

Council directed to add an item onto the Activity List regarding the Erin Main Street Cross Walk.

**10.8 Jim Rohrbach, MD "A" Centennial Coordinator - Lions Club request to fly Centennial Flag**

**Resolution # 16-344**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council approves the request of the International Association of Lions Clubs, to fly a Centennial flag on June 7<sup>th</sup>, 2017 to commemorate their 100th Anniversary of Service to Humanity.

**Carried**

**11. Closed Session**

**Resolution # 16-345**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut



**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 9:27 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; Administration

**Carried**

**12. Return from Closed Session**

**12.1 Motion to Reconvene**

**Resolution # 16-346**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be reconvened at the hour of 9:38 PM.

**Carried**

**12.2 Report Out**

Council has extended the term for Interim CAO Derek McCaughan to August 31, 2016.

**13. By-Laws**

Councillor Duncan left the Council Chambers.

**Resolution # 16-347**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law number 16-51 (Zoning Amendment -9 Station St) is hereby passed.

**Carried**

Councillor Duncan returned to the Council Chambers.

**Resolution # 16-348 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** by-law numbers 16-52 (Interim CAO Appointment) and 16-53 (confirming) are hereby passed.

**Carried**

**14. Notice of Motion**

**Councillor Duncan**

At the next meeting, will present the following motions:

1. That Council directs staff to report to Council on the options of the funding mechanism for the CIP for our October 4th meeting. This would include the potential use of the Tax Stabilization Fund as Council had discussed possibly using in the 2015 budget deliberations for CIP incentives.
2. That Council directs staff to include the 2014 and 2015 Nestle Waters Canada annual reports as part of the October 4th Council Agenda package.
3. That Council directs 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 Town's Comprehensive Zoning By-Law in the future.

**Councillor Sammut**

At the next meeting will present the following motions:

1. That Council requests that the CAO or designate provide a report to Council that defines the positives and negatives that a Strategic Plan would be to the Town over the short and long term. It would include key Town Strategic Initiatives/Goals, interrelationship between such goals and paths to achieving them.
2. That Council requests that the Director of Finance or designate provide Council with a summary report derived from Wellington County report on 'key metrics and performance measures' from 2015 so that Council can determine where our Township resides relative to others as well as that we are consistently improving and are able to set realistic, positive targets.
3. That Council requests that the Director of Finance or designate provide Council with a report show the 2016 property tax rates as well as industrial and commercial rates for Erin together with all Wellington County municipalities, Caledon, Halton Hills, Orangeville and Guelph, including the percentage difference to Erin's rates.

**15. Adjournment**

**Resolution # 16-349**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be adjourned at the hour of 9:45 PM.

**Carried**

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**Mayor Allan Ails**

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**Clerk Dina Lundy**