



## **MUNICIPALITY OF ARRAN-ELDERSLIE**

### **Council Meeting**

### **MINUTES**

**Monday, April 8, 2024, 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 Moiken Penner  
Councillor Peter Steinacker

Council Absent: Councillor Brian Dudgeon - absent

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

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

Mayor Hammell called the meeting to order at 9:15 am. A quorum was present.

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

- Mayor Hammell congratulated Brian MacDougald, Works Foreman on his retirement after 36 years of service for Arran-Elderslie.
- The Mayor congratulated Mark Faust on his promotion to Works Foreman.
- Congratulations to Julie Hamilton on receiving her diploma from AMCTO.
- Arran-Elderslie has announced its 25 years of Amalgamation Volunteer Recognition Program. The Municipality has developed a volunteer recognition program to formally recognize individuals who make selfless contributions towards the betterment of the Municipality, in honour of the twenty-five (25) years of amalgamation. There is more information on the website.

**3. Adoption of Agenda**

Council passed the following resolution:

**102-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that the agenda for the Council Meeting of Monday, April 8, 2024 be received and adopted, as distributed by the Clerk.

**Carried**

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

None at this time.

**5. Unfinished Business**

**6. Minutes of Previous Meetings**

**6.1 March 25, 2024 Regular Council Minutes**

Council passed the following resolution:

**103-08-2024**

**Moved by:** Councillor Steinacker

**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 Monday, March 25, 2024.

**Carried**

**7. Business Arising from the Minutes**

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

**9. Public Meeting(s)**

**9.1 Zoning By-law Amendment Z-2023-074 - Candue c/o Cobide Engineering**

Mayor Steve Hammell called the public meeting to order at 9:30 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law Amendment Z-2023-074 for 579575 Ontario Ltd, o/a Candue Homes, agent Dana Kieffer, Cobide Engineering. This property is located at 551 Queen Street North in Paisley.

Megan Stansfield, Planner for the County of Bruce, attended the meeting and presented her report.

She noted that the proponent is seeking to construct four semi-detached dwellings, one to front Queen St. N. and one to front Ross St. It is proposed that using part lot control, after the construction of the foundations, the one lot is split into four lots of record to contain each unit of the four semi-detached homes. It is proposed that a walking easement from each Ross Street lot is created over the abutting Queen Street lots to ensure safe access in the event of a flood. A Zoning By-Law Amendment is requested from R1 to R2 Special with the following reductions: Minimum Lot Area: 465 m<sup>2</sup> required to 270 m<sup>2</sup> provided; Minimum Lot Frontage: 15 m required to 10.5 m provided and Minimum Rear Yard: 7.5 m required to 6.5 m provided.

The property is zoned Low Density Residential, which permits a semi-detached or duplex dwelling. The proposed lots are fully serviced with sewer and water. The minimum lots size for a residential serviced lot is 465 square metres, and the proposed lots will be 270 square metres in size. The required frontage is 15 metres, and required rear yard setback is 7.5 m. The proposed lots will have 10.5 metres of frontage and a reduced rear yard setback of 6.6 metres. While the lot size will be reduced, the maximum lot coverage will not be exceeded, on each of the 4 lots. The rear yard setback will be reduced but the yards back onto each other, still providing privacy to each unit.

A grading and drainage plan has been submitted to show that this lot can be adequately developed to floodproofing elevations, without impacting the surrounding neighbours.

Comments were received from the following agencies:

- Municipality of Arran-Elderslie, Emergency Services: No concerns
- Municipality of Arran-Elderslie, Building Department: No concerns
- Saugeen Ojibway Nation: Archaeological assessment was completed for the site and no artifacts were found
- Saugeen Valley Conservation Authority: Currently reviewing a permit for the proposed development. SVCA has been apart of pre-consultation discussions and are in favour of the development, provided their flood proofing requirements were incorporated into plans.
- Transportation and Environment Services: Provided specific comments for changes to be made or identified on the lot grading and drainage plan

The Transportation and Environment Services comments were forwarded to Cobide engineers for implementation

The Mayor asked Members of Council if they had any questions.

The Mayor asked if the applicant or agent were present and wished to make a submission.

Dana Keiffer, agent for Candue Homes, spoke to Council. She noted that the height requirements are from the Conservation Authority, so that the openings are above flood elevation level, which will require a retaining wall. The retaining wall will be on the Candue property. There is nothing to limit the neighbour from building a fence. The semi-detached houses will share the driveway. Bruce County Transportation has reviewed this proposal and has no issues. This is a good example of an infill property providing more housing. She also noted that recent updates to the Planning Act made it so that anything less than 10 units does not require site plan control.

CAO Kirkwood noted that site plan control could be an initiative to deal with the outstanding matters, such as the fence.

CBO Johnston noted that Arran-Elderslie does not have a fence by-law.

The Mayor asked if any members of the public wished to make a submission either in favour or opposed to the proposed application.

Wade Morley, 543 Queen Street North, is in favour of the submission. He asked where his fence should go and feels that the retaining wall may interfere with this. He has concerns regarding parking on Queen Street for the proposed construction. He believes the drainage has been taken care of correctly and hopes that this drainage will be sufficient for the future.

The Mayor asked the Clerk if any written submissions had been received. The Clerk noted that none had been received.

Members of Council and the public were provided a final opportunity for questions prior to the closing of the public meeting.

The Mayor declared the public meeting closed at 9:52 a.m.

Council passed the following motion:

**104-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be it Resolved that Council approve Zoning By-law Amendment Z-2023-074 by Candue c/o Cobide and the necessary by-law be forwarded to Council for adoption at the next available Council meeting.

## **9.2 Zoning By-law Amendment Z-2024-009 - Otten and St. George**

Mayor Steve Hammell called the public meeting to order at 9:30 a.m. He stated that the purpose of the public meeting was to consider a proposed Zoning By-law Amendment Z-2024-009 for Otten and St. George. This property is located at 1565 B Line, Arran.

Megan Stansfield, Planner for the County of Bruce, attended the meeting and presented her report.

She noted that the purpose of this application is to facilitate the severance of a surplus farm dwelling. The Zoning By-Law Amendment is to restrict development and permit a 35.6 ha lot size on the severed parcel, and permit a reduced lot frontage of 20 m on the retained parcel. An Archaeological Holding will be placed on the property.

The applicant has provided documentation that the farmland will be sold to a bona fide farmer. The proposed severed land is approximately 1.2 hectares (2.9 acres) in size, accommodating the dwelling, accessory structures, septic and well. The zoning by-law amendment proposed to prohibit residential dwellings on the retained farmlands. The severance will be reviewed by County staff at a later date. The dwelling is habitable.

The retained farm parcel will be approximately 35.6 hectares, which is less than the minimum lot size as required in the by-law. The lot has not had any other severances and is undersized due to the location of the river.

Comments were received from the following agencies:

- Historic Saugeen Metis: No Objections
- Saugeen Ojibway Nation: Holding placed on property for completion of Archaeological Assessment, as property is within an area of high archaeological potential
- Municipality of Arran-Elderslie, Public Works: No Comments
- Town of Saugeen Shores: No comments
- Saugeen Valley Conservation Authority: No concerns, no permit required

The Mayor asked Members of Council if they had any questions.

The Mayor asked if the applicant or agent were present and wished to make a submission. The applicant, Gabriel St. George, noted that their property is being purchased by a farmer that has already been using the property for his cattle. They are retaining 2.9 acres with an additional home on it.

The Mayor asked if any members of the public wished to make a submission either in favour or opposed to the proposed application.

The Mayor asked the Clerk if any written submissions had been received. The Clerk noted that none had been received.

Members of Council and the public were provided a final opportunity for questions prior to the closing of the public meeting.

The Mayor declared the public meeting closed at 10:00 a.m.

Council passed the following motion:

**105-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be it resolved that that the Committee approve Zoning By-law Amendment Z-2024-009 by Otten and St. George and the necessary by-law be forwarded to Council for adoption at the next available Council meeting.

**Carried**

## **10. Delegations**

### **10.1 The Paisley Common - Patio Proposal**

Steph Lardy and Ranna Naipaul from the Paisley Common gave a presentation to Council regarding their request for a seasonal sidewalk patio located at 526 Queen Street South.

Steph Lardy noted that the site plan configuration from 2023 had been approved by Adam Stanley of Bruce County. It encourages people to stop and shop. They are once again requesting to erect a patio in the front of the restaurant, using sidewalk space for patio, and a temporary sidewalk surrounding the patio on the Queen Street road. This would cover one parking spot instead of two, and leave the Accessible Parking spot intact and available.

Councillor Penner feels that the patio supports the building and is attractive. She would like Council to consider extending this request beyond one year so the owners do not need to come to Council every year.

**106-08-2024**

**Moved by:** Councillor Penner

**Seconded by:** Deputy Mayor Shaw

Be it resolved that the Council of Arran-Elderslie hereby supports the installation of a patio located at 526 Queen Street South for the term of the existing Council (2024, 2025, 2026), based on the attached presentation.

**Carried**

**11. Presentations**

**12. Correspondence**

**12.1 Requiring Action**

**12.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**107-08-2024**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Nickason

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 Grey Sauble Conservation Authority Board Minutes - February 28, 2024

**13. Staff Reports**

**13.1 CAO/Clerks**

13.1.1 2022 Audit Fees - Verbal Update, CAO Sylvia Kirkwood

CAO Kirkwood discussed the invoice received from BDO Canada LLP.

Council directed the CAO to contact BDO and have them attend the next available Council meeting prior to the payment of the invoice dated February 21, 2024, INV # CINV2726480.

**13.2 Finance**

13.2.1 SRFIN.24.08 2023 Year-end review – Operating and Capital

Interim Treasurer, David Munro, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**108-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby,

1. Receives the 2023 Year-end Operating and Capital Budget Review for the period January 1 to December 31, 2023, as amended.

**Carried**

### **13.3 Public Works**

#### **13.3.1 SRW.24.03 Award 2024 Hot Mix Pavement Tender**

Works Manager, Scott McLeod responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**109-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby,

1. Awards the supply and application of HL3 Asphalt Cement to Harold Sutherland Construction o/a Walker Construction Grey-Bruce in the amount of \$164,838.75 including HST for Sideroad 20, Arran between Bruce Road 17 and Concession 8, Arran to be funded from account #24-TRANS-0049;
2. Awards the supply and application of HL3 Asphalt Cement to Harold Sutherland Construction o/a Walker Construction Grey-Bruce in the amount of \$227,214.75 including HST for Concession 10, Arran from Bruce County Road 10 to Grey Bruce Line to be funded from account #24-TRANS-0036 ROADS;
3. Awards the supply and application of HL3 Asphalt Cement to Harold Sutherland Construction o/a Walker Construction Grey-Bruce in the amount of \$164,838.75 including HST for the B-Line, Arran from Bruce County Road 17 south to Concession 4, Arran to be funded from Account #24-TRANS-0037;

4. Awards the supply and application of HL3 Asphalt Cement to Harold Sutherland Construction o/a Walker Construction Grey-Bruce in the amount of \$185,226.78 including HST for Sideroad 20, Arran between Concession 10, Arran and Concession 12, Arran to be funded from account #24-TRANS-0049;
5. Awards the supply and application of HL3 Asphalt Cement to Harold Sutherland Construction o/a Walker Construction Grey-Bruce in the amount of \$172,291.10 including HST for B-Line between Concession 2, Arran and Concession 4, Arran to be funded from account #24-TRANS-0051; and
6. That the additional funds required to complete the projects be funded from the 2024 OCIF Grant Funding.

**Carried**

#### 13.3.2 SRW.24.04 Award Francis Street Tender

Works Manager, Scott McLeod responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**110-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council hereby,

1. That the contract for the Francis Street watermain, storm and sanitary infrastructure and road reconstruction be awarded to Cedarwell Excavating Inc., in the amount of \$1,090,873.64 inclusive of HST; and
2. That the project be funded from Account #23-WSWA-0022 WATER (T) Francis Street Watermain and Account #24-WSST-0006 STORM (T) Francis Street.

**Carried**

### **13.4 Building/Bylaw**

#### 13.4.1 SRDPCLK.24.06 By-Law Enforcement Year End Report

Deputy Clerk, Julie Hamilton, responded to questions from Members of Council regarding the information report.

### **13.5 Facilities, Parks and Recreation**

Recreation Manager Carly Steinhoff noted that she had received a request from the Tara Horticultural Society, and she is working with them to submit a grant to the TD Friends of the Environment.

Council directed the Recreation Manager to assist the Horticultural Society in this regard.

#### **13.5.1 SRREC.24.06 Chesley Ball Diamond Fencing**

Recreation Manager, Carly Steinhoff, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**111-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Steinacker

Be It Resolved that Council hereby,

1. Approves Modern Fencing to complete the Chesley Ball Diamond #2 fence project at a cost of \$13,842.50 inclusive of applicable taxes, to be funded by Account 02-4042-4300, 24-RECC-0048 Chesley Ball Diamond 2 Fence Move.

**Carried**

### **13.6 Emergency Services**

Fire Chief Tiernan noted that on May 3 to May 5 there is a military exercise in Bruce County and there will be a large military presence around the area.

On April 6, several firefighters completed their FF 1 training and will be moving on to their FF 2 training.

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

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

#### **15. Members Updates**

Shaw:

Deputy Mayor Shaw attended a Grey Sauble Conservation Authority (GSCA) meeting, an Arran-Elderslie 25 anniversary meeting, and will be attending the Bruce Power meeting on Friday morning. GSCA is updating their strategic plan and will be holding an open house on April 25th and April 29th.

Hampton:

Councillor Hampton attended a Chesley Banner photo meeting, attended a fireboard meeting, met with a building developer and will be attending the Mayor's breakfast.

Dudgeon:

Councillor Dudgeon was absent.

Steinacker:

Councillor Steinacker attended the 25th anniversary planning meeting at the office and attended the Mayor's breakfast. He noted that the GSCA has cleaned up several trees in the Tara area and will be attending the Bruce County Housing Summit.

Penner:

Councillor Penner attended a Saugeen Valley Conservation Authority (SVCA) meeting, a Police Service Board information session, met with the beautification committee regarding planters in Paisley, attended the 25th planning group meeting and thanked the Recreation Manager for her work on the dog park.

Nickason:

Councillor Nickason attended a webinar for the IESO, a BASWR meeting, and will be attending another BASWR meeting.

Hammell:

Mayor Hammell attended a fire board meeting, attending the housing summit, will be attending the appreciation lunch for Brian MacDougald on Wednesday, attended the 25th anniversary meeting, and is asking Council to spread the word regarding the volunteer appreciation awards as well as attending the appreciation lunch for Jess Pridham.

- 16. New Business**
- 17. By-laws**
- 18. Closed Session (if required)**
- 19. Resolution to Reconvene in Open Session**
- 20. Adoption of Recommendations Arising from Closed Session (If Any)**
- 21. Adoption of Closed Session Minutes**
- 22. Confirming By-law**
  - 22.1 By-law 21-2024 - Confirming By-law**

Subsequent to further discussion, Council passed the following resolution:

**112-08-2024**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 21-2024 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 21-2024 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, April 8, 2024.

**Carried**

**23. Adjournment**

Subsequent to further discussion, Council passed the following resolution:

**113-08-2024**

**Moved by:** Councillor Nickason

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that the meeting be adjourned to the call of the Mayor at 11:48 a.m.

**Carried**

**24. List of Upcoming Council meetings**

April 22, 2024

May 13, 2024

May 27, 2024

June 10, 2024

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk