



## MUNICIPALITY OF ARRAN-ELDERSLIE

### Council Meeting

### MINUTES

**Meeting No. 6-2023**  
**Monday, March 13, 2023, 9:00 a.m.**  
**Council Chambers**  
**1925 Bruce Road 10, Chesley, ON**

Council Present: Mayor Steve Hammell  
Deputy Mayor Jennifer Shaw  
Councillor Ryan Nickason  
Councillor Darryl Hampton  
Councillor Brian Dudgeon  
Councillor Moiken Penner  
Councillor Peter Steinacker

Staff Present: Sylvia Kirkwood - CAO  
Christine Fraser-McDonald - Clerk  
Julie Hamilton - Deputy Clerk  
Scott McLeod - Public Works Manager  
Tracey Neifer - Treasurer  
Carly Steinhoff - Recreation Manager  
Pat Johnston - Chief Building Official - Present Electronically  
Steve Tiernan - Fire Chief

#### 1. Call to Order

Mayor Hammell called the meeting to order at 9:00 am. A quorum was present.

#### 2. Mayor's Announcements (If Required)

Mayor Hammell noted that March is Irish History Month. The Community Guide and Spring Newsletter will be available at the end of March. On April 1st, there is a rally to save the Chesley Hospital.

#### 3. Adoption of Agenda

Council passed the following resolution:

**74-06-2023**

**Moved by:** Councillor Nickason

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that the agenda for the Council Meeting of Monday, March 13, 2023 be received and adopted, as distributed by the Clerk.

**Carried**

**4. Disclosures of Pecuniary Interest and General Nature Thereof**

None.

**5. Unfinished Business**

None.

**6. Minutes of Previous Meetings**

**6.1 February 27, 2023 Council Minutes**

Subsequent to further discussion, Council passed the following resolution:

**75-06-2023**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Dudgeon

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held February 27, 2023.

**Carried**

**6.2 March 7, 2023 Special Council Minutes**

Subsequent to further discussion, Council passed the following resolution:

**76-06-2023**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Penner

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Special Council Session held March 7, 2023.

**Carried**

**7. Business Arising from the Minutes**

None.

**8. Minutes of Sub-Committee Meetings**

**8.1 SMART Board Minutes - February 3, 2023**

Subsequent to further discussion, Council passed the following resolution:

**77-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council receives the SMART Board Minutes of February 3, 2023 for information purposes.

**Carried**

**8.2 Paisley Fire Hall Subcommittee Minutes - January 18, 2023**

Subsequent to further discussion, Council passed the following resolution:

**78-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Penner

Be It Resolved that Council receives the Paisley Fire Hall Subcommittee Minutes of January 18, 2023 for information purposes.

**Carried**

**8.3 Paisley Fire Hall Subcommittee DRAFT Minutes - March 8, 2023**

Subsequent to further discussion, Council passed the following resolution:

**77-06-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council receives the Paisley Fire Hall Subcommittee Draft Minutes of March 8, 2023 for information purposes.

**Carried**

**9. Public Meeting(s)**

None.

**10. Delegations**

**10.1 Crime Stoppers of Grey Bruce - Peter Reid, President**

Peter Reid of Crime Stoppers of Grey Bruce noted that Council had their letter in their Council package.

The Crime Stoppers program has a single full-time employee and they are asking from the Municipality to contribute \$2,500 per year to cover that

employee's wage for a two year commitment. They are looking for a long-term committment from the Municipalities.

Council thanked Mr. Reid for this presentation.

**11. Presentations**

None.

**12. Correspondence**

**12.1 Requiring Action**

**12.1.1 Chesley Hospital Community Support Request**

Subsequent to further discussion, Council passed the following resolution:

**78-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be it Resolved that Council hereby waives the "Unlicensed Hall Rental Fee" for the Chesley Community Centre for the Chesley Hospital Community Support Rally on April 1, 2023 in the amount of \$308.47 (including HST).

**Carried**

**12.1.2 Paisley Blues Festival Request for Community Centre Rental Reduction**

Council requested that Mr. Johnston attend at the next Council meeting regarding his request and to recognize his achievement as one of the top 100 festivals in Ontario.

Subsequent to further discussion, Council passed the following resolution:

**79-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

Be it Resolved that Council approves in that the Paisley Community Centre facility be rented for the Paisley Blues Festival Event being held June 2,3,4, 2023 at an amount sufficient to cover the municipality's expenses in an amount to be determined following the completion of the event provided that the profits from the event be donated back to municipal initiatives or community events.

**Tabled**

## **12.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**80-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that the Council of the Municipality of Arran-Elderslie receives, notes, and files correspondence on the Council Agenda for information purposes.

**Carried**

12.2.1 South Gate Resolution of Support for Arran-Elderslie's Resolution re: tile drain loans

12.2.2 Township of Chatsworth Resolution of Support for Arran-Elderslie's Resolution re: tile drain loans

12.2.3 Media Release - Funding Awards for Lake Huron Forever Projects

12.2.4 Grey Sauble Conservation Authority Board Minutes - December 21, 2022

12.2.5 Paisley Blues Festival

## **13. Staff Reports**

### **13.1 CAO/Clerks**

CAO Sylvia Kirkwood discussed the branding for Chesley and Tara. There were 448 votes. They will be reviewing the comments and the next steps will be released to the public shortly.

13.1.1 SRCAO.2023.02 – Memo to Council

CAO Sylvia Kirkwood discussed her report with Council.

Council directed staff to continue to keep the Municipal Innovation Council (MIC) funds in the budget until such time that it has been decided what the future plans will be with MIC. Direction will be given to staff at a later date as to whether to release the funds or not.

### **13.2 Finance**

13.2.1 SRFIN.23.11 BDO Audit Planning Report for 2022

Treasurer Tracey Neifer discussed her report with Council.

Subsequent to further discussion, Council passed the following resolution:

**81-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council hereby,

1. Accept the audit plan as prepared by BDO Canada LLP for the year ending December 31, 2022; and
2. That Council approves the fee increase of \$4,000 for IS Audit Costs and \$3,650 for One-time Fee for Canadian Audit Standard 315R Implementation.

**Carried**

13.2.2 SRFIN.23.11 2023 Operating Budget – Software Licensing and IT Support

Treasurer Tracey Neifer discussed her report with Council for information purposes.

**13.3 Public Works**

13.3.1 SRW.23.04 2023 Supply and Apply Gravel Tender

Works Manager Scott McLeod discussed his report with Council.

Subsequent to further discussion, Council passed the following resolution:

**82-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby;

1. Award the 2023 Supply and Apply tender contract to Walker Industries for a total cost of \$595,285 inclusive of taxes;
2. That 7,900 tonne of A-gravel and 18,000 tonne of 7/8 quarry with a total cost of \$482,937.98 be financed from account #01-2516-4328 Gravel-Contracts Resurfacing;

3. That 3,600 tonne of A-gravel at a total cost of \$53,134.97 be financed from account 21-TRANS-0002 Sideroad #15 Roadway; and
4. That the award of the 2023 Supply and Apply Gravel Tender be given pre-budget approval.

**Carried**

### 13.3.2 SRW.23.05 Municipal Engineering History

Works Manager Scott McLeod discussed his report with Council.

Subsequent to further discussion, Council passed the following resolution:

#### **83-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby,

1. Directs that all tendering and procurement processes associated with specialized projects be administered externally by the respective project engineer as deemed appropriate to the circumstances, with the final results being brought forward to Council for final approval;
2. That in accordance with Article 4 of the Procurement Policy, Council waives the requirement to issue a request for proposal for consulting services for 2023;
3. That the following consulting firms be acknowledged as Vendor of Record for 2023:
  - a. Cobide Engineering – Hanover
  - b. GM Blueplan – Owen Sound
  - c. BM Ross and Associates Limited – Goderich
  - d. WSP – Owen Sound
  - e. GSS Engineering Consultants Ltd. – Owen Sound; and
4. That Staff works with the Vendors to ensure appropriate contracts or agreements are in place for current projects.

**Carried**

### **13.4 Building/Bylaw**

13.4.1 SRDPCLK.23.01 By-Law Enforcement – 2022 Annual Year End Update & Remedial Clean Up Services

Administrative Assistant/Deputy Clerk Julie Hamilton, on behalf of Chief Building Official Pat Johnston, discussed the report with Council.

**13.5 Facilities, Parks and Recreation**

13.5.1 SRREC 23.04 Paisley Community Centre – 2nd Floor Library and Multi- Purpose Recreation Space

Carly Steinhoff, Park, Facilities and Recreation Manager presented her report to Council.

Council requested that a Municipal Representative attend the next Library Board meeting to discuss the recommendations of this report.

Subsequent to further discussion, Council passed the following resolution:

**84-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

Be It Resolved that Council hereby,

1. Recommend to proceed with a Request for Proposal (RFP) for the renovation of the 2<sup>nd</sup> Floor of the Paisley Community Centre to include space for the Paisley Library and multi-purpose recreational space to an upset limit of \$453,863 from 21-RECC-0013;
2. Support the submission of an application to the Building Communities Through Arts and Heritage - Legacy Fund if it is determined that the renovated Community Centre 2<sup>nd</sup> Floor Library/Recreational space is an eligible project; and
3. Provide a copy of this report and recommendations to Bruce County.

**Carried**

**13.6 Emergency Services**

Fire Chief Steve Tiernan updated Council regarding a \$15,000 grant application for radios through Firehouse Subs. It is due on March 16, 2023.

Subsequent to further discussion, Council passed the following resolution:



### 13.6.1 SRFIRE.23.02 Fire Department Command Response Unit

Fire Chief Steve Tiernan discussed his report with Council.

Subsequent to further discussion, Council passed the following resolution:

**85-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council hereby,

1. Provides pre-budget approval for the purchase of a 2019 Chevrolet 4X4 Crew Cab from Morrows Sales and Service Chesley, Ontario, for the purchase price of \$43,000.00 plus applicable taxes, to be used as the Arran-Elderslie Fire & Emergency Services command/response unit;
2. That Council approves \$3,000.00 for the upfit for the emergency lighting/siren, and reflective package to meet NFPA 1901 “Standard for Automotive Fire Apparatus”;
3. In accordance with Article 4 of the procurement policy, Council waives the requirement to issue a request for proposal for Items 1 & 2;
4. That the purchase be financed by the Fire Station’s reserves, \$41,458 and the Township of Chatsworth \$5,352.

**Defeated**

**86-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby,

1. Directs that the Arran-Elderslie Fire and Emergency Services command/response unit be acquired by the purchase of the used 2019 Dodge Ram from the Building Department for its current value; and
2. That Council approves \$3,000.00 for the upfit for the emergency lighting/siren, and reflective package to meet NFPA 1901 “Standard for Automotive Fire Apparatus” and the funds of such be removed from the appropriate fire department reserves; and

3. That the funds from the fire and emergency services department for the purchase of the truck be deposited into the Building Reserves; and
4. That the Building department be permitted to issue a tender for the purchase of a new vehicle with the cost being financed from the Building Reserves.

**Carried**

### **13.7 Economic Development and Planning**

None.

### **14. Notice of Motion**

Councillor Steinacker noted that he will be bringing forward a Notice of Motion to the March 27, 2023 Council meeting regarding an "at large" election.

### **15. Members Updates**

#### Shaw:

Deputy Mayor Shaw noted that she judged the Paisley Legion speech competition.

#### Hampton:

Councillor Hampton noted that he will be attending the Ridgeway Metal Forming Anniversary. He also asked if Council could attend the hospital rally in April 1st.

#### Dudgeon:

Councillor Dudgeon thanked staff for all the work with the budget and various projects being completed.

#### Steinacker:

Councillor Steinacker attended various meetings regarding the new Tara logo, will be attending a Safe Community meeting and will be attending the hospital rally.

#### Penner:

Councillor Penner received a complaint and directed them to the website and the municipal Facebook page.

#### Nickason:

Councillor Nickason attended the Wind Turbine meeting and attended the Hamilton Street Construction project.

#### Hammell:

Mayor Hammell will be meeting with MPP Rick Byers regarding the Chesley Hospital, he will be attending the Ridgeway Metals Forming Anniversary as well as recognizing three new Chesley businesses.

**16. New Business**

**16.1 Municipal Office Lower Level Renovation**

Clerk Christine Fraser-McDonald noted that a motion had been passed on February 13, 2023 to accept the proposal from Domm Construction for the Municipal Office Lower Level renovation.

Part of this resolution included additional funds for this renovation being financed by the OPG Reserve # 7143. Since this time it has been reviewed by staff and staff is requesting that this renovation now be financed by the Municipal Building Maintenance Reserve #7212. This would free up funds for the purchase of the Fire Department Command Response Unit.

Staff is requesting that Resolution No. 49-03-2023 be rescinded and replaced with the following motion.

Subsequent to further discussion, Council passed the following resolution:

**87-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council hereby rescinds Resolution 49-03-2023 and replaces it with the following:

1. Accept the proposal from Domm Construction Ltd. in the amount of \$59,004.08, inclusive of applicable taxes for the Municipal Office Lower-Level Renovation;
2. To authorize 2023 pre-budget approval for the additional costs associated with this project; and
3. That the additional funds requested in 2023 of \$50,000 be financed from the Municipal Building Maintenance Reserve \$ 7212.

**Carried**

**16.2 Arran-Elderslie Student Pay Grid**

CAO Sylvia Kirkwood discussed the Student Pay Grid with Council.

Subsequent to further discussion, Council passed the following resolution:

**88-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Penner

Be it Resolved that Council hereby endorses the Arran-Elderslie Student Pay Grid as presented.

**Carried**

### **16.3 Endorse 2023 Operating and Capital Budget**

Subsequent to further discussion, Council passed the following resolution:

**89-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be it Resolved that Council hereby endorses the 2023 Operating and Capital Budget, inclusive of a 6% tax rate increase, and further directs staff to bring back an adopting by-law and tax rate by-law at the next Council meeting.

**Carried**

## **17. By-laws**

### **17.1 By-law 14-2023 - Adopt Local Official Plan Amendment No. 12**

Subsequent to further discussion, Council passed the following resolution:

**90-03-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

Be It Resolved that By-law No. 14-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 14-2023 being a By-law to adopt Amendment No. 12 to the Municipality of Arran-Elderslie Official Plan for lands described as GEORGE W/S LOT PT 11 RP;3R3103 PART 2 (Village of Paisley), Municipality of Arran-Elderslie, 324 Balaklava Street to allow for the development of two residential buildings, each containing four (4) units.

And further that the Clerk forward the adopted Amendment together with the necessary supporting documentation to the County of Bruce for final approval.

**Carried**

**17.2 By-law 15-2023 - Zoning By-law Amendment - Woods Morley**

Subsequent to further discussion, Council passed the following resolution:

**91-06-2023**

**Moved by:** Councillor Dudgeon

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that By-law No. 15-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 15-2023 being a By-law to rezone George W/S Part Lot 11, Registered Plan 3R-3103, Part 2 (Village of Paisley), Municipality of Arran-Elderslie, 324 Balaklava Street to change from 'Residential: Low Density Multiple (R2)' ZONE to 'Residential: Medium Density Multiple Special R3-15-2023-a and 'Residential: Medium Density Multiple Special R3-15-2023-b' zones.

**Carried**

**17.3 By-law 17-2023 - Establish a Council Code of Conduct**

Subsequent to further discussion, Council passed the following resolution:

**92-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved that By-law No. 17-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 17-2023 being a By-law to establish a Code of Conduct for the members of the Council of the Municipality of Arran-Elderslie.

**Carried**

**17.4 By-law 18-2023 - Adopt a Council and Staff Relations Policy**

Subsequent to further discussion, Council passed the following resolution:

**93-06-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Dudgeon

Be It Resolved that By-law No. 18-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 18-2023 being a By-law to establish a Council and Staff Relations Policy.

**Carried**

**17.5 By-law 19-2023 - Enter into a Contract with James Special Services for Animal Control**

Subsequent to further discussion, Council passed the following resolution:

**94-06-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Dudgeon

Be It Resolved that By-law No. 19-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 19-2023 being a By-law to enter into a contract with James Special Services to provide canine control for the Municipality of Arran-Elderslie on an ad-hoc basis from April 2, 2023 to September 30, 2023.

**Carried**

**17.6 By-law 22-2023 - Fees and Charges for 2023**

Subsequent to further discussion, Council passed the following resolution:

**95-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 22-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 22-2023 being a By-law to establish Fees and Charges for the Municipality of Arran-Elderslie for 2023.

**Carried**

**18. Closed Session (if required)**

None.

**19. Resolution to Reconvene in Open Session**

None.

**20. Adoption of Recommendations Arising from Closed Session (If Any)**

None.

**21. Adoption of Closed Session Minutes**

None.

**22. Confirming By-law**

**22.1 By-law 23-2023 - Confirming By-law**

Subsequent to further discussion, Council passed the following resolution:

**96-06-2023**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Hampton

Be It Resolved that By-law No. 23-2023 be introduced and read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

By-law 23-2023 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, March 13, 2023.

**Carried**

**23. Adjournment**

Subsequent to further discussion, Council passed the following resolution:

**97-06-2023**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that the meeting be adjourned to the call of the Mayor at 12:22 p.m.

**Carried**

**24. List of Upcoming Council meetings**

March 27, 2023

April 11, 2023

April 24, 2023

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk