



## MUNICIPALITY OF ARRAN-ELDERSLIE

### Council Meeting

### MINUTES

**Monday, January 27, 2025, 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: 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  
Jennifer Isber-Legge - Economic Development &  
Communications Coordinator  
Emily Dance, CAO  
Nathan Van Myall - Project Manager

#### 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)**

- The 2025 Community Guide will be delivered to homes and businesses in the next week.

#### 3. **Adoption of Agenda**

Council passed the following resolution:

**22-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Steinacker

Be It Resolved that the agenda for the Council Meeting of Monday, January 27, 2025 be received and adopted, as distributed by the Clerk.

**Carried**

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

None declared at this time.

**5. Unfinished Business**

**6. Minutes of Previous Meetings**

Subsequent to further discussion, Council passed the following resolution:

**23-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Steinacker

Be It Resolved that the Council of the Municipality of Arran-Elderslie adopt the minutes of the Regular Council Session held January 13, 2025.

**Carried**

**7. Business Arising from the Minutes**

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

Subsequent to further discussion, Council passed the following resolution:

**24-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Steinacker

Be It Resolved that Council receives the Saugeen Valley Conservation Authority Board Minutes dated November 21, 2024 for information purposes.

**Carried**

**8.1 Saugeen Valley Conservation Authority Minutes - November 21, 2024**

**9. Public Meeting(s)**

**10. Delegations**

**11. Presentations**

### **11.1 Clerks On Call - Engagement Strategy - Wards or At-Large Representation**

Michelle Smibert and Michelle Casavecchia-Somers gave a presentation to Council regarding undertaking a community engagement strategy to enable the Council to make decisions about whether to maintain the existing ward structure or to adopt an alternative at-large arrangement. They will develop and conduct an appropriate public consultation process in accordance with municipality's existing public engagement practices, as well as allow the public to offer their perspectives on the present ward system and the alternative at-large system.

They will then prepare a report that will provide context for the 'preferred' electoral system for Arran-Elderslie.

Open houses will be held on February 12th and 13th in Tara, Paisley and Chesley:

- Paisley: Feb. 12 – 5-7 pm
- Tara: Feb. 13 – 3-5 pm
- Chesley: Feb. 13 – 6-8 pm

Any changes must be made before the end of 2025 to be in effect for the 2026 municipal election

Council thanked Clerks on Call for their presentation.

## **12. Correspondence**

### **12.1 Requiring Action**

#### **12.1.1 Bruce County Cultural Action Plan Committee Request**

Subsequent to further discussion, Council passed the following resolution:

**25-02-2025**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Penner

Be it Resolved that the Council of the Municipality of Arran-Elderslie hereby approves the request of the Bruce County Cultural Action Plan Committee for an in kind donation for the use of the Chesley Community Centre for an event that will call out to cultural organizations, artists and makers to participate in a day of learning, connecting and celebrating culture in Bruce County and that this request be included in the 2025 Grants and Donations budget.

**Carried**

## **12.2 For Information**

Subsequent to further discussion, Council passed the following resolution:

**26-02-2025**

**Moved by:** Councillor Dudgeon

**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 MPAC's 2024 Municipal Partnership Report

12.2.2 Crime Stoppers of Grey Bruce Coordinator Report

12.2.3 Clean Energy Frontier Awards

12.2.4 Ontario Land Tribunal - Becker Zoning By-law Amendment Appeal

12.2.5 Bruce Area Solid Waste Recycling 2025 Operating Budget,  
November 20, 2024 Minutes, November 26, 2024 Minutes

12.2.6 SMART Board Minutes - December 11, 2024

12.2.7 Notice of Project Update - Detail Design for the Rehabilitation or  
Replacement of Cashore Creek Culvert on Highway 21, County of  
Bruce, Municipality of Arran-Elderslie

12.2.8 Grey Bruce Public Health

## **13. Staff Reports**

### **13.1 Emergency Services**

13.1.1 FIRE-2025-03 - 2024 Fire Department Year End Update

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

Subsequent to further discussion, Council passed the following resolution:

**27-02-2025**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby receives for information report FIRE-2025-03 – 2024 Fire and Emergency Services Update.

**Carried**

## **13.2 Building/Bylaw**

### 13.2.1 CBO-2025-01- 2024 Building Permit Statistics.

Chief Building Official, Pat Johnston, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**28-02-2025**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Nickason

Be it Resolved that Council hereby receives Report CBO-2025-01 - Building Permit Statistics for information.

**Carried**

### 13.2.2 CLKS-2025-04 - 2024 By-Law Statistics

Deputy Clerk, Julie Hamilton, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**29-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby receives Report CLKS-2025-04 – 2024 By-Law Statistics for information.

**Carried**

## **13.3 Public Works**

## **13.4 Facilities, Parks and Recreation**

### 13.4.1 REC-2025-01 Enabling Accessibility Grant Request

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

Subsequent to further discussion, Council passed the following resolution:

**29-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Deputy Mayor Shaw

Be It Resolved that Council hereby approves Report REC-2025-01 - Enabling Accessibility Grant Request

And authorizes staff to contact the Enabling Accessibility Fund to request a project transfer to add an accessible entrance and washroom to the Treasure Chest Museum in Paisley and an accessible entrance door at the Tara Library, subject to the financial allocations of the grant.

**Carried**

#### 13.4.2 REC-2025-02 Ontario Trillium Foundation Capital Grant Application

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

Subsequent to further discussion, Council passed the following resolution:

**30-02-2025**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Nickason

Be It Resolved that Council hereby approves Report Rec-2025-02 - Ontario Trillium Foundation Capital Grant Application and supports a Trillium Grant application for river access enhancements.

**Carried**

### **13.5 Finance**

### **13.6 Economic Development**

#### 13.6.1 ECDEV-2025-05 - Refreshment Vehicle By-Law

Economic Development & Communications Coordinator, Jennifer Legge and CAO Dance responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**31-02-2025**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Steinacker

Be It Resolved that Council hereby approves Report ECDEV.2025-05 – Refreshment Vehicle By-Law;

And further directs staff to bring forward a Refreshment Vehicle By-Law for consideration.

**Carried**

13.6.2 Spruce the Bruce Grant Applications 2025, ECDEV-2025-04

Economic Development & Communications Coordinator, Jennifer Legge, responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**32-02-2025**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby approves Report SRECDEV-2025-04, Spruce the Bruce Grant Applications 2025; and

Supports the Spruce the Bruce applications for the following projects

1. Community Marketing Grant – Chesley Parks and Trails
2. Community Marketing Grant – Washrooms with Wow
3. Streetscape Beautification Grant – Banners for Tara
4. Streetscape Beautification Grant – Main St Bridge Parkette, Chesley
5. Streetscape Beautification Grant – Holiday Lights in Tara

**Carried**

**13.7 Clerks**

13.7.1 CLK-2025-01 – Public Notice Policy, CLKS-2025-02

Clerk, Christine Fraser-McDonald responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**33-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Penner

Be It Resolved that Council hereby approves Report Number SRCLK.2025.01 - Public Notice Policy ; and

That a by-law be brought back to the next available Council meeting to bring force and effect to this policy and that By-law 01-03 be rescinded in its entirety.

**Carried**

13.7.2 CLK-2025-03 – Council Mid-term Appointments

Clerk, Christine Fraser-McDonald responded to questions from Members of Council.

Subsequent to further discussion, Council passed the following resolution:

**34-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council hereby approves Report SRCLK.2025.03 – Council Mid-term Appointments ;

And that Councillor Dudgeon and Mayor Hammell be appointed the Chesley and Area Joint Fire Board;

And that Councillor Hampton be appointed as an alternate for the Chesley and Area Joint Fire Board.

And further that a by-law be passed to bring force and effect to these appointments.

**Carried**

**13.8 CAO**

13.8.1 CAO-2025-03 Tara BESS Project – Information

CAO Emily Dance responded to questions from Members of Council.



Subsequent to further discussion, Council passed the following resolution:

**35-02-2025**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Dudgeon

Be It Resolved that Council hereby receives for information Report CAO.2025-03 - Tara BESS Project Information; and

Further that Council directs the CAO to seek legal advice

**Carried**

**14. Notice of Motion**

**15. Members Updates**

Shaw:

Deputy Mayor Shaw attended the Tara Working Group, a SMART meeting.

Hampton:

Councillor Hampton attended a Chesley Working Group meeting and recognized the works department in keeping the roads and sidewalks safe.

Dudgeon:

Councillor Dudgeon has nothing to report.

Steinacker:

Councillor Steinacker attended the Tara and Chesley Working Group meeting and the Tara Bess public meeting.

Penner:

Councillor Penner attended the ROMA conference.

Nickason:

Councillor Nickason attended a BASWR meeting.

Hammell:

Mayor Hammell attended the ROMA conference and was a member of three delegations to the Ministry of Infrastructure, Ministry of the Solicitor General and the Ministry of Health.

**16. New Business**

Councillor Penner requested that there be better snow removal on the street to the school in Paisley.

## 17. By-laws

### 17.1 By-law 09-2025 - Adopt a Commemorative Tree and Bench Policy

Subsequent to further discussion, Council passed the following resolution:

**36-02-2025**

**Moved by:** Councillor Steinacker

**Seconded by:** Councillor Dudgeon

Be It Resolved that By-law No. 09-2025 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 09-2025 being a By-law to adopt a Commemorative Tree and Bench Policy.

**Carried**

### 17.2 By-law 10-2025 - Amend the Fees and Charges By-law

Subsequent to further discussion, Council passed the following resolution:

**37-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No.10-2025 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 10-2025 being a By-law to Amend the Fees and Service Charges for 2025.

**Carried**

## 18. Closed Session

Subsequent to further discussion, Council passed the following resolution:

**38-02-2025**

**Moved by:** Councillor Dudgeon

**Seconded by:** Councillor Hampton

*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;

(x) personal matters about an identifiable individual, including municipal or local board employees - Employee matters

() a proposed or pending acquisition or disposition of land by the municipality or local board;

() 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 may hold a closed meeting under another Act;

() information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

() a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

() a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

() 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.

() Education or training

Staff Authorized to Remain:

CAO Emily Dance, Clerk Christine Fraser-McDonald

**Carried**

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

Subsequent to further discussion, Council passed the following resolution:

**39-02-2025**

**Moved by:** Councillor Hampton

**Seconded by:** Councillor Dudgeon

Be It Resolved That Council of the Municipality of Arran-Elderslie does now return to the Open Session at 12:55 p.m.

**Carried**

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

Mayor Hammell confirmed that Council discussed only those matters identified in the motion to go into Closed Session.

Council received the first item for information and direction was given to staff regarding the second personnel item.

From these items, we have the following motions to be presented.

**40-02-2025**

**Moved by:** Councillor Penner

**Seconded by:** Councillor Nickason

Be it resolved that Council directed the CAO to enter into a contract with RSM Building Consultants for CBO services for electronic plans review, on-site and virtual building inspections.

**Carried**

**41-02-2025**

**Moved by:** Deputy Mayor Shaw

**Seconded by:** Councillor Nickason

Be It Resolved that By-law No. 11-2025 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 11-2025 being a By-law to appoint RMS Building Consultants staff as Deputy CBO and Building Officials as legislatively required for the Municipality of Arran-Elderslie.

**Carried**

By-Law 11-2025 to Appoint Deputy Chief Building Official and Building Officials for the Municipality of Arran-Elderslie is appended hereto to form a part of the minutes.

**42-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Hampton

Be it Resolved that Clerk Christine Fraser-McDonald and CAO Emily Dance are hereby appointed as Zoning Administrators for the Municipality of Arran-Elderslie.

**Carried**

**21. Confirming By-law**

Subsequent to further discussion, Council passed the following resolution:

**43-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Hampton

Be It Resolved that By-law No. 12-2025 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 12-2025 being a By-law to confirm the proceedings of the Regular Council meeting of the Municipality of Arran-Elderslie held Monday, January 27, 2025.

**Carried**

**22. Adjournment**

Subsequent to further discussion, Council passed the following resolution:

**44-02-2025**

**Moved by:** Councillor Nickason

**Seconded by:** Councillor Penner

Be It Resolved that the meeting be adjourned to the call of the Mayor at 1:02 p.m.

**Carried**

**23. List of Upcoming Council meetings**

- February 10, 2025
- February 24, 2025
- March 10, 2025

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Steve Hammell, Mayor

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Christine Fraser-McDonald, Clerk