



## Minutes of the Regular Town of Erin Council Meeting

December 1, 2015

1:00 PM

Municipal Council Chamber

<b>PRESENT</b>	<b>Allan Alls</b> <b>John Brennan</b> <b>Matt Sammut</b> <b>Rob Smith</b> <b>Jeff Duncan</b>	<b>Mayor</b> <b>Councillor</b> <b>Councillor</b> <b>Councillor</b> <b>Councillor</b>
<b>STAFF PRESENT:</b>	<b>Kathryn Ironmonger</b> <b>Dina Lundy</b> <b>Sharon Marshall</b> <b>Larry Wheeler</b> <b>Joe Babin</b> <b>Robyn Mulder</b>	<b>CAO/Town Manager</b> <b>Clerk</b> <b>Director of Finance</b> <b>Financial Analyst</b> <b>Interim Water Superintendent</b> <b>Economic Development Officer</b>

### 1. Call to Order

Mayor Alls called the meeting to order.

#### 1.1 Service Award Presentation

Mayor Alls presented Shelly Ballantyne with a long service award for achieving a 10 year milestone.

Mayor Alls also thanked staff that worked on the Christmas Parade Float. Staff and family members donated over 100 hours of free time to put the float together. The event was well attended, as over 40 floats took part this year. Congratulations to the community for all the hard work and participation as well.

### 2. Approval of Agenda

#### Resolution # 15-454

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

- New Business item - Potential Greenbelt Expansion

**Carried**

### 3. Public Question Period

Jay Mowat

When will the Environmental Committee become active and when can people apply to sit on the committee?

*There is no direction from Council on this committee. Normally advertising for committee members takes place at the beginning of the year.*

Nyola Holliday

We have been without a Water Superintendent and Roads Superintendent for quite a while - is there any reason why they have not been posted?

*The Town has posted for a Director of Infrastructure and Operations and is currently working on filling the position.*

**4. Declaration Pecuniary Interest**

None.

**5. Community Announcements**

**5.1 Headwaters Tourism Awards**

Headwaters Tourism Award winners:

Best Arts, Culture or Heritage Experience - Hills of Erin Studio Tour  
Best Culinary Tourism Experience - The Friendly Chef Adventures  
Tourism Ambassador - Maria Britto

Dec 2-4, 6, and 7-9 - Erin Theatre presents "Sleight of Mind" at David's Restaurant 7pm

Dec 3-18 - Shop the Village - Extended Christmas Hours

Dec 18 - A Community Christmas at Centre 2000 - Orangeville

Community Band (Mayor Alls as Narrator)

Please see our website [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

**6. Adoption of Minutes**

**Resolution # 15-455**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

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

November 17, 2015 Regular Meeting

**Carried**

**7. Business Arising from the Minutes**

Councillor Duncan

9.1 - Mark Van Patter, County of Wellington Planning - CBM Comments

Council consensus to forward additional questions to Gary Cousins

9.1.3 - CBO - Demolition Report - 63A Trafalgar Road

**Resolution # 15-456 (verbal)**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** as Business Arising from the minutes of the Regular Council Meeting November 17, 2015 item 9.1.3 CBO-Demolition Report - 63A Trafalgar

Road(Tavares - Nodwell 1864 Farmstead), Council directs the CBO and Planning staff provide Council, staff and the Heritage Committee with a brief report on the procedures, policies and options available to the municipality and applicants with respect to the processing of a demolition permit for listed heritage properties.

**Carried**

**8. Accounts**

**Resolution # 15-457**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the accounts in the amount of \$61,293.68 be paid.

**Carried**

**9. Delegations/Petitions/Presentations**

**9.1 Linda Dickson, Emergency Manager - Emergency Management Program Report for 2015**

Ms. Dickson presented Council with the 2015 Emergency Management Program report for 2015, and also outlined what has been done to maintain and comply with the requirements of the legislation. She further explained enhancements that are being worked on over and above the requirements.

**Resolution # 15-458**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council for the Town of Erin accepts the annual emergency management report;

**And further that** this report serves as the annual review of the Town's Emergency Management Program for 2015.

**Carried**

**9.2 Deborah Martin-Downs - Credit Valley Conservation 2016 Proposed Budget**

Ms. Martin-Downs introduced Jeff Payne, Director of Corporate Services for the CVC. The budget presentation was given to Council, which also included information on the CVC's partnerships, programs and other revenue sources. Of special consequence is the severe decline of Provincial Funding over the years. The Town's portion for 2016 is \$69,652.

**Resolution # 15-459**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the delegation of Deborah Martin-Downs of Credit Valley Conservation regarding the 2016 proposed budget.

**Carried**

**9.3 Kari Simpson and Stephanie Conway, EWCS - Updating Council on the programs and services offered to residents**

Kari Simpson and Stephanie Conway went over the programs that are offered by East Wellington Community Services, including adult, senior, and youth programs. They appreciate the support that the Town of Erin provides as well as other partners, and feel that their biggest hurdle is awareness.

**Resolution # 15-460**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the delegation from Kari Simpson and Stephanie Conway of East Wellington Community Services regarding an update on the programs and services offered to residents.

**Carried**

**10. Reports**

**10.1 Water**

**10.1.1 Interim Water Superintendent - Water Department Project Updates**

**Resolution # 15-461**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Interim Water Superintendent's Report concerning recent Water Department Projects.

**Carried**

**10.1.2 Interim Water Superintendent - Frozen Water Service Policy**

**Resolution # 15-462**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council approves the Frozen Water Service Policy;

**And that** Council supports the recommendations brought forward from the Water Department.

**Carried**

**10.2 Administration**

**10.2.1 Clerk - Proposed Corporate Services Fee By-Law**

Council suggested amendments to the proposed by-law, including increasing the tax certificate fee to \$50, exempting the first 5 pages for photocopying from the fee, as well as exempting the press from the agenda printing fee.

**Resolution # 15-463**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Clerk's report regarding a Proposed Corporate Services Fee By-Law;

**And that** Council directs the Clerk to add fees and charges related to Fire Department services;

**And that** Council will consider the proposed By-law at its next regular meeting on December 15, 2015, as amended.

**Carried**

**10.2.2 CAO - Council's First Year Report Card**

The CAO provided a lengthy list of Council and staff accomplishments over the first year of this Council term.

**Resolution # 15-464**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the CAO's report regarding Council's first year report card.

**Carried**

**10.3 Finance**

**10.3.1 Director of Finance - Temporary Borrowing By-law 2015**

**Resolution # 15-465**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Director of Finance's Report "Temporary Borrowing Bylaw 2015" for information;

**And that** Council considers the adoption of the Borrowing By-law as recommended.

**Carried**

**10.3.2 Financial Analyst - Five Year Capital Plan 2016 – 2020, Draft: Dec 1, 2015**

Council agreed that they would continue by finalizing the 2016 Capital Budget and Operating Budget and then consider finalizing the five year Capital Plan. A Capital Budget meeting was set for December 15 at 4pm, as well as two Operating Budget meetings January 13, 2016 10am to 4pm, and January 20, 2016 1pm to 4pm.

Council also discussed setting a public meeting to gather input regarding a crosswalk in the village of Erin as well as a truck by-pass.

**Resolution # 15-466**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** the Council of the Town of Erin hereby receives report 2015- 15 'Five Year Capital Plan 2016 – 2020, Draft: Dec 1, 2015' as information.

**Carried**

**10.3.3 Director of Finance - Approval of Accounts - Revised Process**

**Resolution # 15-467**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Director's Report on "Approval of Accounts- Revised Process" for information;

**And That** Council supports the Director's recommendations.

**And finally that** the Clerk is directed to amend the Procedural By-law to reflect the changes to the "Accounts" procedure for the next regular meeting.

**Carried**

**10.4 Committees**

**10.4.1 Town of Erin Heritage Committee - September 21 and October 19 meeting minutes, November 16 resolution**

**Resolution # 15-468**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Heritage Committee September 21, 2015 and October 19, 2015 meeting minutes;

**And further that** Council receives the Heritage Committee November 16, 2015 resolution regarding no concerns with the partial demolition of 5498 Fifth Line.

**Carried**

**10.4.2 Let's Get Hillsburgh Growing - October 15 Meeting Minutes**

**Resolution # 15-469**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Let's Get Hillsburgh Growing Committee October 15, 2015 meeting minutes.

**Carried**

**11. Correspondence**

**Resolution # 15-470**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives correspondence items 11.1 to 11.12 for information.

**Carried**

**11.9 Erin Village BIA - Meeting minutes from July 23, Sept 3, and Oct 1 2015**

**Resolution # 15-471**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the BIA July 23, 2015, September 3, 2015, and October 1, 2015 meeting minutes.

**Carried**

**12. New Business**

**12.1 Set Budget Meeting Dates**

Council considered this item earlier in the meeting.

**12.2 Added item: Potential Greenbelt Expansion**

Councillor Duncan added this item to inform Council, and Town/County staff about a plan posted on the Greenbelt Foundation's website showing the potential expansion of the greenbelt which includes Erin and other municipalities within Wellington County.

**13. Closed Session**

**Resolution # 15-472**

**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 3:58 pm to discuss the matter(s) pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees (IT, CBO, Recreation Department);
- labour relations or employee negotiations (Director of Infrastructure and Operations);
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (Agreement, Keeping of Animals By-law)
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (EA)

**Carried**

**14. Return from Closed Session**

**14.1 Motion to Reconvene**

**Resolution # 15-473**

**Moved By** Councillor Smith

**Seconded By** Mayor Alls

**Be it resolved that** the meeting be reconvened at the hour of 5:12 pm.

**Carried**

**14.2 Report Out**

Council reported out that the Town has hired Michael Tapp for the one year contract Systems Administrator position, and Carol House for the Chief Building Official position.

Council also reported out that they will move forward with four firms for the request for proposals for the Wastewater EA. The four firms in alphabetical order are: Aecom Canada Ltd., Ainley Group, J.L. Richards Associates Limited, and XCG Consulting Limited.

**15. By-Laws**

**Resolution # 15-474**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** By-Law numbers 15 – 47 to 15 - 51 inclusive, are hereby passed.

**Carried**

**16. Notice of Motion**

None.

**17. Adjournment**

**Resolution # 15-475**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be adjourned at the hour of 5:13 pm.

**Carried**



**Mayor Allan Alls**



**Clerk Dina Lundy**