



## Minutes of the Regular Town of Erin Council Meeting

April 21, 2020

6:30 PM

Municipal Council Chamber

|                       |  |   |
|-----------------------|--|---|
| <b>Present:</b>       | <p>Allan Ails<br/>John Brennan<br/>Rob Smith<br/>Jamie Cheyne<br/>Michael Robins</p>                         | <p>Mayor<br/>Councillor<br/>Councillor<br/>Councillor<br/>Councillor</p>  |
| <b>Staff Present:</b> | <p>Nathan Hyde<br/>Lisa Campion<br/>Nick Colucci<br/><br/>Ursula D'Angelo<br/>Paul Evans<br/>Jim Sawkins</p> | <p>Chief Administrative Officer<br/>Director of Legislative Services &amp; Clerk<br/>Director of Infrastructure Services &amp; Engineer<br/>Director of Finance &amp; Treasurer<br/>Director of Building/Enforcement &amp; CBO<br/>Director of Fire and Emergency Services &amp; Fire Chief</p> |

**1. Call to Order**

Mayor Ails called the meeting to order.

**2. Approval of Agenda**

**Resolution # 20-053**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

**Be it resolved that** the agenda be approved as amended to consider item 9.2.2.1 procedural by-law amendment before moving into closed session.

| Member             | Recorded Vote |
|--------------------|---------------|
| Councillor Robins  | In Favour     |
| Councillor Smith   | In Favour     |
| Councillor Cheyne  | In Favour     |
| Councillor Brennan | In Favour     |
| Mayor Ails         | In Favour     |

**Carried**

**9. Reports**

**9.2 Corporate Services**

**9.2.2 Legislative Services**

**9.2.2.1 Procedural By-law Amendment**

**Resolution # 20-054**

**Moved By** Councillor Robins

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receive report number C2020-01 "*Procedural By-law Amendment*" for information;

**And that** Council hereby approve the proposed by-law amendment as presented in Appendix A of this report.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**2. Closed Session**

**Resolution # 20-055**

**Moved By** Councillor Smith

**Seconded By** Councillor Robins

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 6:38 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**3. Return from Closed Session**

**3.1 Motion to Reconvene**

**Resolution # 20-056**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be reconvened at the hour of 7:23 PM.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**3.2 Report Out**

**Resolution # 20-057**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

1. That the Town Solicitor, along with such staff and external consultants as may be necessary, be instructed to attend at the LPAT hearing in this matter in support of the Official Plan, zoning by-law and draft plan of subdivision applications submitted by National Properties Inc. and Equity Venture Group Corp., provided that all matters identified in the Peer Review (and described in this report) have been addressed to the satisfaction of the CAO;

2. That the Town Solicitor be instructed to request the LPAT to proceed with the scheduling of the required hearing events related to these applications as soon as possible and that all steps be taken by the Town Solicitor to protect the Town’s interests, as described in this confidential

report, including undertaking settlement discussions, entering into minutes of settlement, conducting a settlement hearing, and conducting a contested hearing, all in accordance with the direction and conditions set out in this report; and,

3. That the Mayor and Clerk are hereby authorized to do such things, take such steps of actions and execute such documents as may be necessary to give effect to #s 1 and 2 above.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**5. Declaration Pecuniary Interest**

None.

**6. Community Announcements**

As we find ourselves under these restrictions:

- 1) Take care of yourselves both physically and mentally.
- 2) If you are trying to homeschool your kids, you do not have the resources of teachers and kids are resilient so the most important thing right now is for them to know that you love them, that you support them and that getting through this as a family is the best outcome.
- 3) Stay in touch with family and friends through social media, texting, and phone calls.
- 4) If you can afford it, order a take-out meal from a local restaurant once a week and help support local business that may have limited resources during this time.
- 5) We are all stressed, so try to be understanding and spread happiness where and when you can.

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

**7. Adoption of Minutes**

**Resolution # 20-058**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

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

March 3, 2020 Regular Council Meeting

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**8. Business Arising from the Minutes**

None.

**9. Reports**

**9.1 Chief Administrative Officer**

**9.1.1 Service Modernization Funding**

**Resolution # 20-059**

**Moved By** Councillor Smith

**Seconded By** Councillor Robins

**Be it resolved that** Council hereby receive report number CAO2020-02 “Service Modernization funding” for information;

**And that** Council hereby approve the following projects to be funded by the Provincial Modernization funding grant:

Fortinet IT intrusion prevention optimization \$10,000

Human Resource Information Management System (HRIMS)  
\$40,000

External development of corporate-wide objective Performance Metrics \$40,000

Development of a comprehensive communication & engagement strategy \$50,000

Building & Enforcement tracking and management hardware  
\$16,000

Infrastructure Services software (including scheduling component)  
 \$15,000  
 FMW budget software \$45,000  
 County-wide Fire Service software upgrade (phase out old system)  
 \$11,000  
 Replace all Fire Department Defibrillators \$25,000  
 Transition to full Fire Dispatch \$25,000  
 Emergency Operation Centre upgrades \$35,000  
 Top 20 in 20 opportunity exploration (KPMG recommendations)  
 \$92,373  
  
 Total  
 \$402,373

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

## **9.2 Corporate Services**

### **9.2.1 Finance**

#### **9.2.1.1 Treasurer’s Statement Council Remuneration**

##### **Resolution # 20-060**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receive report number F2020-02 “2019 Treasurer’s Statement of Remuneration Paid to Council and Appointed Members” for information.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**9.2.1.2 Community Grants Allocation**

**Resolution # 20-061**

**Moved By** Councillor Smith

**Seconded By** Councillor Robins

**Be it resolved that** Council hereby receive report number F2020-03 “*2020 Community Grants Allocation Recommendation*” for information;

**And that** Council direct staff to distribute proceeds as per listing in Appendix B.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**9.2.1.3 Temporary Borrowing By-law**

**Resolution # 20-062**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receive report number F2020-04 “*Temporary Borrowing By-law 2020*” for information;

**And that** Council approve the Temporary Borrowing By-law for \$3.0m effective until December 31, 2021.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

9.2.1.4

**4th Quarter Variance Report December 31-2019**

**Resolution # 20-063**

**Moved By** Councillor Robins

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receive report number F2020-05 “*Fourth Quarter Variance Report Ending December 31, 2019*” for information;

~~**And that** the Operating surplus of \$422,792 be transferred and equally split between the Tax Rate Stabilization Reserve and the Infrastructure Renewal Reserve;~~

~~**And that** Council direct staff to fund capital projects for the elevator at Town Hall for \$340,585 and dump truck \$239,086 from Working Capital Reserve for \$203,761, from Tax Rate Stabilization for \$100,000 and the remaining \$275,910 from Infrastructure Renewal Reserve;~~

**And that** the Operating Surplus of \$422,792 be transferred to the Tax Rate Stabilization Reserve;

**And that** Council direct staff to fund capital projects for the elevator at Town Hall for \$340,585 and dump truck for \$239,086 from the Working Capital Reserve for \$203,761 and the remaining \$375,910 from Infrastructure Renewal Reserve;

**And that** Council direct staff to transfer \$479.15 to Let’s Get Hillsburgh Growing reserve due to surplus;

**And that** Council direct staff to transfer \$502.17 to Erin BIA reserve due to surplus;

**And that** Council approve change to funding allocation for the Water Environmental Assessment of the \$604k budget to 90% Development Charges-Administration and 10% Water Lifecycle Reserve;

**And that** Council direct staff to change the funding of the 5th line rural upgrade to 50% from Development Charges – Transportation and 50% from Gas Tax Grant;

**And that** Council direct staff to create a new reserve fund called “Modernization Grant” and transfer unspent funds of \$524k;

**And that** Council direct staff to create a new reserve fund called “Waste Water Treatment Plant Reserve Fund”;

**And that** CAO be authorized to withdraw from the Waste Water Treatment Plant Reserve Fund;

**And that** \$29k property sales that were not budgeted with the recommendation that net amount be transferred to the Infrastructure Renewal Reserve;

**And that** Council direct staff to move forward to 2020 the list of capital projects in Appendix B;

**And that** Council approve the 2020 Capital Project list in Appendix C.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

#### **9.2.1.5 2020 Insurance Renewal**

##### **Resolution # 20-064**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

**Be it resolved that** Council hereby receive report number F2020-06 “*2020 Insurance Renewal*” for information;

**And that** Council approves Jardine Lloyd Thompson Canada Inc. comprehensive insurance coverage for the term of April 1, 2020 to March 31, 2021 for the annual premium of \$147,183 + taxes.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

### 9.3 Infrastructure services

#### 9.3.1 Roads

##### 9.3.1.1 Ospringe Drain By-law

###### **Resolution # 20-065**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

**Be it resolved that** Council hereby receive report number R2020-03 – “*Ospringe Drain*” for information;  
**And that** Council hereby approve and give a third and final reading to By-Law # 20-02 as presented in Appendix A of this report.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

#### 9.3.2 Engineering - Water

##### 9.3.2.1 2019 Ministry of the Environment, Conservation and Parks Annual Reporting Requirements

###### **Resolution # 20-066**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Robins

**Be it resolved that** Council hereby receive report number W2020-02 “2019 Ministry of the Environment, Conservation and Parks Annual Reporting Requirements” for information;

**And that** Council receives the 2019 Annual Reports completed on February 24, 2020 for the Erin Drinking Water System and the Hillsburgh Drinking Water System;

**And that** Council receives the 2019 Summary Reports completed on February 24, 2020 for the Erin Drinking Water System and the Hillsburgh Drinking Water System;

**And that** Council receives the 2019 Source Protection Municipal and Risk Management Official Report dated March 3, 2020 for the Town of Erin.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**9.3.2.2 Erin Urban Centre Water Servicing Class EA Summary**

**Resolution # 20-067**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receive report number W2020-03 – “*Town of Erin Urban Centre Water Servicing Class EA Summary*” for information.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**9.4 Community Services**

**9.4.1 Fire Services**

**9.4.1.1 Tanker 57 Request for Proposal 2020-01F**

**Resolution # 20-068**

**Moved By** Councillor Smith

**Seconded By** Councillor Robins

**Be it resolved that** Council hereby receive report number FD2020-04 “*Tanker 57 Request for Proposal F2020-01*” for information;

**And that** Council accepts the bid from Fort Garry Fire

Trucks (the lowest qualified bidder) for the tanker 57 replacement apparatus at a price of \$409,340.49 including the HST non-rebate portion.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Ails         | In Favour            |

**Carried**

## 9.5 Committees

### 9.5.1 Town of Erin Heritage Committee Meeting Minutes - January 27, 2020

**Resolution # 20-069**

**Moved By** Councillor Robins

**Seconded By** Councillor Cheyne

**Be it resolved that** Council hereby receive the TEHC meeting minutes of their meeting held January 27, 2020 for information.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Ails         | In Favour            |

**Carried**

### 9.5.2 Let's Get Hillsburgh Growing Committee Meeting Minutes - January 15, 2020

**Resolution # 20-070**

**Moved By** Councillor Robins

**Seconded By** Councillor Cheyne

**Be it resolved that** Council hereby receive the LGHG meeting minutes of their meeting held January 15, 2020 for information.

| <b>Member</b>     | <b>Recorded Vote</b> |
|-------------------|----------------------|
| Councillor Robins | In Favour            |
| Councillor Smith  | In Favour            |

|                    |           |
|--------------------|-----------|
| Councillor Cheyne  | In Favour |
| Councillor Brennan | In Favour |
| Mayor Alls         | In Favour |

**Carried**

## 9.6 Mayor

### 9.6.1 Mayor's Report

#### **Resolution # 20-071**

**Moved By** Councillor Robins

**Seconded By** Councillor Smith

**Be it resolved that** the Mayor's verbal report of April 21, 2020 be received for information.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

## 10. New Business

### 10.1 Notice of Motion - Councillor Brennan - Single Use Plastic

#### **Resolution # 20-072**

**Moved By** Councillor Brennan

**Seconded By** Councillor Robins

**Be it resolved that** Council receive this report at the April 21st Council meeting and directs the committee to work in conjunction with staff on this issue.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

## 11. Correspondence

**Resolution # 20-073**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

**Be it resolved that** Council receives correspondence items 11.1-11.2 for information.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**12. By-Laws**

**Resolution # 20-074**

**Moved By** Councillor Cheyne

**Seconded By** Councillor Smith

**Be it resolved that** By-Law numbers 20–12 and 20-13 are hereby passed.

**And that** By-law 20-02 is read a third time and passed.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**Resolution # 20-075**

**Moved By** Councillor Robins

**Seconded By** Councillor Smith

**Be it resolved that** the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 20-14 as reproduced in this days Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

**20-14**

A By-law to adopt, ratify and confirm the proceedings for the Council of the Corporation of the Town of Erin at its Regular Meeting held on April 21, 2020.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

**13. Notice of Motion**

None.

**14. Adjournment**

**Resolution # 20-076**

**Moved By** Councillor Smith

**Seconded By** Councillor Cheyne

**Be it resolved that** the meeting be adjourned at the hour of 8:53 PM.

| <b>Member</b>      | <b>Recorded Vote</b> |
|--------------------|----------------------|
| Councillor Robins  | In Favour            |
| Councillor Smith   | In Favour            |
| Councillor Cheyne  | In Favour            |
| Councillor Brennan | In Favour            |
| Mayor Alls         | In Favour            |

**Carried**

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Mayor Allan Alls

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Clerk Lisa Campion