



Minutes of the Regular Town of Erin Council Meeting

November 3, 2015

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
Larry Wheeler
Andrew Hartholt
Bob Cheetham

CAO/Town Manager
Clerk
Financial Analyst
Chief Building Official
Economic Development
Coordinator

1. Call to Order

Mayor Alls called the meeting to order, and was pleased to announce that the gavel has been returned to the Town. It was presented to Henry Wheeler back in 1973, and will remain at the Town office. Mayor Alls thanked Councillor Smith for the use of his family member's gavel for the past 11 months.

1.1 Service Award Presentations

Mayor Alls presented long service awards to several staff members achieving milestones this year.

Terry Wheeler 10 years
Garrett Mitchell 10 years
Brandi McLeod 15 years
Joe Babin 20 years
Sharon Marshall 30 years
Graham Smith 30 years

2. Approval of Agenda

Resolution # 15-412

Moved By Councillor Brennan

Seconded By Councillor Smith

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

- Chief Building Official - Demolition Report - 172 Main
- New Business - Greenbelt Foundation Information

Carried

3. Public Question Period

Pauline Follett:

When will the Operational Review implementation plan be available and will it include an organizational chart showing old and new positions?

There will be a report at the next meeting.

Deanna McKay:

What has transpired with the SSMP in the last year, and how has the \$200,000 been spent?

The SSMP was completed with the final report in 2014. The water EA is in progress and a letter of interest has been sent out for the wastewater EA. Discussion about expenditures during the 2015 year will ensue during the budget process.

Anna Spiteri:

Can Council comment on the budget process and timeline?

The budget process has commenced, and the meetings will begin on November 10 with the Capital Plan/Capital Budget. The public are welcome to attend this meeting.

Roy Val:

Should senior managers be on a salary rather than paid hourly?

This will be explored during the organizational and compensation review, and will be a policy decision of Council.

4. Declaration Pecuniary Interest

None.

5. Community Announcements

Nov 5 Annual Rotary Pasta Dinner
Nov 8 Remembrance Day Service and Parade
Nov 13 Village of Erin Annual Window Wonderland
Nov 14 UCHS Annual Empty Bowls Soupfest
Nov 30 Deadline for County of Wellington Not for profit grant applications
For community events, please visit <http://www.erin.ca/whats-on/>

6. Adoption of Minutes

Resolution # 15-413

Moved By Councillor Sammut

Seconded By Councillor Smith

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

October 20, 2015 Regular Meeting

October 21, 2015 Special Meeting

Carried

7. Business Arising from the Minutes

7.1 Councillor Sammut - Motion regarding Finance Report

Resolution # 15-414

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council hereby requests the Treasury department provide a 5 year report to Council on a range of possible tax implications to residents based on current operational costs increasing by CPI and our current asset management plan.

Carried

7.2 Councillor Sammut - Motion regarding meeting with EDO

Resolution # 15-415

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby requests a meeting be set up to review strategies to address current economic challenges in Erin including store closures; vacant commercial properties, truck traffic, parking and cross-walk; buy-local programs; and vacant properties.

Carried

8. Accounts

Resolution # 15-416

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$ 215,038.50 be paid.

Carried

9. Delegations/Petitions/Presentations

9.1 Jamie Cheyne, Phil Gravelle, Paul Pengelly - Erin Trails/Heritage Committee - Introducing Council to downtown Erin heritage walking trail brochure

Mr. Cheyne, chair of the Town of Erin Heritage Committee explained how the Downtown Erin Heritage Walking Trail Brochure was put together through the collaboration and support of Councillor Duncan, the Heritage Committee, the Trails Committee, Phil Gravelle, Paul Pengelly of the County of Wellington, and Bob Cheetham Economic Development Coordinator. The walking tour takes about one hour to complete, and features properties with architectural history in the downtown area of the Village of Erin. The maps will be available at the Town Office, electronically on the Town Website, and they will also work on posting them at McMillan Park. The group also plans to complete a similar brochure for the Village of Hillsburgh.

Mr. Gravelle explained that the trail map ties in with Wellington County's active transportation plan, encouraging people to get out of their vehicles, promoting activity, wellness, and other initiatives. The trail could be expanded, and a trail masterplan would help to see improvements and expansions take place. Mr. Gravelle also believes that trails should be a consideration with any new development applications that come forward.

Resolution # 15-417

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the delegation of Jamie Cheyne, Phil Gravelle, and Paul Pengelly regarding the Erin heritage walking trail brochure.

Carried

10. Reports

10.1 Building/Planning/By-Law

10.1.1 Sarah Wilhelm, Senior Planner, County of Wellington - 63A Trafalgar Road

Resolution # 15-418

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the report of Sarah Wilhelm, Senior Planner regarding 63A Trafalgar Road, Hillsburgh.

Carried

10.1.2 Kyle Davis, Wellington County Risk Management Official - Source Water RMO RMI Appointments Erin Oct 2015

Resolution # 15-419

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated October 22, 2015, regarding appointment of a Risk Management Official and Inspector;

And that Council will consider the by-law during the by-law portion of the meeting.

Carried

10.1.3 Kyle Davis, Wellington County Risk Management Official - Source Water Protection - Agricultural Prohibition Policy Report August 2015

Resolution # 15-420

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby receives the Wellington County Municipal Source Water Working group memorandum regarding analysis of agricultural policies related to application of nutrients within Well Head Protection Area - A (100 metres from a municipal well).

Carried

10.1.4 Chief Building Official - Demolition Report – 5554 First Line

Resolution # 15-421

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby receives the Building Department Demolition Report dated November 3, 2015, regarding the application for demolition permit for a single residential dwelling located at 5554 First Line, Town of Erin Assessment Roll No 2316 000 005 01404 0000;

And that Council approves the issuance of the demolition permit.

Carried

10.1.5 Chief Building Official - Demolition Report - 172 Main

Resolution # 15-422

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council hereby receives the Building Department Demolition Report , regarding the application for demolition permit for a single residential dwelling located at 172 Main St, Town of Erin Assessment Roll No 2316 000 010 05000 0000;

And that Council approves the issuance of the demolition permit.

Carried

10.2 Administration

10.2.1 CAO - Completion of the Organizational and Compensation Review

Resolution # 15-423

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives the CAO's Organizational and Compensation Review Report dated November 3, 2015;

And that Council directs the CAO to engage the services of Gallagher Mc Dowall to complete the project.

Carried

10.2.2 Economic Development Coordinator - Town of Erin Advisory Committees – Draft Terms of Reference

Resolution # 15-424

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Town of Erin Advisory Committees Draft Terms of Reference Report.

Carried

10.2.3 Economic Development Coordinator - Momentum: Town of Erin 2015-2018 Economic Development Action Plan

Bob Cheetham, Economic Development Coordinator, went through a presentation on "Momentum: Town of Erin 2015-2018 Economic Development Action Plan". Mr. Cheetham presented the process of how the action plan came to its current state, before Council for final adoption. The primary goals of the plan, and the vision and

mission statements were provided, as well as an overview of the six areas of action items identified. Next steps were also presented to Council.

Resolution # 15-425

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council of the Town of Erin receives the report and adopts the Momentum: Town of Erin 2015-2018 Economic Development Action Plan.

Carried

10.3 Finance

10.3.1 Financial Analyst - Five Year Capital Plan 2016 – 2020, Draft: Nov 3, 2015

Resolution # 15-426

Moved By Councillor Smith

Seconded By Councillor Brennan

Be It Resolved that Council of the Town of Erin hereby receives Report 2015- 13 'Five Year Capital Plan 2016 – 2020, Draft: Nov 3, 2015' as information.

Carried

10.3.2 Financial Analyst - Ontario Ice Storm Assistance Program – Final Award Decision

Resolution # 15-427

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Report 2015- 14 'Ontario Ice Storm Assistance Program – Final Award Decision' as information.

Carried

10.4 Committees

10.4.1 Let's Get Hillsburgh Growing - Appoint Raissa Sauve

Resolution # 15-428

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby appoints Raissa Sauve to the Let's Get Hillsburgh Growing Committee.

Carried

10.4.2 Let's Get Hillsburgh Growing - September 17th, 2015 meeting minutes

Resolution # 15-429

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the Let's Get Hillsburgh Growing September 17, 2015 meeting minutes for information.

Carried

11. Correspondence

Resolution # 15-430

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives correspondence items 11.1 to 11.5 for information.

Carried

12. New Business

12.1 CAO - Chief Building Official

The CAO announced that Andrew Hartholt, Chief Building Official has accepted a position with another municipality and will complete his service with the Town of Erin on November 13, 2015. This is a great opportunity for Andrew and we wish him well in his new career. The CAO will be posting to fill the position as soon as possible.

12.2 CAO - Crewson Ridge Subdivision - Final acceptance and release of letter of credit

Resolution # 15-431

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence from Triton Engineering regarding recommendations on final acceptance and release of securities on Crewson Ridge Subdivision:

And that Council approves final acceptance of services, and the release of the letter of credit in the amount of \$378, 247.96, subject to the receipt of a separate letter of credit or cash in the amount of \$5000 to provide for replacement of planted trees, if needed.

Carried

12.3 Greenbelt Foundation Information (item added during approval of agenda)

Councillor Duncan brought to the attention of Council information on the Greenbelt Foundation and funding that they have leveraged for projects in the greenbelt. The Town of Erin is within the greenbelt, but thus far this area has not been considered for some of the projects of the Foundation. Two initiatives that he would like to see the County of Wellington pursue with the Greenbelt Foundation are:

1. The Greenbelt Route - the new provincial cycling route launched in August this year, from Northumberland to Niagara using existing road and trail infrastructure.
2. Greenbelt Walks - a user friendly hiking trail map throughout the greenbelt region.

13. Closed Session

Resolution # 15-432

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 4:02 PM to discuss the matter(s) pertaining to:

- labour relations or employee negotiations (Director of Infrastructure and Operations)
- personal matters about an identifiable individual, including municipal or local board employees;(service provider)

Carried

14. Return from Closed Session

14.1 Motion to Reconvene

Resolution # 15-433

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be reconvened at the hour of 4:26 PM.

Carried

14.2 Report Out - None.

15. By-Laws

Resolution # 15-434

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that By-Law numbers 15 – 44 to 15 - 45 inclusive, are hereby passed.

Carried

16. Notice of Motion - None.

17. Adjournment

Resolution # 15-435

Moved By Councillor Smith

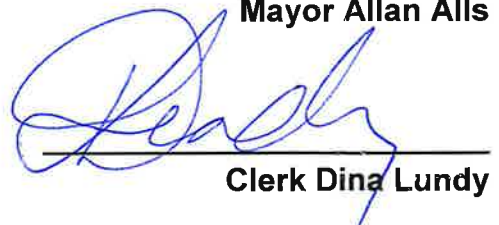
Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 4:27 PM.

Carried



Mayor Allan Alls



Clerk Dina Lundy