



## **MUNICIPALITY OF ARRAN-ELDERSLIE**

### **Council Meeting**

### **MINUTES**

#### **Meeting No. 29-2021**

**Monday, December 13, 2021, 9:00 a.m.**

**Council Chambers and via Teleconference**

**1925 Bruce Road 10, Chesley, ON**

Council Present: Mayor Steve Hammell  
Deputy Mayor Mark Davis  
Councillor Doug Bell - Present Electronically  
Councillor Brian Dudgeon  
Councillor Melissa Kanmacher  
Councillor Ryan Greig  
Councillor Ryan Nickason

Staff Present: Sylvia Kirkwood - CAO  
Christine Fraser-McDonald - Clerk  
Julie Reid - Deputy Clerk  
Scott McLeod - Public Works Manager  
Tracey Neifer - Treasurer  
Carly Steinhoff - Recreation Manager  
Pat Johnston - Chief Building Official  
Laura Fullerton - Economic Development Coordinator

#### **1. Call to Order**

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

#### **2. Adoption of Agenda**

Council passed the following resolution:

**29-467-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Greig

Be It Resolved that the agenda for the Council Meeting of Monday, December 13, 2021 be received and adopted, as distributed by the Clerk.

**Carried**

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

**4. Adoption of Minutes of Previous Meeting(s)**

**4.1 November 22, 2021 Regular Council Minutes**

Council passed the following resolution:

**29-468-2021**

**Moved by:** Councillor Greig

**Seconded by:** Councillor Nickason

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held November 22, 2021.

**Carried**

**4.2 December 6, 2021 Special Council Minutes**

Council passed the following resolution:

**29-469-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Greig

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Special Council Session held December 6, 2021.

**Carried**

**7. Delegation(s)**

**7.1 Bruce County Public Library, Brooke McLean, Director, Library Services**

Brooke McLean made a presentation to Council.

She noted that they have received funding from the NWMO to purchase a 3D printer.

Online data base usage increased by 225%. There is unlimited access to over 7,000 newspapers.

The library continues to add to the physical collection as well.

They also have memory kits for those who are living with dementia.

Council thanked Brooke McLean for her presentation.

**7.2 Walkerton & District Hospital Foundation - Hayley Wilhelm**

The mandate of the Walkerton & District Hospital Foundation is to raise funds for medical equipment for the Walkerton Hospital.

The Walkerton & District Hospital Foundation has committed to raise \$485,000 for the purchase of a new mammography machine. The campaign is a one-year fundraising commitment.

The Walkerton & District Hospital Foundation is requesting that the Municipality of Arran-Elderslie consider funding a one-year commitment of \$20,000 towards the new Mammography Machine.

Council thanked Ms. Wilhelm for her presentation.

### **7.3 PSD - Asset Management Plan**

Mai Abdou and Imad Alvi gave a presentation to Council.

Arran-Elderslie needs a meaningful way to organize what it owns. It needs a way to understand what services we provide and to ensure accountability to our residents and stakeholders for the services they use.

After 2025, asset management plans must be updated at least once every 5 years, and every municipal council shall conduct an annual review of its asset management progress on or before July 1st. The asset management policy and plan should be posted to the municipal website.

Council thanked Ms. Abdou and Mr. Alvi for their presentation.

#### **29-470-2021**

**Moved by:** Councillor Greig

**Seconded by:** Councillor Dudgeon

Be it Resolved that Council receives the Arran-Elderslie Asset Management Plan, 2022 O.Reg. 588/17 Compliant for information purposes.

**Carried**

### **7.4 Saugeen Valley Conservation Authority - Budget Presentation**

Jennifer Stephens, General Manager of Saugeen Valley Conservation Authority, presented the 2022 budget to Council.

Conservation Authorities have been monitoring and collecting watershed information for decades. They provide timely and appropriate flood forecasting and warning for watershed residents, municipalities, and the media. They also collect and interpret knowledge about groundwater, surface water, and aquatic ecology of SVCA's watershed.

Conservation Authorities assist watershed residents in acquiring the knowledge, skills and commitment to make informed decisions and constructive actions concerning the wise use of our natural resources.

The general levy for 2022 is \$3,435,625. It was \$3,051,325 in 2021. This means that the change in Arran-Elderslie's levy for 2022 is \$2,650 which is a 0.048% change from 2021.

Subsequent to further discussion, Council passed the following resolution:

**29-471-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Nickason

Be it Resolved that Council hereby accepts the Saugeen Valley Conservation Authority 2022 Draft Budget and further directs staff to send a copy of this resolution to the Conservation Authority.

**Carried**

**8. Correspondence**

**8.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**29-472-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Councillor Greig

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**

**9. Staff Reports**

**9.2 Finance**

**9.2.1 SRFIN.21.46 Fees and Charges By-Law for 2022**

**29-473-2021**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby,

1. Approve the recommended changes to the Fees and Charges as attached as Appendix A; and
2. Direct Staff to prepare a by-law to establish Fees and Charges for 2022

**Carried**

#### 9.2.2 SRFIN.21.47 Draft 2022 Operating and Capital Budget

Treasurer, Tracey Neifer, responded to questions from Members of Council.

She noted that the team was faced with a few challenges this year, first with the implementation of the new financial management (FMW) budget software that streamlined the preparation of the operating and salary budgets; second, assessing what a “normal” operating year looks like assuming services return to pre-pandemic status; and third, the finalization of the Asset Management Plan that became an instrumental component in identifying capital priorities for 2022. In keeping with the 2022 Budget Timeline, staff submitted their operating budgets on November 19th, which was followed with meetings represented by the Department Manager, Treasurer and CAO. The meetings provided an opportunity to address inflationary or program changes, and new initiatives being proposed.

The Budget Report presented includes the Operating and Capital Budgets proposed for 2022, with comparative data for 2021 as of December 3rd, noting that the figures are draft as the regular month end reviews for the fourth quarter have not yet been completed. The budget has been prepared with a focus on the following areas:

Taxation Highlights – a review of assessment and tax rates.  
Operating Budget – Overview by Key Service Area – a summary of the budget.  
Building Services – fully funded through building permit fees.  
Municipal Services – funded by taxation and user fees.

The budget has been prepared based on the following considerations and assumptions:

- A review of September 30th annualized results and 2021 Budget, plus a review of historical trending for the past 3 years
- Fire services call volume remains similar to current trends
- 1.75% wage rate increase, following Arran-Elderslie’s collective agreement for union employees. This has also been applied to Fire Fighters, Non-Union, Council Members and Students

- 3% inflation on materials and supplies
- 14% increase on hydro, based on a report from LAS with a review of 2021 usage and expected electricity costs; streetlights have a proposed 6% increase
- Inclusion of direct costs attributed to Covid-19 pandemic – administrative and PPE
- Assumption that training, education, and conferences will resume in 2022
- Budgetary increases as specified in agreements or through shared service arrangements, such as Bruce Area Solid Waste Recycling, Conservation Authorities, Saugeen Mobility and Regional Transit, and Fire Service Agreements. Where information was not available, a 3% inflation factor was used to prepare the 2022 budget.

The Management Team, through their budget meetings, strived to bring forward a balanced budget, that also considered the added costs for new initiatives, and the ever-challenging inflationary and contract increases, while keeping proposed tax rate or tax levy increases to a minimum. Inflation rates have seen an increase in 2021 as compared to 2020, with 2020 ranging from 2.1% in January to 0.7% in December, and 2021 started the year at 1.1% steadily increasing over the past 10 months to 4.9% in October.

Several options were considered for application to the 2022 Operating Budget. The balance of the report presents a 2022 Operating Budget inclusive of a 3.0% Tax Rate Increase. Further review and adjustment are needed, as the true increase required to balance the budget is a 5.5% tax rate increase. Staff are investigating initiatives, such as corporate fuel rates with local vendors, insurance deductibles and premium impacts, and departmental line items that can be further refined.

The municipal budget for operations in 2022 reflects an increase of \$509,656 which requires a tax rate increase of 5.5% to provide a balanced budget. As staff are continuing to work to find savings and efficiencies, the budget has been prepared with a 3.0% tax rate increase, thus requiring further reductions of \$232,132.

Subsequent to further discussion, Council passed the following resolution:

**29-485-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council hereby,

1. Receives the Draft 2022 Operating and Capital Budget; and
2. That Staff continue to refine the budget to address efficiencies and costs savings;
3. That the revised 2022 Operating and Capital Budget be presented to Council in January to support the adoption of the 2022 Tax Rate Bylaw; and
4. That prior to Council adopting the 2022 Operating and Capital Budget, staff have the authority to purchase goods or services required on a recurring basis for the day-to-day operations of the Municipality, without the prior approval of Council.

**Carried**

#### **29-486-2021**

**Moved by:** Councillor Greig

**Seconded by:** Councillor Kanmacher

Be It Resolved that Council hereby,

1. Awards the 2022 insurance renewal to Intact Public Entities; and
2. That the VFIS Policy coverage for Volunteer Fire Fighters continues with AON; and
3. That staff arrange for a presentation from Intact Public Entities to Council at an upcoming Council meeting.

**Carried**

### **9.3 Public Works**

#### **9.3.1 SRW 21-44 Ministry Drinking Water Inspections**

Works Manager, Scott McLeod discussed the report and responded to questions from Members of Council.

### **9.4 Building/Bylaw**

### **9.5 Facilities, Parks and Recreation**

### **9.6 Emergency Services**

9.6.1 SRF.2021.05 Open-Air Burning By-law No. 19-2021 Revision

Fire Chief, Steve Tiernan, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**29-474-2021**

**Moved by:** Councillor Greig

**Seconded by:** Deputy Mayor Davis

Be It Resolved that

1. Council directs Staff to prepare an amending by-law to the Open-Air Burning By-law No. 19-2021 addressing agricultural burn permits, at the next available Council meeting.

**Carried**

**9.7 Economic Development and Planning**

9.7.1 SRECDEV-21-11 2021 Economic Development Annual Report

Economic Development Coordinator, Laura Fullerton, responded to questions from Members of Council.

**10. Reports of Members**

Davis:

Deputy Mayor Davis had nothing to report.

Bell:

Councillor Bell noted that it was good to be back at Council following his surgery.

Dudgeon:

Councillor Dudgeon had nothing to report.

Greig:

Councillor Greig noted that there is another Grey Sauble Conservation Authority meeting. He has received questions regarding facilities and recreation and COVID-19. He noted that there were problems with the Post Office in Allenford.

Kanmacher:

Councillor Kanmacher noted that she attended a Teeswater Bridge meeting, a Chamber meeting with an Arran-Elderslie Youth Council member, and a library staff meeting regarding the second floor refurbishment. The Paisley Legion has proposed that the Arran-Elderslie Youth Council be able to meet there once a



month, attended all Christmas Parades, and another new business is opening in Paisley.

Nickason:

Councillor Nickason attended a BASWR meeting and there are ongoing problems with the old service station in Allenford.

Hammell:

Mayor Hammell attended the Chesley and Tara Christmas parades, and attended an update from the South Grey Health Services regarding the closures of Emergency Rooms in Chesley and Durham as there is not enough nursing staff available. If there is an update from the Province regarding COVID-19, there could be an Emergency Management Meeting.

## **12. Other Business**

### **12.1 Motion - Chesley Place**

Subsequent to further discussion, Council passed the following resolution:

**29-475-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Councillor Greig

Whereas the Municipality of Arran-Elderslie supports the need and provision of affordable housing and alternative forms of housing in the Municipality;

Whereas the Municipality is supportive of assisted living facilities;

Whereas the Municipality is supportive of Chesley Place an existing assisted living facility;

Whereas the Municipality is aware of the concerns raised by members of Chesley Place of the need for additional supports, i.e., social servicing programming, etc.;

Whereas the Municipality is limited in the resources that it can provide to the facilities;

Now therefore be it resolved that Council support the request to consider recommending additional supports to assisted living facilities, in particular, Chesley Place and shall provide the request in writing to the appropriate Ministry responsible for the legislation and provide a copy to the Rural Ontario Municipal Association; and

That a copy of this Motion be provided to the Honourable Merrilee Fullerton, Ontario Minister of Children, Community and Social Services.

## 12.2 Motion - Arran-Elderslie Youth Council

Council requested clarification on the benefits of this proposal.

Subsequent to further discussion, Council passed the following resolution:

### **29-476-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Councillor Nickason

Whereas on December 13, 2021 staff report SRFIN.21.47 Draft 2022 - Operating and Capital Budget is being presented to Council for consideration;

Whereas staff recommend the proposed budget be refined to address efficiencies and cost savings and a revised 2022 Operating and Capital Budget be presented in January 2022;

Whereas Schedule E in staff report SRFIN.21.47 outlines organizations that are seeking funds to be granted in 2022 under the Grant and Donation Policy;

Whereas the Municipality has been requested to consider an additional funding request of \$22,500 for Trinity Theatre, a charitable organization founded in 1982, that provides youth led leadership programs that connect youth with their communities;

Whereas, in 2019 Arran-Elderslie approved the formation of the Arran-Elderslie Youth Council in keeping with the Economic Development Goals for 2019-2020 to develop youth engagement opportunities;

Whereas, Trinity is a partner with the Municipality of Arran-Elderslie to provide support and guidance to the AE Youth Council with their extensive experience in youth leadership and community awareness;

Whereas Trinity is funded in part through various grants, volunteering and staff support, they are seeking additional funds to continue to enhance their municipal wide programming in 2022;

Whereas Trinity is seeking approximately \$22,500 in funding support from Arran-Elderslie in 2022 to continue to provide a municipal wide Arran-Elderslie Youth Council program;

Whereas staff shall include this request for consideration under the Grant and Donation section in the final 2022 Operating and Capital Budget for Council consideration that will be brought forward in January, 2022.

Now therefore be it resolved that Council support the request to consider the additional Grant and Donation funding of \$22,500 in the 2022 Budget process for Trinity Theatre to support Arran-Elderslie Youth Council and the ongoing youth-led leadership programs for the Municipality.

**Carried**

### **12.3 Motion - Dog Owner's Liability Act (DOLA)**

Subsequent to further discussion, Council passed the following resolution:

**29-477-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Councillor Greig

Whereas on August 29, 2005, the Province of Ontario passed legislation under the Dog Owners Liability Act, R.S.O. 1990, c.D.16 (DOLA) to prohibit specific dogs breeds in the Province the Province of Ontario;

Whereas the legislation states that no person shall own, breed, transfer, abandon or import a pit bull, nor allow one to stray, nor train a pit bull for fighting;

Whereas the legislation states that a “pit bull” includes a Pit Bull Terrier, a Staffordshire Bull Terrier, an American Staffordshire Terrier, an American Pit Bull Terrier, or a dog that has an appearance and physical characteristics that are substantially similar;

Whereas it is alleged that if a dog is deemed a Pit Bull the onus of proving that the dog is not a Pit Bull lies on the owner of the dog. In the absence of evidence to the contrary, a veterinarian’s certificate attesting that a dog is a Pit Bull is evidence of that fact;

Whereas many dog breeds or mixed dog breeds can have the appearance and physical characteristics that a substantially similar to banned breeds noted above;

Whereas consideration should be made to the legislation to be less ambiguous and provide municipalities that are given the responsibility to enforce the legislation the necessary tools to establish breed specifics, i.e., use of DNA evidence, or proof of breed is the responsibility of the owner subject to the satisfaction of the municipality;

Whereas providing such tools may eliminate costly litigation to the taxpayer and aide in the enforcement of the legislation;

Now therefore be it resolved, that Council support the request to consider recommending modifications to the current legislation and providing the

request in writing to the appropriate Ministry responsible for the legislation and a copy provided to the Rural Ontario Municipal Association; and

That a copy of this motion be provided to the Honourable Sylvia Jones, Solicitor General of Ontario.

**Carried**

#### **14. By-laws**

##### **14.1 By-law 76-2021 - Procedure By-law**

Council passed the following resolution:

**29-478-2021**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Greig

Be It Resolved that By-law No. 76-2021 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 76-2021 being a By-law to to govern the proceedings of Council, the conduct of its members and the calling of meetings and to provide for procedures and statutory requirements in accordance with the Municipal Act.

**Carried**

##### **14.2 By-Law 77-2021 Amend Emergency Response Plan**

**29-479-2021**

**Moved by:** Councillor Greig

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No.77-2021 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 77-2021 being a By-law to Amend the Emergency Response Plan for the Municipality of Arran-Elderslie.

**Carried**

**14.3 By-Law 78-2021 Authorize the Execution of an Agreement with the Chesley Community Players**

**29-480-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Deputy Mayor Davis

Be It Resolved that By-law No. 78-2021 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 78-2021 being a By-Law to Authorize the Execution of an Agreement between the Municipality of Arran-Elderslie and the Chesley Community Players for use of the theatre known as the Bijou Theatre located at 108 First Avenue South in the Town of Chesley.

**Carried**

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

The Mayor advised that Council go into Closed Session at 12:36 p.m. for the purpose of matters identified in the motion below.

**29-481-2021**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Kanmacher

*Be It Resolved*, That the Council of the Municipality of Arran-Elderslie does now go into closed session to discuss an item(s) which relates to:

- ( ) the security of the property of the municipality or local board
- ( ) personal matters about an identifiable individual, including municipal or local board employees
- ( ) proposed or pending acquisition or disposition of real property
- ( ) labour relations or employee negotiations
- ( ) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- ( ) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- ( ) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act
- ( ) education or training of members of Council

Staff Authorized to Remain:

Item 1 - Clerk, Christine Fraser-McDonald

Item 2 - Clerk, Christine Fraser-McDonald, CAO, Sylvia Kirkwood

**Carried**

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

Mayor Hammell confirmed that Council discussed only those matters identified in the above motion.

Council passed the following resolution:

**29-482-2021**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Nickason

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 1:12 p.m.

**Carried**

**17. Adoption of Closed Session Minutes**

Council passed the following resolution:

**29-483-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Greig

Be It Resolved; that Council of the Municipality of Arran-Elderslie adopt the minutes of the Closed Session dated December 6, 2021.

**Carried**

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

Council passed the following resolution:

**29-484-2021**

**Moved by:** Deputy Mayor Davis

**Seconded by:** Councillor Dudgeon

Be it Resolved that Council hereby directs that CAO Sylvia Kirkwood's probation has been completed and further that she be moved to Step 4 on the Pay Band (indexed to 2022) as of January 1, 2022.

**Carried**

**19. Confirming By-law**

**19.1 Confirming By-law 79-2021**

Council passed the following resolution:

**29-487-2021**

**Moved by:** Councillor Kanmacher

**Seconded by:** Deputy Mayor Davis

Be It Resolved that By-law No. 79-2021 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 79-2021 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, December 13, 2021.

**Carried**

**20. Adjournment**

Council passed the following resolution:

**29-488-2021**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Dudgeon

Be It Resolved that the meeting be adjourned to the call of the Mayor at 5:35 p.m.

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk