



TOWN OF ERIN
Regular Council Meeting
AGENDA

February 2, 2016

1:00 PM

Municipal Council Chamber

Pages

1. Call to Order

2. Approval of Agenda

3. Public Question Period

The 15 minute Public Question Period is an opportunity for members of the public to ask questions through the Chair. Questions and comments regarding an ongoing planning application are not permitted during this period.

- Once invited to address Council, the person(s) will be asked to stand at the podium or sit at the table to pose their question, and to state their name for the record.
- When addressing Council, you may make two statements sufficient to establish the context of the question, and then pose the question.
- Each individual may ask one question, and will be given a time limit of 5 minutes, so that there is opportunity for 3 members of the public to address Council.

4. Declaration Pecuniary Interest

5. Community Announcements

5.1 Free Ice Skating at Victoria Park

1

6. Adoption of Minutes

2 - 24

January 13, 2016 - Special Meeting - Operating Budget Draft 1

January 14, 2016 - Special Public Meeting - Growth and Development

January 19, 2016 - Regular Meeting

January 20, 2016 - Special Meeting - Operating Budget Draft 2

7. Business Arising from the Minutes

8. Reports

8.1 Water

8.1.1 Compliance Administrator - 2015 Drinking Water Systems
Annual Reports

25 - 41

8.2	Finance	
8.2.1	Deputy Treasurer - Approval of Accounts	42 - 43
8.2.2	Financial Analyst - Small Communities Fund – 2nd Intake	44 - 47
8.3	Administration	
8.3.1	Clerk - Advisory Committees – Terms of Reference	48 - 72
8.4	Mayor	
8.4.1	Mayor Alls - Letter to Greenbelt Foundation requesting inclusion in publications	73
8.5	Committees	
8.5.1	Let's Get Hillsburgh Growing - November 19, December 4, and December 7, 2015 meeting minutes	74 - 80
8.5.2	BIA - December 3, 2015 meeting minutes	81 - 85
8.5.3	Appoint Committee Members - Hillsburgh Outdoor Rink Committee	
8.5.4	Committee of Adjustment - November and December 2015, and January 2016 Minutes	86 - 105
9.	Correspondence	
9.1	Activity List	
9.2	Conservation Authorities Agendas and Minutes	
	Grand River Conservation Authority: http://www.grandriver.ca/index/document.cfm?Sec=13& Sub1=71	
	Credit Valley Conservation Authority: http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/	
9.3	Christine Furlong, Triton Engineering - Urban Centre Water and Wastewater Class EAs update	106
9.4	Grand River Conservation Authority - 2016 Budget and Levy Meeting	107
10.	Closed Session	

Matters under the following exemptions in the Municipal Act S. 239 (2) :

- personal matters about an identifiable individual, including municipal or local board employees (HR Matter);
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (By-law, Notice);

- 11. Return from Closed Session**
 - 11.1 Motion to Reconvene
 - 11.2 Report Out
- 12. By-Laws**
 - Confirming
- 13. Notice of Motion**
- 14. Adjournment**

FREE SKATING



OUTDOOR RINK

VICTORIA PARK, HILLSBURGH

Courtesy of



**Hillsburgh
Lions Club**



**Town
of Erin**



Minutes of the Town of Erin Special Council Meeting

January 13, 2016

10:00 a.m.

Municipal Council Chamber

PRESENT:	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor

STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Graham Smith	Facility Manager
	Joe Babin	Interim Water Superintendent
	Robyn Mulder	Economic Development Officer
	Carol House	Chief Building Official

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 2016 Proposed Budget Draft #1

The Director of Finance began by identifying the process undertaken in preparing the 2016 proposed operating budget, including the methodology and direction given to departments in preparing their budgets and the bottom line results of the process. Challenges and opportunities faced by departments during the process were also highlighted.

01 13 2016 Special Meeting – Operating Budget Draft 1

Each Departmental budget was presented to Council, with Department Heads also drawing Council's attention to items that are being implemented as a result of the Operational Review, and some optional items they would like considered for inclusion into the budget.

Items discussed included:

- the implementation of user fees for administrative services
- the addition of a Systems Administrator and elimination of IT service contract
- temporary position for preparation of electronic records management system
- payroll software upgrade
- shared by-law services
- Director of Infrastructure and Operations
- gravel for roads to increase due to depletion of stock of donated gravel from Hydro
- speed limit signs
- streetlights - possibility of going to LED bulbs as replacements, pole painting/replacing
- dam monitoring and remedial work
- water rates have decreased, slight increase to user fees
- increase of garbage pick-up on Main Street
- on-line booking system for facilities and parks
- grass cutting contract
- organization/compensation review impacts
- training for staff

Council directed the Facilities Manager to remove locks from the Skate Park and monitor issues to save calling in staff to lock/unlock the park.

Council directed the Economic Development Officer to look at the possibility of reducing projects and set up a \$20,000 reserve for CIP.

Council requested a one page report showing the Operational Review and Optional items. The Director of Finance will circulate at the next budget meeting.

Council directed the Director of Finance to circulate the detailed budget to

01 13 2016 Special Meeting – Operating Budget Draft 1

Council members.

The updated budget will be brought back to Council on January 20, 2016 at 1pm.

4. Adjournment

The meeting was adjourned at 2:45 pm.

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

January 14, 2016
6:30 p.m.
Centre 2000 - Theatre
14 Boland Dr

PRESENT:	Allan Alls	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor

STAFF PRESENT:	Kathryn Ironmonger	CAO/Deputy Clerk
	Jessica Wilton	Meeting Notes

1. Call to Order

Mayor Alls called the meeting to order, and welcomed everyone to this public meeting on growth. He explained the purpose of the meeting, and the agenda.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 Growth and Development

Gary Cousins, County of Wellington Director of Planning went through a presentation on growth and development in the Town. Council is looking for input on the following:

- Whether some development could/should be permitted prior to the completion and implementation of the Class EAs and, if so, under what conditions?
- Whether there are options for development of lands on partial services, that will not receive full services.
- Whether the above considerations would affect the 3 options for growth currently proposed to be assessed in the Class EAs.

Kathryn Cooper, Upper Grand District School Board Trustee

- With 4 public schools in Erin and Hillsburgh and one high school there is a declining population in these schools.
- With no plans to shut any of them down they still need to consider new development to keep these schools running.
- They are losing 3-4% of students each year that is around 50 students a year.
- 5 years before any significant loss will happen - this is 250 students loss.

Chris Bailey, BIA Chair

- The Erin downtown businesses are struggling with vacancies.
- Erin needs more options with retirement facilities and diverse housing options to allow for families to downsize and stay in Town of Erin.
- If we can increase the population it will help address the challenges in - the business sector in Erin.
- The community improvement plan can help existing and future businesses.

Heidi-Marie Matthews, 41 Erinlea Cres

- The transition over the last two years has involved input from many people including planners, CVC, public health, etc. to gather input for the Town of Erin.
- Council needs to consider the substantial development checklist that was created from the input and consider how does growth measure up to this checklist of substantial development

Nyola Holliday, 9310 Sideroad 17

- The SSMP addresses needs for capacity of future and existing industrial and commercial areas.
- There are 700 acres available, how does Council decide which developers get to develop this land?

Alex Matthews

- Phase 3 of the EA in beginning stages, will Council ensure that alternative technologies are involved in the EA process?
- Will performance based approach be involved in the assessment?
- Does the SSMP have figures for the existing development to hook up?
- How many failing septic could be improved in the area?
- Is there going to be a committee to assist with the growth?

Pauline Follett, 13 Erin Heights Dr

- Why are we excluding any consultants with the Phase 3 funding model?
- Need to consider alternate funding market.

Anna Spiteri, 9030 Wellington Road 50

- Rural and Urban areas need an equal opportunity.
- Closing main street for piping to be put in will cause businesses to struggle.
- Council needs to consider a committee to work on the SSMP.

Dr Marieke Wevers, Wellington Rd 125

- Need to look at Halton and Rockwood as examples of development.
- Revenue from gravel pits towards the SSMP
- Join pipes to Halton (Georgetown).
- Share expenses to bring taxes down.

Curtis Marshall, 19 Delerin

- Growth from Hillsburgh and Erin need to consider both options 50-50.
- Not the case of lowering taxes if growth is within the Villages.
- Increasing housing cost is relative to the GTA not only Erin.
- Sewage will bring industrial and commercial development.
Development charges are not that bad compared to GTA.
- Existing houses hooking up to sewage should not consider any grants.

Rob Blakley

- The timeline for the EA and decisions several years out – no incentive for developers.

Jay Mowat, 5120 Ninth Line

- Erin Transition 11 point plan – Council to be more active than previous council.
- The 2 year developing document shows we need development just need to be smart about it.
- Council needs to consider this transition plan
- Phase 3 of EA process – consultants not looking at alternative treatments
- Need to be active and looking at alternative solutions.
- Environment committee not in Erin for over a year – asking members to be involved in environmental committee.

Deanna MacKay, 5409 Tenth Line

- 1995 abandoned plan for sewage treatment.
- Why is money being spent to repeat the process already done?
- Residential and commercial owners pay taxes twice will they have to pay twice for 60million dollar sewage treatment?
- Additional cost need to be considered.
- 1500 people opposed to the plan.

Denise Dilby, 5223 Third Line

- Need alternate funding - not through grants but developers to help with waste plant costs.

Jill Rogers, 1 Erin Heights Dr

- Walkway along river does not need to be built – money should go towards sewage treatment plant

Dave Dautovich, 5177 Third Line

- Budgeting department needs to be set in place first before any decisions are made.
- Town of Erin is responsible for full costs no County Etc. do we have backup plan for budgeting?

Werner Pischel

- Need to look at technologies available to find best and most cost effective plan.
- Action plan to find best cleaning of waste water.
- Technologies from Germany and bring them to Erin.

John Morland-Jones, 9255 Sideroad 27

- There are 2 25acres parcels viewed for residential development what is the land classification. Need to keep primary agriculture.

Anthony Wade, 1 McCulloch Dr

- Can't afford to hookup to sewage – would have to leave Town of Erin
- Encourages development along the walkway.

Elanor Rowan, 5785 First Line

- Does all effluent need to go towards the water?
- Why site specific to Erin and Hillsburgh. Rural areas should be looked at.

Phyllis Tomkinson, 11 Wesley Cres

- Asking people about new development but not giving all the information needed
- Wants an accurate figure to hook up to sewage- line from road to owners house at owners expense? – need to give accurate cost for homeowners.
- Who is responsible to any damage done to house if it happens – Alton example.
- Need to consider what is under the roads before they consider sewage pipes. Lots of Gravel pits in Erin that same material is under the streets.
- Consider a Pipe at Mississauga road – can we hook up to that pipe?

David, Sideroad 15

- Not in support of developing Solmar lands. Primary Agricultural lands need to be used for farming. Best soil we have.

Ray, 18 Pineridge

- EA is using traditional technology
- Performance based EA at the beginning not end of phase 3
- Need engineering consultants that are experienced in this area
- Consider mandatory water and sewage hook up.
- What is the cost for each homeowner to hook up and what is the cost if they don't?

Heather Gentles, 9347 Sideroad 9

- Need to consider checklist considered by previous Council
- Need Council to talk to developers to get them to pay for this treatment plant

Brent Klassen, 5438 Second Line

- Establishing a vision for the future

Patricia W, 6 Erinlea

- No affordable housing in Erin for younger families as well as property taxes
- Nowhere to downsize in Erin

Solmar – Developer

- They are listening to comments and willing to work with Council on proposed development

4. **Adjournment**

The meeting was adjourned at 8:45pm.

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Regular Town of Erin Council Meeting

January 19, 2016

6:30 pm

Municipal Council Chamber

PRESENT

Allan Aills

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

ABSENT:

John Brennan

Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Robyn Mulder

Carol House

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Economic Development Officer

Chief Building Official

1. Call to Order

Mayor Aills called the meeting to order.

2. Approval of Agenda

Resolution # 16-001

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the agenda be approved as amended to add an item to the closed session agenda:

- personal matters about an identifiable individual (HR Matter)

Carried

3. Public Question Period

Anna Spiteri - Will a full time By-law enforcement officer and taping Council meetings be part of this year's budget discussions?

Not part of this year's budget discussions, but will be looking into options.

Pauline Follet - Operational Review Report - Would like to see a proposed overlay of new positions on a new organizational chart as compared to positions on the previous organizational chart.

Once the recommendations for staffing from the Operational Review have been implemented and any positions filled, a new Organizational Chart can then be produced.

Nyola Holliday - Centre 2000 Agreement - issue keeps pushing forward. When will there be an update? Was there supposed to be a breakdown of items on the Activity List?

Meetings are ongoing regarding the Centre 2000 Agreement, and when an update is available it will be communicated. There is no intention to provide a breakdown of items on the Activity List. The CAO will be reporting on Major Town projects as Council directs.

4. Declaration Pecuniary Interest

None.

5. Public Meetings

5.1 Zoning By-law Amendment Application Z15-05 - UAJV Developments Inc. To rezone land from Extractive Industrial M4 Zone to Agricultural A Zone to address condition of provisional consent to create two residential lots

Mayor Alls called the meeting to order.

Mayor Alls announced that this is a Public Meeting as required by the Ontario Planning Act to deal with Planning matters regarding land development in the Province of Ontario.

If a person or public body that files an appeal of a decision of the Town of Erin in respect to a proposed Official Plan, Zoning By-Law Amendment and/or a Plan of Subdivision or Condominium does not make oral submission at a public meeting or make written submission to the Town of Erin before the proposed Official Plan Amendment, Zoning By-law Amendment and/or Plan or Subdivision or Condominium is adopted or refused, then the Ontario Municipal Board may dismiss all or part of the appeal.

Council requests that anyone wishing to provide comments or concerns to Town Council and/or staff do so in written form to ensure that the message is provided effectively and accurately and to record their interest in the matter and to request a notice of decision of the matter.

This meeting is to provide information for Council, exchange views, generate input etc. Council has not taken a position on the matter; Council's decision will come after full consideration of input from the meeting, submissions from the public and comments from agencies.

Mayor Alls introduced Council and Staff, the consultant and the applicant.

All comments and questions should be put to the Chair. Speakers shall state their names and addresses for the record. Personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

Declarations of Pecuniary Interest: None.

Planning staff - Aldo Salis presented the Zoning Amendment Application, which is to address a condition of provisional consent to create two residential lots. Currently the lands are zoned M4, and the application is to rezone the proposed area to Agricultural.

John Cox - agent for the applicant, introduced the applicant and further explained the application. The operation at the pit is winding down. The purpose for severing the properties is for residential/hobby farm use.

Comments from the public:

January 19, 2016 Regular Meeting

Anna Spiteri:

- Is the retained land to be rehabilitated and why are the two lots being severed now rather than when the rehabilitation is being completed.

UAJV Representative:

- looking at rehabilitating the retained portion and possibly donating it to the Town or Conservation Authority.

Robert Black:

- What will the back half of the 15 acres be used for if Strata is to retain it (behind the proposed severances)?
- Is there any thought into changing the OP designation to rural? There are a number of uses permitted under the current OP designation including a portable asphalt plant.
- would like to see an increase in the rear set back to ensure any houses built would be in line with existing.

John Cox/UAJV Representative:

- there is no plan to extract from the area behind the proposed severances
- Would have no issue with adding an exclusion so that a 'portable asphalt plant' is not permitted

Aldo Salis:

- Will check policies to ensure that the additional rear set back and exclusion can be accommodated.
- Will likely be seeking a decision at the next regular Council meeting.

Mayor Alls thanked all participants for attending the meeting and advised that Council will consider all input prior to making a decision on the matter.

The Public Meeting adjourned.

6. Community Announcements

The Province suspended the GTA West Corridor EA and no reasons were given. The Province has indicated that details are likely to be shared in the spring.

The Niagara Escarpment Plan is not being expanded to the Town of Erin.

January 19, 2016 Regular Meeting

7. Adoption of Minutes

Resolution # 16-002

Moved By Councillor Smith

Seconded By Councillor Duncan

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

December 15, 2015 Regular Meeting

December 15, 2015 Special Meeting - Capital Budget

Carried

8. Business Arising from the Minutes

Councillor Sammut - Item 8.3 - Would like to see simple solutions that address the customer service issues and accessibility

Councillor Duncan - Item 3. - Would like update on whether there will be a public meeting.

9. Delegations/Petitions/Presentations

9.1 Kyle Davis, RMO/RMI - Clean Water Act Annual Report 2015

Kyle Davis, Risk Management Official for the County of Wellington presented his report as circulated in the Agenda.

Resolution # 16-003

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Town of Erin 2015 Risk Management Official Annual Report.

Carried

9.2 Kyle Davis, RMO/RMI - Local Source Water Database Collaboration Agreement

Kyle Davis, Risk Management Official for the County of Wellington presented his report as circulated in the Agenda. The database agreement is the legal framework that sets out how the 12 public bodies govern themselves with regards to provincial reporting.

Resolution # 16-004

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated January 5, 2016, regarding the development of the source protection database (Local Source Water Information Management System (LSWIMS)) and the attached Collaboration Agreement;

And that Council authorizes the Mayor and Clerk to sign the agreement, and approves the authorizing by-law.

Carried

10. Reports

10.1 Building/Planning/By-Law

10.1.1 Chief Building Official - Building Permit Activity Report

Resolution # 16-005

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Building Department Building Activity Report dated January 19, 2015 for information.

Carried

10.1.2 Chief Building Official - Fourth Quarter Building Permit Activity– October 2015 – December 2015

Resolution # 16-006

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the 2015 Fourth Quarter Report – Building Permit Activity for information

Carried

10.2 Finance

10.2.1 Approval of Accounts

Resolution # 16-007

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Deputy Treasurer's Report #2016-1A on "Approval of Accounts".

Carried

10.3 Administration

10.3.1 Integrity Commissioner - Annual Report

Resolution # 16-008

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council receives the 2015 Annual Report of the Town of Erin Integrity Commissioner, Robert Williams.

Carried

10.3.2 CAO - 8968 Sideroad 27 and Third Line Road Allowance

Council directed the CAO to confirm with the Roads Department that a 10 foot setback would be sufficient for future road widening needs.

Resolution # 16-009

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council agrees in principle to move forward with the necessary paperwork and agreements to transfer

ownership of part of the abutting road allowance to the owners of 8968 Sideroad 27.

Carried

10.4 Committees

10.4.1 Ballinafad Community Centre - November 19 Minutes

Resolution # 16-010

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Ballinafad Community Centre Committee November 19, 2015 meeting minutes.

Carried

10.4.2 Economic Development Committee - December 9 Minutes

Resolution # 16-011

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the Economic Development Committee December 9, 2015 meeting minutes.

Carried

10.4.3 Heritage Committee - November 16 Minutes

Resolution # 16-012

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the Heritage Committee November 16, 2015 meeting minutes.

Carried

10.4.4 Heritage Committee Resolution

Resolution # 16-013**Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the resolution passed by the Heritage Committee on December 14, 2015;**And that** Council directs the Director of Finance to transfer the balance of the Heritage Committee 2015 unused allocation to reserves, and to include a \$2000 allocation in the 2016 budget.**Carried****10.4.5 Appointment of new members to the Economic Development Committee****Resolution # 16-014****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council hereby appoints Jim Boyd and Thorntin MacDonald as members of the Erin Economic Development Committee.**Carried****10.4.6 Appoint Council Representatives to Committees for 2016****Resolution # 16-015****Moved By** Councillor Duncan**Seconded By** Councillor Smith**Be it resolved that** Council makes the following Council Representative appointments to committees:Councillor Duncan - Heritage Committee, Let's Get Hillsburgh Growing Committee, Environmental & Sustainability Committee, BIACouncillor Brennan - Ballinacorney Community Centre, Headwaters, Wellington Economic Development Group, Committee of Adjustments, Property Standards

Councillor Smith - Erin Tennis Club, Economic Development Committee, Recreation Advisory Committee

Councillor Sammut - Community Oriented Policing, East Wellington Community Services

Carried

10.4.7 Community Grant Committee Discussion

Resolution # 16-016

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council appoints the following members of staff and Council to the 2016 Financial Support Applications Ad Hoc Committee:

Allan Alls
Rob Smith
Sharon Marshall
Robyn Mulder

Carried

11. Correspondence

Resolution # 16-017

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives correspondence items 11.1 to 11.8 for information.

Carried

11.1 Activity List

Councillor Sammut would like to request a Council meeting on growth. Council consensus is to pick a date in February when all Council members are present.

The CAO asked for more specific direction on the quarterly major project report that Council has directed. Direction from Council is to report quarterly on Town wide projects such as the Operational Review and the Water and Wastewater Environmental Assessments. It should be a reporting out of activities, not budget, and can even be verbal.

11.5 Township of Oro-Medonte - Municipal Freedom of Information and Protection of Privacy Act - Fees

Resolution # 16-018

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby supports the Township of Oro Medonte resolution regarding a review and update of the fees provisions in the Municipal Freedom of Information and Protection of Privacy Act to ensure they are more reflective of current and actual costs incurred in responding to requests for access and requested records and to ensure they include provisions for the collection of all or part of the costs involved in preparing fee estimates for requesters.

Carried

12. New Business

12.1 Appoint Acting Mayor

Resolution # 16-019

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby appoints Councillor John Brennan as Acting Mayor from January 23 to February 15, 2016.

Carried

13. Closed Session

Resolution # 16-020

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:27pm to discuss the matter(s) pertaining to:

- labour relations or employee negotiations - agreement/HR Matter
- Personal matters about an identifiable individual - HR Matter

Carried

14. Return from Closed Session

14.1 Motion to Reconvene

Resolution # 16-021

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be reconvened at the hour of 10:05 pm.

Carried

14.2 Report Out

None.

15. By-Laws

Resolution # 16-022

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that By-Law numbers 16-01 to 16-06 inclusive, are hereby passed.

Carried

16. Notice of Motion

Councillor Sammut presented the following notices of motion, and agreed to postpone the consideration of the motions to the next regular meeting in which all Council members are present:

January 19, 2016 Regular Meeting

1. that Council hereby requests that a Committee of Council for servicing and growth be immediately formed in order to provide community input on servicing and growth options for the Town of Erin. The committee would be comprised of two Councillors together with a maximum of eight community members, with a preference to those with technical expertise in related areas.
2. that Council hereby requests that all closed in camera Council sessions be recorded as per recommendation by the Ontario Ombudsman.
3. that Council hereby requests that all further spending on the EA portion of the SSMP be halted until such time as the following has been addressed:
 - the assimilative capacity of the West Credit River has been re-examined and a final adjusted figure provided
 - an independent engineering firm with expertise in wastewater provide the Town with an opinion on the best fiscal and strategic path to take for the EA process

17. Adjournment

Resolution # 16-023

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 10:11pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

January 20, 2016

1:00 p.m.

Municipal Council Chamber

PRESENT:

Allan Ails

John Brennan

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Dan Callaghan

Graham Smith

Joe Babin

Robyn Mulder

Carol House

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Fire Chief

Facility Manager

Interim Water Superintendent

Economic Development Officer

Chief Building Official

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 2016 Proposed Budget - Draft 2

The Director of Finance began by presenting to Council the suggested outcomes from this meeting. The changes from the last meeting have been incorporated in this presentation. The total budget expenditures were reviewed with Council, as well as the net tax dollars, and Operational Review impacts. Council made a few decisions last meeting to include

some of the optional requests into the budget as well.

The Fire Chief went over the Fire Department budget with Council.

Council directed that the "supplies, materials, and equipment" line be reduced by \$20,000.

The Options Summary was then reviewed by Council and all options were included other than:

\$20,000 for CIP to reserve - The Economic Development Officer found that she could not absorb this amount in her current budget.

The Interim Road Superintendent informed Council that the Trackless Sidewalk machine which is currently included in the budget is in need of immediate replacement due to its deteriorated condition.

Resolution # 16-024

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council authorizes the Interim Road Superintendent to issue a tender for the replacement of a Trackless sidewalk machine, prior to the approval of the 2016 budget.

Carried

Direction from Council to make additional changes to the budget included:

- Defer Capital Project - Barbour Field septic replacement (\$95,000)
- Transfer to future capital reserves - Barbour Field septic replacement \$25,000

4. Adjournment

The meeting was adjourned at 3:12pm.

Mayor Allan Alls

Clerk Dina Lundy



Staff Report

Report #: W1-2016

Date: February-2-16

Submitted By: **Sara McDougall – Compliance Administrator**

Subject: 2015 Drinking Water Systems Annual Reports

Recommendations:

Be it resolved that council receives the 2015 Erin Drinking Water System Annual Report and the 2015 Hillsburgh Drinking Water System Annual Report.

Background:

Under O.Reg.170/03 of the Safe Drinking Water Act, an Annual Report for each Drinking Water System is required to be prepared by February 28, 2016. This report is for the period of January 1 to December 31 of the previous year and must meet the following requirements:

The annual report must,

- (a) contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) in the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4). O. Reg. 170/03, s. 11 (6); O. Reg. 418/09, s. 8.

Financial Impact:

None

Consultation:

Water Department Staff

Communications Plan:

Council Report, will be available on the Town's Website and will be stored in the Compliance Administrator's office.

Conclusion:

In accordance with O.Reg. 170/03 of the Safe Drinking Water Act, the 2015 Annual Reports for the Erin Drinking Water System and the Hillsburgh Drinking Water System were completed on January 25, 2016.

Appendices:

Appendix A: 2015 Erin Drinking Water System Annual Report

Appendix B: 2015 Hillsburgh Drinking Water System Annual Report

Part III Form 2

Section 11. ANNUAL REPORT

Drinking-Water System Number:	220000013
Drinking-Water System Name:	ERIN DRINKING WATER SYSTEM
Drinking-Water System Owner:	CORPORATION OF THE TOWN OF ERIN
Drinking-Water System Category:	LARGE MUNICIPAL RESIDENTIAL
Period being reported:	JANUARY 1 – DECEMBER 31, 2015

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>TOWN OF ERIN COMPLIANCE ADMINISTRATOR'S OFFICE 5684 TRAFALGAR ROAD HILLSBURGH, ONTARIO N0B 1Z0</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? N/A

Yes [] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- [X] Public access/notice via the web
 [X] Public access/notice via Government Office
 [X] Public access/notice via Public Request

Describe your Drinking-Water System

The Erin Drinking Water System is a ground water supply system serving a population of approximately 2500 residential and commercial customers, located in the former Village of Erin.

The water is supplied from two wells drilled into the fractured limestone bedrock, with a total rated capacity of 4,128 m³/day. The pressure in most of the Erin Municipal Water System is maintained by a 1,700 m³ water tower, however 65 residences in the Erin Heights Subdivision require a booster pump main to maintain adequate pressure.

The Erin Drinking Water System's Certification Facility Level is WD3, Certificate Number 1235 issued 05/25/2005.

Well No. 7, located at 46 Shamrock Road, Erin. It is a 250 mm diameter, 41.96m deep drilled ground water well, with casing to a depth of 10.67m. It is equipped with a submersible pump rated at 1,800 L/min. The well is located approximately 7m southeast of the pumphouse. The neighbouring land is used for both industrial and agricultural purposes. There is also undeveloped land in the vicinity of the pumphouse.

Well No. 8 is located on Lot 17, concession 8-9, Erin. It is a 200 mm diameter, 46 m deep drilled groundwater well, with double casing to depths of 6.7 m (outer casing) and 8.53 m (inner casing) and is equipped with a submersible pump rated at 1,636 L/min at 32 m total dynamic head. The well is located approximately 4 m northwest of the pumphouse. The neighbouring land is used for both residential and agricultural purposes. A golf course runs adjacent to the pumphouse along with undeveloped land.

List all water treatment chemicals used over this reporting period

Gaseous Chlorine

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Erin Well House Maintenance	\$ 38,368.35
Erin Distribution Maintenance	\$ 29,782.95
Erin Water Tower Maintenance	\$ 6,031.39
Hydro	\$ 67,555.95
Well House Data Loggers	\$ 20,250.25
PLC SCADA Upgrades	\$ 154,169.08
Testing/Sampling	\$ 9,616.02

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
2015/06/15	Low Chlorine reading on analyzer for 5 min capture	0	mg/L	Sampled that day as per Health Unit, all test results were within limits.	2015/06/15
2015/02/13	Sodium Exceedance on Distribution Sample	160	mg/L	Re-sampled at a location without a water softener installed, all test results were within limits.	2015/02/13

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Number of Samples	Range of Total Coliform Results (min #)-(max #)	Number of HPC & Background Bacteria Samples	Range of HPC Results (min #)-(max #)
Raw	104	0-0	104	0-0	104	0-0cfu/100mL
Treated	104	0-0	104	0-0	208	0-1cfu/100mL
Distribution	208	0-0	208	0-0	416	0-7cfu/100mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity (E7)	12	0.09 – 0.27 NTU
Turbidity (E8)	12	0.08 – 0.25 NTU
Chlorine (continuous) (E7)	8760	*0.000 – 2.000
Chlorine (continuous) (E8)	8760	*0.000 – 2.003
Chlorine (grab samples)	365	0.44 – 1.28
Fluoride (If the DWS provides fluoridation)	N/A	N/A

NOTE: For continuous monitors use 8760 as the number of samples.

*This reading is not considered to be adverse. It was due to power failures, alarm testing and programming changes.

NOTE: Record the unit of measure if it is **not** milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument. N/A

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
<i>None to report</i>				

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	N/A	-	-
Distribution	6	ND - 0.0040 mg/L	0


Summary of Inorganic parameters tested during this reporting period or the most recent sample results
Well E7

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2015/06/23	ND	mg/L	
Arsenic	2015/06/23	ND	mg/L	
Barium	2015/06/23	0.031	mg/L	
Boron	2015/06/23	0.017	mg/L	
Cadmium	2015/06/23	ND	mg/L	
Chromium	2015/06/23	ND	mg/L	
Lead	2015/06/23	ND	mg/L	
Mercury	2015/06/23	ND	mg/L	
Selenium	2015/06/23	ND	mg/L	
Sodium	2013/06/20	6.2	mg/L	
Uranium	2015/06/23	0.00042	mg/L	
Fluoride	2013/06/20	0.2	mg/L	
Nitrite	2015/12/08	ND	mg/L	
Nitrate	2015/12/08	ND	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of Organic parameters sampled during this reporting period or the most recent sample results
Well E7

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	2015/06/23	ND	ug/L	
Aldicarb	2015/06/23	ND	ug/L	
Aldrin + Dieldrin	2015/06/23	ND	ug/L	
Atrazine + N-dealkylated metabolites	2015/06/23	ND	ug/L	
Azinphos-methyl	2015/06/23	ND	ug/L	
Bendiocarb	2015/06/23	ND	ug/L	


Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Benzene	2015/06/23	ND	ug/L	
Benzo(a)pyrene	2015/06/23	ND	ug/L	
Bromoxynil	2015/06/23	ND	ug/L	
Carbaryl	2015/06/23	ND	ug/L	
Carbofuran	2015/06/23	ND	ug/L	
Carbon Tetrachloride	2015/06/23	ND	ug/L	
Chlordane (Total)	2015/06/23	ND	ug/L	
Chlorpyrifos	2015/06/23	ND	ug/L	
Cyanazine	2015/06/23	ND	ug/L	
Diazinon	2015/06/23	ND	ug/L	
Dicamba	2015/06/23	ND	ug/L	
1,2-Dichlorobenzene	2015/06/23	ND	ug/L	
1,4-Dichlorobenzene	2015/06/23	ND	ug/L	
Dichlorodiphenyltrichloroethane (DDT) + metabolites	2015/06/23	ND	ug/L	
1,2-Dichloroethane	2015/06/23	ND	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	2015/06/23	ND	ug/L	
Dichloromethane	2015/06/23	ND	ug/L	
2-4 Dichlorophenol	2015/06/23	ND	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	2015/06/23	ND	ug/L	
Diclofop-methyl	2015/06/23	ND	ug/L	
Dimethoate	2015/06/23	ND	ug/L	
Dinoseb	2015/06/23	ND	ug/L	
Diquat	2015/06/23	ND	ug/L	
Diuron	2015/06/23	ND	ug/L	
Glyphosate	2015/06/23	ND	ug/L	
Heptachlor + Heptachlor Epoxide	2015/06/23	ND	ug/L	
Lindane (Total)	2015/06/23	ND	ug/L	
Malathion	2015/06/23	ND	ug/L	
Methoxychlor	2015/06/23	ND	ug/L	
Metolachlor	2015/06/23	ND	ug/L	
Metribuzin	2015/06/23	ND	ug/L	
Monochlorobenzene	2015/06/23	ND	ug/L	
Paraquat	2015/06/23	ND	ug/L	
Parathion	2015/06/23	ND	ug/L	
Pentachlorophenol	2015/06/23	ND	ug/L	
Phorate	2015/06/23	ND	ug/L	
Picloram	2015/06/23	ND	ug/L	
Polychlorinated Biphenyls(PCB)	2015/06/23	ND	ug/L	
Prometryne	2015/06/23	ND	ug/L	
Simazine	2015/06/23	ND	ug/L	
THM (Distribution) (NOTE: show latest annual average)	2015/12/08	7.83	ug/L	
Temephos	2015/06/23	ND	ug/L	
Terbufos	2015/06/23	ND	ug/L	
Tetrachloroethylene	2015/06/23	ND	ug/L	

2,3,4,6-Tetrachlorophenol	2015/06/23	ND	ug/L	
Triallate	2015/06/23	ND	ug/L	
Trichloroethylene	2015/06/23	ND	ug/L	
2,4,6-Trichlorophenol	2015/06/23	ND	ug/L	
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	2015/06/23	ND	ug/L	
Trifluralin	2015/06/23	ND	ug/L	
Vinyl Chloride	2015/06/23	ND	ug/L	

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Well E8

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2015/06/23	ND	mg/L	
Arsenic	2015/06/23	ND	mg/L	
Barium	2015/06/23	0.045	mg/L	
Boron	2015/06/23	0.011	mg/L	
Cadmium	2015/06/23	ND	mg/L	
Chromium	2015/06/23	ND	mg/L	
Lead	2015/06/23	ND	mg/L	
Mercury	2015/06/23	ND	mg/L	
Selenium	2015/06/23	ND	mg/L	
Sodium	2013/06/20	5.2	mg/L	
Uranium	2015/06/23	0.00011	mg/L	
Fluoride	2013/06/20	0.27	mg/L	
Nitrite	2015/12/08	ND	mg/L	
Nitrate	2015/12/08	ND	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Well E8

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	2015/06/23	ND	ug/L	
Aldicarb	2015/06/23	ND	ug/L	
Aldrin + Dieldrin	2015/06/23	ND	ug/L	
Atrazine + N-dealkylated metabolites	2015/06/23	ND	ug/L	
Azinphos-methyl	2015/06/23	ND	ug/L	
Bendiocarb	2015/06/23	ND	ug/L	
Benzene	2015/06/23	ND	ug/L	
Benzo(a)pyrene	2015/06/23	ND	ug/L	

Bromoxynil	2015/06/23	ND	ug/L	
Carbaryl	2015/06/23	ND	ug/L	
Carbofuran	2015/06/23	ND	ug/L	
Carbon Tetrachloride	2015/06/23	ND	ug/L	
Chlordane (Total)	2015/06/23	ND	ug/L	
Chlorpyrifos	2015/06/23	ND	ug/L	
Cyanazine	2015/06/23	ND	ug/L	
Diazinon	2015/06/23	ND	ug/L	
Dicamba	2015/06/23	ND	ug/L	
1,2-Dichlorobenzene	2015/06/23	ND	ug/L	
1,4-Dichlorobenzene	2015/06/23	ND	ug/L	
Dichlorodiphenyltrichloroethane (DDT) + metabolites	2015/06/23	ND	ug/L	
1,2-Dichloroethane	2015/06/23	ND	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	2015/06/23	ND	ug/L	
Dichloromethane	2015/06/23	ND	ug/L	
2-4 Dichlorophenol	2015/06/23	ND	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	2015/06/23	ND	ug/L	
Diclofop-methyl	2015/06/23	ND	ug/L	
Dimethoate	2015/06/23	ND	ug/L	
Dinoseb	2015/06/23	ND	ug/L	
Diquat	2015/06/23	ND	ug/L	
Diuron	2015/06/23	ND	ug/L	
Glyphosate	2015/06/23	ND	ug/L	
Heptachlor + Heptachlor Epoxide	2015/06/23	ND	ug/L	
Lindane (Total)	2015/06/23	ND	ug/L	
Malathion	2015/06/23	ND	ug/L	
Methoxychlor	2015/06/23	ND	ug/L	
Metolachlor	2015/06/23	ND	ug/L	
Metribuzin	2015/06/23	ND	ug/L	
Monochlorobenzene	2015/06/23	ND	ug/L	
Paraquat	2015/06/23	ND	ug/L	
Parathion	2015/06/23	ND	ug/L	
Pentachlorophenol	2015/06/23	ND	ug/L	
Phorate	2015/06/23	ND	ug/L	
Picloram	2015/06/23	ND	ug/L	
Polychlorinated Biphenyls(PCB)	2015/06/23	ND	ug/L	
Prometryne	2015/06/23	ND	ug/L	
Simazine	2015/06/23	ND	ug/L	
THM (Distribution) (NOTE: show latest annual average)	2015/12/08	7.83	ug/L	
Temephos	2015/06/23	ND	ug/L	
Terbufos	2015/06/23	ND	ug/L	
Tetrachloroethylene	2015/06/23	ND	ug/L	
2,3,4,6-Tetrachlorophenol	2015/06/23	ND	ug/L	
Triallate	2015/06/23	ND	ug/L	

Trichloroethylene	2015/06/23	ND	ug/L	
2,4,6-Trichlorophenol	2015/06/23	ND	ug/L	
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	2015/06/23	ND	ug/L	
Trifluralin	2015/06/23	ND	ug/L	
Vinyl Chloride	2015/06/23	ND	ug/L	

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
n/a			



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Part III Form 2

Section 11. ANNUAL REPORT

Drinking-Water System Number:	220007285
Drinking-Water System Name:	HILLSBURGH DRINKING WATER SYSTEM
Drinking-Water System Owner:	CORPORATION OF THE TOWN OF ERIN
Drinking-Water System Category:	LARGE MUNICIPAL RESIDENTIAL
Period being reported:	JANUARY 1 – DECEMBER 31, 2015

<u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u>	<u>Complete for all other Categories.</u>
<p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>TOWN OF ERIN COMPLIANCE ADMINISTRATOR'S OFFICE 5684 TRAFALGAR ROAD HILLSBURGH, ON N0B 1Z0</p> </div>	<p>Number of Designated Facilities served: <input type="text" value="N/A"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <input type="text" value="N/A"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? N/A
Yes [] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- [X] Public access/notice via the web
[X] Public access/notice via Government Office
[X] Public access/notice via Public Request


Describe your Drinking-Water System

Well No. H2 is located on Wellington Rd 24 at the Hillsburgh Heights Facility. It is an 88 m deep drilled groundwater well, constructed of steel casing of 200 mm diameter to a depth of 51 m. It is equipped with a submersible pump rated at 702 L/min at 52.7 m. It discharges through a 150 mm diameter line into a reservoir. A lead removal treatment system has been installed at the Hillsburgh Heights pumphouse.

Well No. H3 is located at Victoria Park, across the road from the Glendevon pumphouse. It is a 57.9 m deep drilled groundwater well, constructed of steel casing of 200 mm diameter to a depth of 20.1 m. It is equipped with a submersible pump rated at 456 L/min. It is connected to a 75 mm diameter discharge line leading to the reservoir.

The Hillsburgh water distribution system is divided into two pressure zones. There is a pressure reducing valve chamber at the intersection of Barbour Drive and Orangeville Street. The upper pressure zone has primarily been supplied by Well No. H2. The lower pressure zone has primarily been supplied by Well No. H3. The Frank Smedley Booster Station was completed in 2014 and mainly delivers water from the lower pressure zone to the upper pressure zone. However, it will also allow reverse flow from the upper pressure zone to the lower pressure zone in times of need.

List all water treatment chemicals used over this reporting period

*Treatment at the Glendevon facility consists of disinfection with sodium hypochlorite.
Treatment at the Hillsburgh Heights facility consists of disinfection of sodium hypochlorite and lead removal.*

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Hillsburgh Well House Maintenance	\$ 22,857.09
Hillsburgh Distribution Maintenance	\$ 28,563.15
Hydro	\$ 24,737.33
Well House Data Loggers	\$ 20,250.25
Major Repair Glendevon Reservoir	\$ 53,149.80
Testing/Sampling	\$ 7,882.58

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Number of Samples	Range of Total Coliform Results (min #)-(max #)	Number of HPC & Background Bacteria Samples	Range of HPC Results (min #)-(max #)
Raw	100	0-0	100	0-0	100	0-0 cfu/100mL
Treated	100	0-0	100	0-0	200	0-2 cfu/100mL
Distribution	104	0-0	104	0-0	208	0-20 cfu/100mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	<p><i>NOTE: For continuous monitors use 8760 as the number of samples.</i></p> <p><i>*This reading is not considered to be adverse. It was due to power failures, alarm testing and programming changes.</i></p>
Turbidity (HH)	12	0.09 – 0.62 NTU	
Turbidity (GD)	11 (well offline Sept. 2015)	0.06 – 0.14 NTU	
Chlorine (continuous) (HH)	8760	*0.0000 – 1.357	
Chlorine (continuous) (GD)	8760	*0.0000 – 1.778	
Chlorine (grab samples)	365	0.44 – 1.22	
Fluoride (If the DWS provides fluoridation)	N/A	N/A	

NOTE: Record the unit of measure if it is not milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Sampling Point	Parameter	Date Sampled	Result	Unit of Measure
01/18/2010	Hillsburgh Heights Treated	Lead	03/03/2015	0.0065	mg/L
01/18/2010	Hillsburgh Heights Raw	Lead	03/03/2015	0.010	mg/L
01/18/2010	Hillsburgh Heights Treated	Lead	06/03/2015	0.0057	mg/L
01/18/2010	Hillsburgh Heights Raw	Lead	06/03/2015	0.0089	mg/L
01/18/2010	Hillsburgh Heights Treated	Lead	09/25/2015	0.0058	mg/L
01/18/2010	Hillsburgh Heights Raw	Lead	09/25/2015	0.0081	mg/L
01/18/2010	Hillsburgh Heights Treated	Lead	12/08/2015	0.0063	mg/L
01/18/2010	Hillsburgh Heights Raw	Lead	12/08/2015	0.0095	mg/L
01/18/2010	Hillsburgh Heights Raw	Gross Alpha	08/16/2011	0.2	Bq/L
01/18/2010	Hillsburgh Heights Raw	Gross Beta	08/16/2011	< 0.1	Bq/L

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	N/A	-	-
Distribution	6	ND – 0.0076 mg/L	0

Summary of Inorganic parameters tested during this reporting period or the most recent sample results *Hillsburgh Heights*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2015/06/23	ND	mg/L	
Arsenic	2015/06/23	0.0011	mg/L	
Barium	2015/06/23	0.047	mg/L	
Boron	2015/06/23	0.017	mg/L	
Cadmium	2015/06/23	ND	mg/L	
Chromium	2015/06/23	ND	mg/L	
Lead	2015/12/08	0.0063	mg/L	
Mercury	2015/06/23	ND	mg/L	
Selenium	2015/06/23	ND	mg/L	
Sodium	2013/06/20	14	mg/L	
Uranium	2015/06/23	0.0035	mg/L	
Fluoride	2013/06/20	0.88	mg/L	
Nitrite	2015/12/08	1.10	mg/L	
Nitrate	2015/12/08	ND	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of Organic parameters sampled during this reporting period or the most recent sample results *Hillsburgh Heights*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	2015/06/23	ND	ug/L	
Aldicarb	2015/06/23	ND	ug/L	
Aldrin + Dieldrin	2015/06/23	ND	ug/L	
Atrazine + N-dealkylated metabolites	2015/06/23	ND	ug/L	
Azinphos-methyl	2015/06/23	ND	ug/L	
Bendiocarb	2015/06/23	ND	ug/L	
Benzene	2015/06/23	ND	ug/L	
Benzo(a)pyrene	2015/06/23	ND	ug/L	
Bromoxynil	2015/06/23	ND	ug/L	
Carbaryl	2015/06/23	ND	ug/L	
Carbofuran	2015/06/23	ND	ug/L	
Carbon Tetrachloride	2015/06/23	ND	ug/L	
Chlordane (Total)	2015/06/23	ND	ug/L	

Chlorpyrifos	2015/06/23	ND	ug/L	
Cyanazine	2015/06/23	ND	ug/L	
Diazinon	2015/06/23	ND	ug/L	
Dicamba	2015/06/23	ND	ug/L	
1,2-Dichlorobenzene	2015/06/23	ND	ug/L	
1,4-Dichlorobenzene	2015/06/23	ND	ug/L	
Dichlorodiphenyltrichloroethane (DDT) + metabolites	2015/06/23	ND	ug/L	
1,2-Dichloroethane	2015/06/23	ND	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	2015/06/23	ND	ug/L	
Dichloromethane	2015/06/23	ND	ug/L	
2-4 Dichlorophenol	2015/06/23	ND	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	2015/06/23	ND	ug/L	
Diclofop-methyl	2015/06/23	ND	ug/L	
Dimethoate	2015/06/23	ND	ug/L	
Dinoseb	2015/06/23	ND	ug/L	
Diquat	2015/06/23	ND	ug/L	
Diuron	2015/06/23	ND	ug/L	
Glyphosate	2015/06/23	ND	ug/L	
Heptachlor + Heptachlor Epoxide	2015/06/23	ND	ug/L	
Lindane (Total)	2015/06/23	ND	ug/L	
Malathion	2015/06/23	ND	ug/L	
Methoxychlor	2015/06/23	ND	ug/L	
Metolachlor	2015/06/23	ND	ug/L	
Metribuzin	2015/06/23	ND	ug/L	
Monochlorobenzene	2015/06/23	ND	ug/L	
Paraquat	2015/06/23	ND	ug/L	
Parathion	2015/06/23	ND	ug/L	
Pentachlorophenol	2015/06/23	ND	ug/L	
Phorate	2015/06/23	ND	ug/L	
Picloram	2015/06/23	ND	ug/L	
Polychlorinated Biphenyls(PCB)	2015/06/23	ND	ug/L	
Prometryne	2015/06/23	ND	ug/L	
Simazine	2015/06/23	ND	ug/L	
THM (Distribution) (NOTE: show latest annual average)	2015/12/08	10.6	ug/L	
Temephos	2015/06/23	ND	ug/L	
Terbufos	2015/06/23	ND	ug/L	
Tetrachloroethylene	2015/06/23	ND	ug/L	
2,3,4,6-Tetrachlorophenol	2015/06/23	ND	ug/L	
Triallate	2015/06/23	ND	ug/L	
Trichloroethylene	2015/06/23	ND	ug/L	
2,4,6-Trichlorophenol	2015/06/23	ND	ug/L	
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	2015/06/23	ND	ug/L	
Trifluralin	2015/06/23	ND	ug/L	
Vinyl Chloride	2015/06/23	ND	ug/L	


Summary of Inorganic parameters tested during this reporting period or the most recent sample results *Glendevon*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2015/06/23	ND	mg/L	
Arsenic	2015/06/23	0.001	mg/L	
Barium	2015/06/23	0.018	mg/L	
Boron	2015/06/23	0.033	mg/L	
Cadmium	2015/06/23	ND	mg/L	
Chromium	2015/06/23	ND	mg/L	
Lead	2015/06/23	ND	mg/L	
Mercury	2015/06/23	ND	mg/L	
Selenium	2015/06/23	ND	mg/L	
Sodium	2013/06/20	11	mg/L	
Uranium	2015/06/23	0.00018	mg/L	
Fluoride	2013/06/20	0.61	mg/L	
Nitrite	2015/12/08	ND	mg/L	
Nitrate	2015/12/08	ND	mg/L	

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of Organic parameters sampled during this reporting period or the most recent sample results *Glendevon*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	2015/06/23	ND	ug/L	
Aldicarb	2015/06/23	ND	ug/L	
Aldrin + Dieldrin	2015/06/23	ND	ug/L	
Atrazine + N-dealkylated metabolites	2015/06/23	ND	ug/L	
Azinphos-methyl	2015/06/23	ND	ug/L	
Bendiocarb	2015/06/23	ND	ug/L	
Benzene	2015/06/23	ND	ug/L	
Benzo(a)pyrene	2015/06/23	ND	ug/L	
Bromoxynil	2015/06/23	ND	ug/L	
Carbaryl	2015/06/23	ND	ug/L	
Carbofuran	2015/06/23	ND	ug/L	
Carbon Tetrachloride	2015/06/23	ND	ug/L	
Chlordane (Total)	2015/06/23	ND	ug/L	
Chlorpyrifos	2015/06/23	ND	ug/L	
Cyanazine	2015/06/23	ND	ug/L	
Diazinon	2015/06/23	ND	ug/L	
Dicamba	2015/06/23	ND	ug/L	
1,2-Dichlorobenzene	2015/06/23	ND	ug/L	
1,4-Dichlorobenzene	2015/06/23	ND	ug/L	


Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Dichlorodiphenyltrichloroethane (DDT) + metabolites	2015/06/23	ND	ug/L	
1,2-Dichloroethane	2015/06/23	ND	ug/L	
1,1-Dichloroethylene (vinylidene chloride)	2015/06/23	ND	ug/L	
Dichloromethane	2015/06/23	ND	ug/L	
2-4 Dichlorophenol	2015/06/23	ND	ug/L	
2,4-Dichlorophenoxy acetic acid (2,4-D)	2015/06/23	ND	ug/L	
Diclofop-methyl	2015/06/23	ND	ug/L	
Dimethoate	2015/06/23	ND	ug/L	
Dinoseb	2015/06/23	ND	ug/L	
Diquat	2015/06/23	ND	ug/L	
Diuron	2015/06/23	ND	ug/L	
Glyphosate	2015/06/23	ND	ug/L	
Heptachlor + Heptachlor Epoxide	2015/06/23	ND	ug/L	
Lindane (Total)	2015/06/23	ND	ug/L	
Malathion	2015/06/23	ND	ug/L	
Methoxychlor	2015/06/23	ND	ug/L	
Metolachlor	2015/06/23	ND	ug/L	
Metribuzin	2015/06/23	ND	ug/L	
Monochlorobenzene	2015/06/23	ND	ug/L	
Paraquat	2015/06/23	ND	ug/L	
Parathion	2015/06/23	ND	ug/L	
Pentachlorophenol	2015/06/23	ND	ug/L	
Phorate	2015/06/23	ND	ug/L	
Picloram	2015/06/23	ND	ug/L	
Polychlorinated Biphenyls(PCB)	2015/06/23	ND	ug/L	
Prometryne	2015/06/23	ND	ug/L	
Simazine	2015/06/23	ND	ug/L	
THM (Distribution) (NOTE: show latest annual average)	2015/12/08	10.6	ug/L	
Temephos	2015/06/23	ND	ug/L	
Terbufos	2015/06/23	ND	ug/L	
Tetrachloroethylene	2015/06/23	ND	ug/L	
2,3,4,6-Tetrachlorophenol	2015/06/23	ND	ug/L	
Triallate	2015/06/23	ND	ug/L	
Trichloroethylene	2015/06/23	ND	ug/L	
2,4,6-Trichlorophenol	2015/06/23	ND	ug/L	
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	2015/06/23	ND	ug/L	
Trifluralin	2015/06/23	ND	ug/L	
Vinyl Chloride	2015/06/23	ND	ug/L	

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			



Staff Report

Report #: 2016-2A
Date: February-2-16
Submitted By: Gail Broadfield, Deputy Treasurer
Subject: Approval of Accounts

Recommendations:

Be it resolved that Council receives the Deputy Treasurer's Report #2016-2A on "Approval of Accounts".

Background:

Invoices in the amounts listed below have been authorized for payment by Department Heads, or their designates, and entered for payment as follows:

Cheque Listing #1060	\$ 104,617.56
Manual Cheque Listing	
Online Internet Payments #1056	\$ 1,043.71
#1057	\$ 26,991.77
#1058	\$ 805.48
#1059	\$ 8,134.45
 TOTAL	 <u>\$ 141,592.97</u>

Financial Impact:

The accounts, as listed, will be paid as submitted.

Consultation:

Department Heads and CAO.

Communications Plan:

Regular report to Council.

Conclusion:

That Council receives the report from the Deputy Treasurer regarding the payment of the Accounts.

Appendices:

N/A



Staff Report

Report #: 2016- 01

Date: February-2-16

Submitted By: Larry Wheeler / Financial Analyst

Subject: Small Communities Fund – 2nd Intake

Recommendations:

Be It Resolved, that Council of the Town of Erin hereby:

- 1) Receives Report 2016- 01 ‘Small Communities Fund – 2nd Intake’ as information.

Background:

In September 2015 the Town of Erin submitted an Expression of Interest into the 2nd Intake of the Small Communities Fund. Our application was for \$102,000 representing 2/3 of the total cost (\$153,000) of drilling and bringing on-line two production wells.

Financial Impact:

As per the recent Council Undertaking to approve the 2016 Draft Capital Budget, the secondary financing plan to pay for the production wells was to utilize \$120,000 from Water Lifecycle Reserves and the balance (\$33,000) from the Development Charges Reserve Fund.

Consultation:

Staff have been in consultation with our Wellington – Halton Hills MPP Ted Arnott, and with Barbara Maknoni (Project Analyst) with OMAFRA.

Communications Plan:

The notification letter from OMAFRA declining our Expression of Interest (EOI) is attached to this report as an appendix. EOI’s which were not declined have advanced to the ‘application stage’ from which decisions will be finalized this coming summer.

Conclusion:

Naturally it is impossible to discern from the rejection letter the exact reason why the Town's project has been passed over. We must accept that it could be because of "other applicants with highly critical projects". Of the four 'economic conditions and fiscal situations' listed, Council only exercises control over the latter two. Further, we must await identification of the successful municipalities later this year to discern if they are mutually exclusive from the Intake One beneficiaries, in the hope that the Town of Erin's turn will come in the near future.

Appendix:

Rejection letter from Joel Locklin, Manager, Program Operations, OMAFRA.

**Ministry of Agriculture,
Food and Rural Affairs**

**Ministère de l'Agriculture, de
l'Alimentation et
des Affaires rurales**



4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
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Rural Programs Branch

January 4, 2016

Our File: SCF-0756

Larry Wheeler, Financial Analyst
Town of Erin
5684 Trafalgar Rd
Hillsburgh, Ontario
N0B 1Z0
larry.wheeler@erin.ca

Dear Larry Wheeler:

Re: Second intake of the Building Canada Fund - Small Communities Fund (SCF)

Thank you for your Expression of Interest (EOI) under the second intake of the SCF.

Unfortunately, your project proposal was not selected to move forward to the application phase.

This was a highly competitive intake. Over 270 EOIs were received and all were subject to careful consideration and evaluation. Your project proposal was not selected to move forward primarily because other applicants with highly critical projects had more challenging economic conditions and fiscal situations.

Economic conditions and fiscal situations were assessed using a combination of:

- total weighted property assessment per household
- median household income
- average of net financial assets (between 2010-2014) per household
- average residential property taxes, user fees and service charges (between 2010-2014) per household as a percentage of median household income

As you may be aware, over the summer the Province launched a discussion guide and consultations as part of the *Moving Ontario Forward* initiative to solicit feedback on infrastructure priorities and the design of new programs outside the Greater Toronto and Hamilton Area. Through these consultations, feedback was received on municipal infrastructure programs, program design and application processes, and the need for stable, predictable infrastructure funding. As the Province moves forward with the



Good Things
Grow in Ontario
À bonne terre,
bons produits



- 2 -

delivery of infrastructure programs, the input received from these consultations will be taken into consideration.

Should you have any questions, please do not hesitate to call the contact centre at 1-877-424-1300 or email SCF@ontario.ca.

Thank you again for your interest in the second intake of the SCF.

Sincerely,


Joel Locklin
Manager, Program Operations



Staff Report

Report #: 2016-01C

Date: February-2-16

Submitted By: **Dina Lundy, Clerk**

Subject: Advisory Committees – Terms of Reference

Recommendations:

Be it resolved that Council receives the Clerk’s report 2016-01C;

And that Council adopts the Terms of Reference as circulated with this report for the following Committees:

LGHG – Let’s Get Hillsburgh Growing

ESAC – Environmental & Sustainability Advisory Committee

TAC – Trails Advisory Committee

RAC – Recreation Advisory Committee

And further that the Clerk prepare an advertisement in the local media for requests for letters of interest to fill vacancies on the various committees.

Background:

At the November 3, 2015 Council meeting, the Economic Development Coordinator presented Council with draft Terms of Reference for some existing committees, as well as suggested new committees. Council received the report and directed that the existing committees be circulated the documentation for comment and consideration before adoption. The LGHG and TEHC (Heritage Committee) have returned comments which have been incorporated into the draft terms attached.

In addition, there were some details that I have edited due to contradiction with Council’s procedural by-law, and to ensure that committees are not overly restricted. For example:

- Committees report to Council through the CAO’s office, and the wording in all terms has been updated to reflect this
- The Chair of a committee has full voting rights – not only to break a tie vote
- A Vice Chair is not required, but optional
- The Chair is elected every year by the members of the committee, and so it is not necessary to limit the amount of years that the position can be held by one person

- The minimum number of committee members reduced to 5 rather than 7. These are volunteer positions, and it is difficult to sometimes maintain 5 members.

Also, the Town of Erin Heritage Committee (TEHC) was established by By-law 03-45 in 2003. Their mandate, responsibilities, and terms of reference are quite clearly laid out in this by-law, and therefore if there are changes that the committee or Council wishes to make, this by-law should be amended. There is no need to create additional terms of reference and so I have excluded this committee in this process and attached the by-law for your reference.

Financial Impact:

Advisory Committee budgets will be driven by the annual budget process.

Consultation:

Committees, Council Representatives, CAO

Communications Plan:

Council report. An advertisement will be placed in the local media and posted on Town social media to fill vacancies. Once new members are selected, staff will report the names to Council and request appointments.

Conclusion:

That Council review and adopt the attached terms of reference for the various committees.

Appendices:

Revised Draft Terms of Reference:

LGHG – Let's Get Hillsburgh Growing Advisory Committee

ESAC – Environmental & Sustainability Advisory Committee

TAC – Trails Advisory Committee

RAC – Recreation Advisory Committee

Existing By-law establishing TEHC – Town of Erin Heritage Committee



**LET'S GET HILLSBURGH GROWING (LGHG)
Advisory Committee**

DRAFT TERMS OF REFERENCE

(January 26, 2016)

1.0 GOAL

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) and the citizens of the Town of Erin on matters associated with the specific needs of the Village of Hillsburgh.

2.0 PRINCIPLES

Principles that guide the Let's Get Hillsburgh Growing Advisory Committee (LGHGAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to promoting a greater appreciation for the needs of the Village of Hillsburgh
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Let's Get Hillsburgh Growing Advisory Committee (LGHG) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) on a range of community issues, including but not limited to:

- To plan, coordinate and undertake activities and events that build community pride and spirit.
- To initiate and provide Council with advice with respect to potential growth opportunities within the Village of Hillsburgh;
- To submit a responsible budget for ensuring the community of Hillsburgh is responsibly presented to visitors and residents alike as a great place to live, work and play;
- To facilitate community beautification and foster a sense of pride among residents of the Village of Hillsburgh;

- To promote the awareness of the Town of Erin’s practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;
- To liaise between the Town and the Wellington County and other interested organizations, as desirable, to implement the objectives of the Town of Erin;
- To report on project opportunities and ongoing beautification within the Village of Hillsburgh;
- To communicate, and collaborate where appropriate, with other Town of Erin staff and committees.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Let’s Get Hillsburgh Growing Advisory Committee (LGHG) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair and recording secretary for LGHG will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Office (CAO) relating to LGHG Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, LGHG may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.

- 4.6 If at any time Committee size drops below five (5) members, Council shall appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the LGHG appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 LGHG is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 LGHG reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. LGHG reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when LGHG reports are being considered.
- 5.3 As part of its ongoing reporting requirements, LGHG shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of LGHG over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's Office.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.
- 6.2 Committee members will receive no remuneration for their involvement in LGHG Committee activities. An exception to this clause may be granted by resolution of Council if so requested by LGHG.

7.0 CONFLICT OF INTEREST

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of LGHG related communications and correspondence; ensuring LGHG reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Direct of Finance/Treasurer will administer the LGHG budget.
- 8.4 Public Works, labour and equipment support for minor projects from time to time.

9.0 MEETINGS

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include LGHG members, with the approval of the Chair, provided a LGHG member chairs the sub-committee. Sub-committees shall report to the LGHG through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council through the office of the Chief Administrative Officer (CAO/Town Manager) at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 LGHG may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



ENVIRONMENT & SUSTAINABILITY (ESAC)

Advisory Committee

DRAFT TERMS OF REFERENCE

(January 26, 2016)

1.0 GOAL

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) on matters associated with the environment and sustainability within the community.

2.0 PRINCIPLES

Principles that guide the Environment & Sustainability Advisory Committee (ESAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for the environment and sustainability within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Environment and Sustainability Advisory Committee (ESAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO) on a range of environmental and sustainability issues including but not limited to:

- To initiate and provide advice with respect to Town properties best suited for multi-faceted environmental conservation practices within the Town of Erin;
- To provide advice as to how sustainable environmental practices may be achieved through the adoption of appropriate municipal policies;
- To establish criteria for the evaluation of public facilities being considered for environmental upgrades;
- To promote the awareness of the Town of Erin's practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;

- To advise on relevant development, applications and funding opportunities that may be available for undertaking environmental upgrades and fostering greater appreciation for sustainable development within the Town;
- To report to Council through the office of the CAO/Town Manager on environmental project opportunities and long-term sustainable practices;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Environment & Sustainability Advisory Committee (ESAC) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, and recording secretary for ESAC will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Officer (CAO) relating to ESAC Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, ESAC may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, the Council shall appoint an appropriate number of additional members as deemed necessary.

4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the ESAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.

4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

5.1 ESAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.

5.2 ESAC reports to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. ESAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when ESAC Reports are being considered.

5.3 As part of its ongoing reporting requirements, ESAC shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:

- a) Summarize the activities and achievements of ESAC over the previous year;
- b) Describe ongoing activities and issues and identify any priorities/concerns, and
- c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 The Committee shall keep proper minutes and records of every meeting and provide the Council with a copy of same, through The Clerk's office.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.
- 6.2 Committee members will receive no remuneration for their involvement in ESAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by ESAC.

7.0 CONFLICT OF INTEREST

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of ESAC related communications and correspondence; ensuring ESAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Direct of Finance/Treasurer will administer the ESAC budget.

9.0 MEETINGS

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include ESAC members, with the approval of the Chair, provided a ESAC member chairs the sub-committee. Sub-committees shall report to the ESAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to Council. On matters where there is significant lack of Committee consensus, minority positions may also be reported at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 ESAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



**TRAILS (TAC)
Advisory Committee**

DRAFT TERMS OF REFERENCE

(January 26, 2016)

1.0 GOAL

To provide advice and assist the Council through the office of the Chief Administrative Officer (CAO/Town Manager) and the citizens of the Town of Erin on matters associated with Trails and Trail development within the community.

2.0 PRINCIPLES

Principles that guide the Trails Advisory Committee (TAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for trail development and utilization within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Trails Advisory Committee (TAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) on a range of multi-disciplined trail development including but not limited to:

- To initiate and provide advice with respect to the properties best suited for multi-disciplined trails use within the Town of Erin;
- To provide advice as to how trail development features may be achieved through the adoption of appropriate municipal policies;
- To establish criteria for the evaluation of public and/or private properties of interest;
- To promote the awareness of the Town of Erin's existing network of trails and those proposed through publications, events, public speaking, displays, signage and plaques;
- To advise on relevant development, applications and funding opportunities that may be available for trail development in the Town;

- To report on multi-disciplined trail development opportunities in a broader sense as it relates to mandate features and utilization;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Trails Advisory Committee (TAC) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, and recording secretary for TAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Officer (CAO) relating to TAC Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, TAC may recommend the removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, the Council shall request that Council appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the TAC appointment periods. Council may

also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.

- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request of the CAO to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 TAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 TAC reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. TAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when TAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, TAC shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of TAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council a copy of same, through the Clerk's office.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.

- 6.2 Committee members will receive no remuneration for their involvement in TAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by TAC through the Office of the CAO.

7.0 CONFLICT OF INTEREST

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of TAC related communications and correspondence; ensuring TAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Direct of Finance/Treasurer will administer the TAC budget.

9.0 MEETINGS

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include TAC members, with the approval of the Chair, provided a TAC member chairs the sub-committee. Sub-committees shall report to the TAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 TAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



**RECREATION (RAC)
Advisory Committee**

DRAFT TERMS OF REFERENCE

(January 26, 2016)

1.0 GOAL

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) and the citizens of the Town of Erin on matters associated with recreation and recreational activities within the community.

2.0 PRINCIPLES

Principles that guide the Recreation Advisory Committee (RAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to ensuring accessibility of recreation to all residents of the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Recreation Advisory Committee (RAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) with the assistance of the Supervisor of Parks and Recreation Facilities on a range of recreational activities including but not limited to:

- Supporting and enhancing communications with the residents of the Town of Erin on matters relating to recreational opportunities;
- Supporting and enhancing existing recreational opportunities;
- Identifying new and emerging recreational opportunities;
- Ensuring broad consultation with community stakeholder groups on recreational issues and opportunities;
- Working with other recreation providers to enhance recreation in the Town of Erin
- Communicating, and collaborating where appropriate, with other Town of Erin committees.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Recreation Advisory Committee (RAC) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and include representation from the following stakeholder groups:

- Minor sports organizations (Hockey, Soccer, Baseball, Figure Skating, etc.)
- Other sports organizations (Adult sport groups, etc.)
- Other recreational organizations (Elora Cataract Trailway, Equine groups etc.)
- Community representatives (members at large.)

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident “experts”, or to fill out a premature vacancy.
- 4.2 A Chair, and recording secretary for RAC will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Officer (CAO) relating to RAC Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, RAC may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, the Council through the office of the Chief Administrative Officer (CAO/Town Manager) shall appoint an appropriate number of additional members as deemed necessary.

- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the RAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, may request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 RAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 RAC reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. RAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when RAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, RAC shall prepare an annual Status Report, which shall be submitted to in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of RAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's office.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests.

- 6.2 Committee members will receive no remuneration for their involvement in RAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by RAC.

7.0 CONFLICT OF INTEREST

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of RAC related communications and correspondence; ensuring RAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned and operated recreational facilities.
- 8.3 The Direct of Finance/Treasurer will administer the RAC budget.

9.0 MEETINGS

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include RAC members, with the approval of the Chair, provided a RAC member chairs the sub-committee. Sub-committees shall report to the RAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 RAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.

THE CORPORATION OF THE TOWN OF ERIN

By-Law Number 03 - 45

A By-law to establish a Municipal Heritage Committee known as the “The Town of Erin Heritage Committee (TEHC)” and provide for the appointment of members.

Whereas Section 28 of the Ontario Heritage Act, R.S.O. 1990, C.O.18, s.28, provides that the Council of a municipality may, by by-law establish a Municipal Heritage Committee known as “the Town of Erin Heritage Committee (TEHC)”, to advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act and such other heritage matters as Council may specify by by-law and:

Whereas the Council of the Town of Erin deems it advisable to establish such a committee and provide for the appointment of members thereto;

Now, Therefore, the Council of the Town of Erin hereby **ENACTS AS FOLLOWS:**

- 1.0** A local municipal Heritage Committee to be known as the “Town of Erin Heritage Committee (TEHC)” is hereby established.
- 2.0 Membership and Responsibilities**
 - 2.1 The Town of Erin Heritage Committee shall consist of not fewer than five members and a maximum of nine members appointed for the term of Council by resolution of Council, and shall include a minimum of one Council member. Representation from local interested residents and heritage groups from all geographic areas of the Town is strongly encouraged. All members are regarded as private citizens and shall not represent any agency or firm in their capacity as a member of the Town of Erin Heritage Committee.
 - 2.2 The Council of the Corporation of the Town of Erin may by resolution, replace or appoint from time to time such new members as it considers desirable.
 - 2.3 The Committee shall, at its first meeting of each year, elect a Chairperson from its membership.
 - 2.4 Members will be selected on the basis of their demonstrated interest, knowledge and expertise in heritage matters.
 - 2.5 Eligible members will generally be residents or taxpayers in the Town of Erin.
 - 2.6 In the absence of the Chair, the quorum will appoint, from among its members, a Chair for the particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
 - 2.7 All members will be expected to devote some time between meetings to work on matters before the Town of Erin Heritage Committee.

3.0 Meetings

- 3.1 Town of Erin Heritage Committee shall meet when it is deemed appropriate and shall provide the Town of Erin with its meeting schedule. All meetings of the Town of Erin Heritage Committee are open to the public.
- 3.2 Quorum for a full meeting of the Town of Erin Heritage Committee will be a majority of the current membership.
- 3.3 All meetings of the Town of Erin Heritage Committee will be chaired by the Chair, or, in the absence of the Chair, a member appointed in accordance with Section 2.6.
- 3.4 All recommendations and decisions of the Town of Erin Heritage Committee will be determined by a majority vote of the members present at a meeting.
- 3.5 The Town of Erin Heritage Committee may establish subcommittees for various topics, issues or proposals as required. Such subcommittees may include non-committee members, with the approval of the Chair, provided the subcommittee is chaired by a member of the Town of Erin Heritage Committee. Subcommittees shall report to the Town of Erin Heritage Committee through the subcommittee Chair.

4.0 Conflict of Interest:

- 4.1 Members having a conflict of interest in any matters under consideration by the Town of Erin Heritage Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

5.0 Financing:

- 5.1 Members of the Town of Erin Heritage Committee will receive no remuneration for their involvement in the Town of Erin Heritage Committee.
- 5.2 Financial support for the Town of Erin Heritage Committee will be reviewed annually as part of the Town's regular budget preparation process. Additional, special project funding requests may also be submitted by the Town of Erin Heritage Committee.

6.0 Reporting:

- 6.1 The Town of Erin Heritage Committee will be established by Council and will report directly to Council on an annual basis and more frequently if required.
- 6.2 The Committee shall keep proper minutes and records of every meeting and provide the Town with a copy of same.

Terms of Reference and Role of the Town of Erin Heritage Committee as Defined by Council:

- 6.3 To initiate and provide Council with advice with respect to the designation of properties and districts under Parts IV and V of the Ontario Heritage Act.
- 6.4 To provide advice as to how the conservation of heritage features may be achieved through the adoption of appropriate municipal policies such as zoning by-laws and Official Plan policies under the Planning Act.

- 6.5 To establish criteria for the evaluation of properties of heritage value or interest.
- 6.6 To establish and maintain an inventory of properties of heritage value or interest, which inventory shall be forwarded to Council for information.
- 6.7 To promote the awareness of the Town of Erin's heritage through publications, events, public speaking, displays, signage and plaques.
- 6.8 To be circulated on all relevant development, demolition and capital project applications for the purposes of providing comments on any relevant matters.
- 6.9 To liaise between the Town and the Wellington County Museum and Archives and other heritage organizations, as desirable, to implement the objectives of the Town of Erin.
- 6.10 To provide advice to property owners with respect to the restoration of heritage buildings, or the making of sympathetic improvements thereto.
- 6.11 To report to Council on Heritage in a broader sense as it relates to man-made features (e.g. altered landscapes, architecture, archaeological remains), the natural environment (e.g. cultural landscapes, forests, wildlife, geology, rivers) and culture (e.g. oral history, skills, story, dance, music).
- 6.12 To advise Council as a means of conserving heritage properties through a variety of means, review available funding sources and advise on current heritage legislation.

**Read a FIRST, SECOND and THIRD time and PASSED in Open Council
this 3rd day of September, 2003.**

Original Signed, Sealed and in Municipal Office Vault

Mayor

Clerk

TOWN OF ERIN

5684 Trafalgar Rd., R.R. #2
Hillsburgh, Ontario N0B 1Z0
www.erin.ca

**Office of the Mayor**

Telephone: (519) 855-4407 ext. 232
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E-mail: council@erin.ca

January 19, 2016

Burkhard Mausberg, CEO
Friends of the Greenbelt Foundation
661 Yonge Street, Suite 500
Toronto, ON M4Y 1Z9

Dear Mr. Mausberg,

**Re: Inclusion of Town of Erin
Greenbelt Route & Greenbelt Walks Series**

Congratulations on the launch of the Greenbelt Route, Greenbelt Walks and Headwater Hikes Series last year. These are impressive cycling and hiking publications which will help connect people with nature. While approximately half of the Town of Erin is within the Greenbelt, it has not been included in either the Greenbelt Route or Greenbelt Walks.

We would request that the Town of Erin be provided with an opportunity to participate in the next release of your publications so that we may be considered for inclusion in the documents.

Sincerely,

A handwritten signature in black ink, appearing to be "Allan Ails".

Mayor Allan Ails
Town of Erin

**Let's Get Hillsburgh Growing Committee
Meeting
Thursday November 19, 2015**

Members Present: Jackie Turbitt, Lloyd Turbitt, Jeff Duncan, Ruth Maddock, Donna Revell, Raissa Sauve
Elizabeth MacInnis
Regrets: Liz Ewasick
Guest: Martin Rudd

1) Minutes:

Motion: 1-11-2015: LGHG Minutes

Moved by Ruth and seconded by Elizabeth: That the minutes of the LGHG Committee meeting of October 15, 2015 be adopted as revised. Carried

2) Accounts

Motion: 2-11-2015: Accounts

Moved by Raissa and seconded by Ruth: That accounts in the amount of \$804.28 (list attached) be paid. Carried. These are for an advertisement in Erin Advocate, expenses for erecting the new entrance signs and prizes for the Scarecrow Contest.

3) Hillsburgh Entrance Signs

a) Photo Op: Photo with Mayor and Martin Rudd taken on November 3 by Tristan Clark for the Erin Advocate. Photo has not yet appeared in the newspaper because there has not been a colour page available.

Action needed: Raissa will put Lloyd's photo of the photo op on the LGHG's new Facebook page.

Action needed: Donna will obtain a copy of Tristan's photo from the Erin Advocate.

b) Service Club Signs:

Action needed: Lloyd will continue to contact service groups in the community offering them the opportunity to have their sign placed on the new entrance signs and advising them of our requirements regarding their signs.

Action needed: Lloyd will try to source plastic coated mesh screening. The plastic coating will prevent the mesh from rusting.

4) Historical banners on the Tack Shop & the Arena

Banner on the Tack shop has been taken down. It was so brittle that it cracked when it was rolled up. The owner of the Tack shop would like to be consulted when we go to replace the banner.

One banner is still up at the Arena. Will leave it up for the moment.

Banners will be a future project --- possibly 2017.

Action needed: Lloyd will ask arena staff for the name of the company which manufactured the banners and the cost for future reference.

5) Historical Park

a) Plant inventory: Heidi Duncan has donated her time to create a list of the plants in the park.

Action needed: Heidi will be asked for a copy of the plant list for the LGHG to review.

Action needed: Donna will find the photos that she took several years ago of the plants in the Park.

Elizabeth brought forward a request from the Hillsburgh Garden Club. The Garden Club is able to apply for grant money for a special project in 2017 and they would like to partner with the LGHG on a project of some kind in the Historical Park.

Action needed: Elizabeth will tell the Garden Club that we will gladly partner with them.

b) Wooden structure in the park.

Raissa contacted the Guelph-Wellington United Way concerning the availability of grant money for repairs to the wooden structure in the park. Grants are only given to registered charitable organizations. It does not appear that we would qualify for grant money as their grants are more for continuous ongoing programmes rather than one-time projects.

Action needed: Raissa will contact the United Way again for further clarification on their grants.

Action: Jeff will check with Town regarding a registered charitable number

A plan needs to be put in place for repairing the wooden structure.

Action needed: Donna will write a letter to the Hillsburgh & District Lions Club requesting a meeting to brainstorm ideas for repairing the structure.

6) Metal laser-cut signs:

Decision made to try painting a sign on our own with Tremclad paint.

Some of the signs, especially in the downtown core, need to be placed higher on the poles to prevent damage by trucks.

Question raised about how many more signs would be needed to complete the streetscape.

Jeff suggested placing metal signs on the poles on Mill Street from the Arena to the Post Office.

Action needed: Lloyd, Donna and Raissa will create a list of which poles still need a metal sign. Agreed to meet on Sunday November 22 at 9 am.

7) LGHG Members: Raissa has been officially appointed to the LGHG Committee.

8) Publicity:

a) Brochure: Donna has the digital copy of the brochure and updates it as needed with current projects & events. Brochures are printed as needed in small batches on Donna's printer.

Jeff suggested that brochures be printed at the Town Office when more than a few are needed.

Action needed: Donna will update brochure and print a supply to be distributed to LGHG members at the next meeting.

b) Facebook Page: Raissa has created a simple Facebook page for the LGHG using information from the LGHG brochure. Will be a work in progress to keep it up-to-date and current.

Action needed: Lloyd to send Raissa the photos of the Scarecrow Contest winners and the photo op picture for the new signs.

Action needed: Donna will send Raissa a streetscape photo of Trafalgar Road with the metal signs on the poles.

c) Century Church Theatre brochure: The Theatre has offered to put information about LGHG events in the new brochure for 2016.

Action needed: Information about any LGHG event(s) that we want in the 2016 brochure needs to be supplied to Century Church Theatre by January 1, 2016.

9) Budget: Deferred to special budget meeting on Friday December 4 at Town Office 10:30am

Action needed: All LGHG Committee Members are asked to review the financial statements distributed by email by Jackie; look at previous fundraising events with an eye to whether or not they are worthwhile doing again and if so, what changes should/could be made to improve the events. Come to the meeting with ideas for new projects (benches, garbage cans, more metal signs etc.) and events (community and fundraising) for 2016.

- 10) Draft Terms of Reference for LGHG Committee: Discussion deferred to January 2016 meeting.
Action needed: Lloyd to find and email the old Terms of Reference to all Committee members.
Action needed: LGHG Committee members to review the proposed Terms of Reference as distributed (or available on the Town of Erin web site) and come to January meeting with comments/suggestions/revisions.
- 11) Other Business & Round Table
- a) Garbage containers:
Still ongoing. Need to be moved to the Historical Park.

**Special Budget Meeting
Friday December 4
10:30am
Town of Erin Municipal Office**

**Next Regular Meeting:
Thursday January 21
7pm
Town of Erin Municipal Office
5684 Trafalgar Rd.**

**Let's Get Hillsburgh Growing Committee
Budget Meeting
Friday December 4, 2015**

Members Present: Lloyd Turbitt, Jackie Turbitt, Raissa Sauve, Jeff Duncan, Donna Revell, Liz Ewasick
Regrets: Ruth Maddock

- 1) Accounts:
Motion: 1-12-04 Accounts
Moved by Liz Ewasick and seconded by Donna Revell: That accounts in the amount of 97.46 (list attached) be paid.

- 2) 2015 Budget: Reviewed and explained to new Committee members.

- 3) 2016 Re-occurring Projects/Events/Administration costs:
Discussion occurred with the following list created:
 - A) Flower baskets & planters
 - B) Spirit of the Hills, Hillsburgh's Family Fun Day
 - C) Laser-cut metal signs
Maintenance of current signs:
Lloyd investigated alternative ways to re-paint the signs. Consensus of tradespeople that he talked to is that repainting with a paint such as Tremclad will last just as long as powder-coat painting the signs.
 - D) Entrance signs:
 - a) Need to paint the posts.
 - b) Screening for service club signs to hang below the signs.
 - E) Hillsburgh Historical Park:
 - a) Wooden structure/Gazebo: Letter has been sent to the Hillsburgh Lions Club asking for a meeting to discuss an action plan for replacement of this structure. Awaiting a reply.
 - b) General Park maintenance.
 - F) Administration: Photocopying, printing, stamps, stationary, mailing costs etc.
 - G) Scarecrow Contest: prizes and a banners to promote the contest.
 - H) Decorating Kits

- 4) Potential New Projects (Projects, Fundraisers, Events) for 2016:
 - A) Metal Signs: 20 new signs would complete the streetscape
 - B) Benches: 8 new benches to replace the current wooden ones which after ten years are in disrepair.
 - C) Historical Banners to replace existing ones that after ten years are faded and brittle. All except one have been taken down. At this time, only 3 would be purchased.
 - D) Hillsburgh Historical Park:
 - a) The trees, shrubs and plantings are overgrown and in need of refurbishing. For 2016, the action plan would be to hire someone/a company to create a plan for the landscaping of the park.
 - b) Stage needs to be painted.
 - c) Lighting: Need for better lighting especially at the back of the park
Action: Lloyd will write a letter to Town Council requesting that post-style lighting for the Historical Park be included in the 2016 Capital/Infrastructure Budget considerations.

- E) Downtown Maintenance: The plan would be to hire someone for a few hours a week to do clean up in the downtown area (weeding, garbage collection, etc.)
 - F) Replacement of 2 trees in front of Foodland.
 - G) New winter decorations: The current wreaths are nearing the end of their use. Plan would be to budget an amount over the next couple of years to pay for new decorations when the time comes.
 - H) Hillsburgh Brochures: A glossy brochure promoting businesses, service and community groups, artists and craftspeople in Hillsburgh. Brochures would be distributed to all households in Hillsburgh.
 - I) Dessert Party/Sale and Craft/Art Show:
A revamping of last year's Dessert Party with a better venue, hopefully more craftspeople and artists, an improved advertising plan and the sale of desserts & baked goods rather than a sit-down type event. Less man hours involved and fewer expenses.
 - J) Antiques Roadshow event.
 - K) Snowman Contest: Similar idea to Scarecrow Contest but in the winter – February around Family Day holiday.
 - L) A 2017 Hillsburgh Community Calendar: Each month would have a photo of people, pets, places in Hillsburgh. Photos would be part of a Community Photo Contest with winning photos being used in the calendar.
Action: Jeff will contact a printer for the cost of printing 100 calendars and the timeline/deadlines for doing such a project.
- 5) Budget amounts for Projects: The Committee members reviewed list of definite/continuing projects and potential projects. Assigned dollar amounts required for each project. These amounts could/may be adjusted once the revenues for 2016 are established in the budget process.
Decision made to defer the Hillsburgh brochure idea to another year.
Action: Jackie to create a spreadsheet/expenditures list showing all projects (re-occurring and potential) and their costs/expenses for the next meeting.
- 6) 2016 Revenues: Deferred to next budget meeting.

**Next Meeting
Budget Part 2
Monday December 7
7:00 pm
Town Office**

**Let's Get Hillsburgh Growing Committee
Budget Meeting
Monday December 7, 2015**

Members Present: Lloyd Turbitt, Jackie Turbitt, Jeff Duncan, Donna Revell, Liz Ewasick
Regrets: Ruth Maddock, Raissa Sauve

- 1) 2016 Revenues: Reviewed and discussed possible revenues for 2016:
 - a. Grant from Town
 - b. Donations for flowers
 - c. Family Fun Day
 - d. Decorating Kits: With more promotion, hope to increase the number of kits sold.
 - e. Dessert & Craft/Art Show
 - f. 2017 Community Calendar
 - g. Miscellaneous

- 2) Reviewed 2016 Re-occurring Projects/Events/Administration expenditures:
 - a. Flower baskets & planters
 - b. Family Fun Day: adjusted upward the amount for this event.
 - c. Misc. supplies
 - d. Streetscape upkeep & maintenance
 - e. Administrative
 - f. Historical Park: Maintenance
 - g. Laser-cut metal signs: Maintenance
 - h. Scarecrow Contest
 - i. Welcome Signs: Service Club signage and maintenance
 - j. Wreaths

- 3) 2016 New Projects (Projects, Fundraisers, Events) reviewed and decided upon:
 - a. Benches: Decision made to budget some funds towards this project. Project to be completed in 2017.
 - b. Metal Signs: 20 new signs will complete the streetscape project.
 - c. New seasonal decorations: Decision made to budget a small amount over the next couple of years to pay for new decorations.
 - d. Historical Banners:

Action: Jeff will ask the Town of Erin Heritage Committee if they would assist with this project by researching possible photos for the banners.
 - e. Hillsburgh Historical Park: Landscaping plan
 - f. Replacement of 2 trees in front of Foodland.
 - g. Snowman Contest: To be held in February around Family Day holiday.

Action: Raissa to design a poster for distribution in February.
 - h. Dessert & Craft/Art Show:

A revamping of last year's Dessert Party with a better venue that will attract more craftspeople and artists, an improved advertising plan and the sale of desserts & baked goods rather than a sit-down type event.

Action: Liz & Donna to investigate the use of the room at the Hillsburgh Firehall.
 - i. A 2017 Hillsburgh Community Calendar: Each month would have a photo of people, pets, places in Hillsburgh. Photos would be part of a Community Photo Contest with winning photos being used in the calendar. Jeff was given a cost of \$4.00 per calendar by a printer.

4) **Motion:** 1-12-2015: 2016 LGHG Budget

Moved by Donna and seconded by Liz: That the 2016 budget as attached be approved.
Carried.

Next Meeting
Thursday January 21, 2016
7 pm
Town of Erin Municipal Office
5684 Trafalgar Road



GENERAL MEMBERSHIP MEETING MINUTES

December 03, 2015 – 9:00 a.m. to 10:15 a.m.
Tintagels, 50 Main Street, Erin

ATTENDEES:	Chris Bailey, Chair <i>Brighten Up</i>	Stephanie Bailey <i>Brighten Up</i>	Ellen Belfgen McKay <i>Weathervane</i>
	Stephanie Conway <i>EWCS</i>	Audrey Devonshire <i>Tintagels / Minerva's</i>	Pam Fanjoy <i>The Friendly Chef</i>
	Shelley Foord <i>Erin Paint</i>	Dawn Kivell <i>TD Canada Trust</i>	Thortin Macdonald <i>Bistro Riviere</i>
	Rob Smith <i>Council Rep, Town of Erin</i>	Mary Venneman <i>BIA Administrative Assistant</i>	Andrew <i>Décor Solutions</i>
GUEST:	Robyn Mulder <i>Economic Development Officer, Town of Erin</i>		

Approval of Minutes

- No business arising from the minutes. Motion to approve by S. Foord, seconded by E. Belfgen McKay. Motion passed.

MARKETING

Events

Window Wonderland Debrief

- Good turnout despite wet weather
- Succeeded in filling most of the vacant store windows

Tabled: Persuade owners of vacant units to keep window displays for the Christmas season.

- Still some confusion with draw tickets; people aren't grasping the idea that they have to return to the store to find out if they won; call or email instead which defeats the purpose of repeat foot traffic.
- Horse-drawn carriage ride terminus moved to Valu-Mart parking lot; better location from a logistics perspective although not as visible. Nevertheless carriage was full the entire evening.
- Electrical problems with the MacMillan Park christmas tree and gazebo lighting.

Thank you: To Stephanie Bailey for coordinating the event.
To Ann Shanahan, Tina Sadler and Lesley Honey from ReMax as our volunteer elves.
To Mark Latam from Royal LePage as our volunteer Santa Claus.
To Mary Venneman as our volunteer Grinch.

Santa Clause Parade Debrief

- Good parade this year; about 40 entries and more creative floats
- BIA float received honorary mention
- Planning and execution is more demanding than expected. Future considerations include:
 - ☞ Set aside money in the BIA budget to cover costs.
 - ☞ Need a covered place to assemble float
 - ☞ Requires an all-day commitment when factoring in set up, participating in the parade, dis-assembly
 - ☞ Start planning earlier, e.g., September – before the Christmas retail season starts, to avoid overloading merchants at a busy time of year and spread the work out over several months
 - ☞ Brainstorm marketing opportunities to leverage crowd, e.g., how to attract people into stores before and after parade



Tabled: Planning for 2016 Christmas Parade

Thank you: To Shelley Foord for coordinating the float.
To Audrey, Jim, Ellen, and David for helping create the float

- Discussion on timing of future parades. The early afternoon time is detrimental to downtown merchants. Saturday afternoon is a prime retail period and the parade inhibits shopping: parade watchers don't shop and other patrons are discouraged from shopping because a) they can't access downtown because the street is closed, and b) can't access the stores because of the crowds.

Continuing discussion with Lion's Club to move parade to later in the afternoon or Sunday next year.

Considerations include:

- ☞ timing of other local seasonal events recognizing that A) some people do a circuit, e.g., Hillsburgh tree lighting is scheduled for the evening of the same day, and B) some organizations participate in more than one parade, e.g., Grand Valley Christmas Parade
- ☞ late Saturday morning is not an option because too many volunteers are preoccupied with pre-scheduled sports activities
- ☞ evening parade would require vehicles/floats equipped with generators and/or inverters to power lights and audio
- ☞ consider Sunday afternoon

Action: Complete merchant email survey sent Nov. 29th
Send completed surveys to Chris Bailey at villageoferin@gmail.com

BY: all
DUE: Dec 11th

Tabled: Brainstorm ideas how to help Lion's Club shift to an evening parade

Promotion

Christmas in the Country Promotion

November 14 to December 31

- Cards have been distributed to merchants. More cards and posters are available from Chris Bailey at Brighten Up.
- Confusion about merchants outside BIA boundary participating in the promotion. Discussion about expanding promotion in the future. Considerations include:
 - ☞ Central Counties funding criteria/obligations
 - ☞ Town of Erin position
 - ☞ Geographic scope
 - ☞ Types of business, e.g., Tin Roof yes but Tim Horton's no?
 - ☞ Competition to BIA merchants

↳ Leverage vacant windows

Tabled: Policy on non-BIA merchant participation in retail promotions
Revisit BIA boundary and by-laws

Extended Christmas Hours – Pilot Project

- The majority of retailers have agreed to participate in a pilot project extending store hours to 8 pm on Thursday and Friday for the three weeks prior to Christmas. Extended hours will be advertised in the local papers and posted on the Agricultural Society sign board.
- If asked by customers, merchants not able to participate this year are:
 - ↳ New To You/Bookends (EWCS)
 - ↳ Forks Bicycle Shop
 - ↳ Delights
 - ↳ Antique Annies
 - ↳ Village Green (uncertain)

Action: Extend store hours to 8 pm on Thursday and Friday in December
December 3 & 4 | December 10 & 11 | December 17 & 18 BY: all

Action: Track sales during extended hours to monitor value of the promotion BY: all participating merchants
December 3 & 4 | December 10 & 11 | December 17 & 18

In the Hills Advertising

- Negotiated a 5% group discount for centre spread in the four 2016 issues. 14 spots available at \$1200 + HST per spot, payable lump sum, quarterly or monthly. Format open for discussion.

Tabled: Advertising format for 2016 issues of *In The Hills*

Action: Interest in participating in 2016 *In The Hills* collaborative advertising campaign BY: all
Contact Shelley Foord at info@decorsolutions.ca DUE: Dec 31

Action: Submit post-dated cheques made out to the “Town of Erin” BY: all participating merchants
Cheques to be dated for the 15th of the month
Deliver to Shelley Foord at Erin Paint (Décor Solutions) DUE: Dec 31

OTHER BUSINESS

Economic Development

- Robyn Mulder, the new permanent full-time Economic Development Officer, introduced herself and gave a brief summary of her approach to moving forward with economic development in general and the BIA in particular:
- Tourism will be a key focus with BIA playing a large part but not the only part; BIA shouldn't be solely responsible for tourism
- Robyn will be working closely with Chris and will try to attend several BIA meetings throughout the year
- Priority is to 1) identify and work on the immediate action items in the Economic Development Action Plan to demonstrate value, and 2) retain current businesses, prevent further losses
- Over the course of the year Robyn and Mayor Alls intend to visit all of the local businesses
- Industrial/commercial economic development requires a different focus: workforce, succession planning, sustainability and growth

- Preliminary discussions on village cross walk to address pedestrian safety. BIA will be a key stakeholder involved in the planning. Requires negotiation with County of Wellington since Main Street is technically part of County Road 124. Considerations include:
 - ↳ Loss of street parking; County of Wellington's preliminary estimate is 6-8 spots.
 - ↳ Parking inventory: look at options to increase amount of off-street parking and quality off-street parking (e.g., accessibility, lighting, signage, pavement; alternative parking arrangements for store owners, operators and staff; timing of street snow removal (time of day, day(s) of the week)
 - ↳ Who pays?

Tabled: Next steps.

Council Business

- BIA Board of Directors will be meeting next week to prepare the 2106 BIA budget for submission to the Town. The BIA doesn't generally overspend but budgeted revenue falls short because members are delinquent in paying.
- Council targeting February or March 2016 for budget approval

Tabled

- Town lease/buy old Steen's building and use as multi-use purpose building for tourist information/heritage/teaching workspace/community OPP office and public washrooms (biodegradable in interim)
- Alliance with Belfountain to promote cross-exchange of visitors
- Capitalize on local sports tournaments, which bring many visitors to town but do not seem to translate into downtown shopping; patronize Tim Horton's instead because it is close and fast. Focus on encouraging a return visit rather than trying to attract them on the day.
- Installation of a BIA event board at the local recreation facilities showing a map of downtown businesses and advertise upcoming events and promotions
- Persuade owners of vacant units to keep Window Wonderland window displays throughout the 2016 Christmas season.
- Planning for the 2016 Christmas Parade float
- Brainstorm ideas how to help Lion's Club shift to an evening Christmas parade
- Policy on non-BIA merchant participation in retail promotions
- Revisit BIA boundary and by-laws
- Advertising format for 2016 issues of *In The Hills*
- Next steps in downtown crosswalk discussion

Ongoing

- BIA still requires a new representative to replace Chris Bailey on the Economic Development Committee. Committee generally meets the first Wednesday of every month for 2 hours.

Action: Expressions of interest in being BIA rep on the Economic Development Committee BY: all
 Contact Chris Bailey at villageoferin@gmail.com for more details DUE: asap

- Town of Erin soliciting the support of BIA businesses to help distribute the *Heritage Walking Tour* brochure by making copies available in their stores.

Action: Brochures available from Chris Bailey at Brighten Up BY: all
 Contact Chris Bailey at villageoferin@gmail.com DUE: asap

- Add/update your business on the Town of Erin Business Directory

Action: Link > [Town of Erin Business Directory](#) BY: all

- Add/update job openings and accommodation on Live and Work in Erin website

Action: Create account to add listings (<http://liveandworkerin.com>) BY: all

Happy Moments

BIA Christmas Potluck Dinner

Dec 16th @ 6:30 pm – Tintagels

- Starts at 6:30 pm but open house style – come when you can
- Food can be dropped off during the day or brought with you in the evening

Action: RSVP and pot-luck contribution BY: all
 Contact Chris Bailey at villageoferin@gmail.com DUE: asap

- The Friendly Chef was awarded the *Best Culinary Tourism Experience* in the 2015 Headwaters Taste of Tourism awards
- Bistro Riverie, in partnership with AAA Events, is hosting a *Men's Night One-Stop Shop* on Saturday, Dec 12th from 6 pm to midnight – an evening out with the boys combined with the opportunity to get all their Christmas shopping done in one night. The event will feature beer, wings, “cut your own steak”, live music and a selection of Christmas gifts.

Next Meeting

January 7th at Tintagels, 9 00 a.m.

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on November 18, 2015
 in the Municipal Office
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Wayne Parkinson	Committee Member
	Rob Fletcher	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#08-02710

Application: A10-15 Michael and Erna Kirk

Property Description: 6012 Eighth Line, Con 8 E PT LT 28

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, Section 4.1, 4.2.1.2, and 5.1.1 specifically permitted uses in an Agricultural Zone and General Provisions including accessory dwelling unit and location of an accessory dwelling unit.

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on October 6th, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.1, 4.2.1.2, and 5.1.1 specifically permitted uses in an Agricultural Zone and General Provisions including accessory dwelling unit and location of an accessory dwelling unit.

The above noted property is zoned Agricultural zone (A).

Within an Agricultural zone the permitted uses include one accessory apartment within one detached dwelling on a lot. **The relief being sought is to allow for an accessory apartment within an accessory building.**

The application states that the proposed use would be to provide more desirable living accommodation for a family member in a building that already exists on the property.

The Building Department supports the planning comments submitted by the county and believe that this application is not minor in nature. All similar applications in the past have been processed by way of zoning amendment.

A "change of use" permit will be required to change the use of the existing accessory building to a residential unit. All remaining building code related issues will be dealt with during the building permit process and once a complete permit application is received and reviewed by the Building Department.

Should the minor variance be approved by the committee of adjustment, the approval should be subject to the applicant obtaining a "change of use" permit from the Building Department

County

The applicant has requested relief to allow a dwelling unit to be located within an accessory building, whereas an accessory apartment is normally only permitted within a detached dwelling. Relief has also been requested to allow for the same accessory building to be located within the front yard. We have no concerns with the front yard setback relief.

With respect to the accessory dwelling unit being located in a separate building from the main residence, we are concerned that a minor variance is not the appropriate means to address zoning compliance in this instance. The Committee may wish to consider if this request would be more appropriately dealt with as a zoning by-law amendment application.

That the requested variance is minor in nature	<ul style="list-style-type: none"> • A 90.49 sq. m (974 sq. ft) apartment is proposed within an accessory building, rather than within the 130.71 sq. m (1,407 sq. ft) single detached dwelling on the property
That the intent and purpose of the Zoning By-law is maintained	<ul style="list-style-type: none"> • The property is zoned Agricultural (A) • The Town has previously dealt with second dwelling units in an accessory building through the rezoning process (for examples see special provision A-117 on page 82)
That the general intent and purpose of the Official Plan is maintained	<ul style="list-style-type: none"> • The property is designated Secondary Agricultural • The Official Plan provides for three types of accessory residential uses: <ol style="list-style-type: none"> 1. Farm help 2. Garden suite 3. Accessory apartment unit within main residence
That the variance is desirable for the appropriate development and use of the land, building or structure	<ul style="list-style-type: none"> • The accessory building is serviced by a separate septic system • A building permit would be required for conversion into a dwelling unit

In conclusion, planning staff is not satisfied that the requested variances to enable an accessory dwelling unit in an accessory building meet the tests of the *Planning Act*.

Second Residential Unit Provisions

We would like to make the Committee aware of the second residential unit provisions of Bill 140 (known as the Strong Communities through Affordable Housing Act). This legislation introduced changes to the *Planning Act* (which came into effect January 1, 2012) to provide enhanced provisions for second units and garden suites, including potential for Official Plan policies regarding a second unit in a single detached, semi-detached and townhouse, or within an ancillary structure. The *Planning Act* has been amended to require that the local municipal zoning by-law authorize such policies, where policies have been established in an Official Plan for second units. County planning staff is in the process of determining any policy changes to implement Bill 140.

The Chair asked the applicant to explain the reasoning for the accessory apartment with the accessory unit.

Alan Young (Planning Consultant) – When the owners purchased the house the accessory building already had a living area in it. The new owners at the time thought this what was going to be available when they moved in.

- They found out once they purchased the property that the dwelling unit was not legal and it was to be taken out by Town orders.
- The Official Plan designation allows for accessory dwelling within a secondary agricultural zone.
- The arrangement of the two buildings and proximity to each other shoes it is clearly accessory to the main use with a smaller size being 974 sq ft.
- This is clearly accessory in a different way due to the size of the building, the design and point of view of the two buildings angled towards each other, one driveway access to two buildings.
- No value would be added from the zoning amendment as neighbours were already circulated and no appeals to the application.
- No Official Plan amendment is required according to planning comments provided by the County.

The purpose of this second hearing of Application A10/15 (Kirk) is to clarify the decision of the Committee of Adjustment made at the October 26, 2015 meeting. The proposed accessory dwelling use should be referred to the Town of Erin and be dealt with via a Zoning By-Law amendment application. The Committee sympathized with the applicant, however the Minor Variance route is not the appropriate mechanism to deal with the situation.

The following motion was passed:

Resolution

Moved by Committee Member

Seconded by Committee Member

BE IT RESOLVED THAT the Committee of Adjustment does not consider the application to be minor with respect to the four tests as stipulated in the Planning Act and hereby denies the application.

CARRIED.

The Chair then declared the meeting adjourned.

Secretary

Chair

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on December 16, 2015
 in the Municipal Office
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Wayne Parkinson	Committee Member
	Rob Fletcher	Committee Member
	Craig Switzer	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#009-04300

Application: A11-15 Dave Delisle

Property Description: 3 Market Street, Hillsburgh Plan 95 Part 9

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.4 to construct an accessory building addition with a total lot coverage being 14 percent exceeds the permitted total lot coverage by 4 percent.

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on November 25, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.4 specifically the total lot coverage of the combined total of all accessory buildings.

The above noted property is zoned Residential One zone (R1).

Within a Residential One zone the permitted total lot coverage of all accessory buildings is 10 percent. **The relief being sought is to allow for 14 percent lot coverage of all accessory buildings on the lot.**

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

The Building Department has no objection to the minor variance application, subject to the applicant obtaining a building permit from the Building Department.

County and Planning Comments

The variance requested would provide relief from Section 4.2.4 of the Zoning By-law to allow an addition to an accessory building to exceed the total lot coverage of all accessory buildings by 4%. We are satisfied that the application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and have no concerns with this application.

Four Tests	Discussion
That the requested variance is minor in nature	£ We would consider the variance minor
That the intent and purpose of the Zoning By-law is maintained	£ The subject property is zoned Residential One (R1) £ A single detached dwelling and accessory uses are permitted uses within the R1 Zone
That the general intent and purpose of the Official Plan is maintained	£ The property is designated Residential in the Town's Official Plan £ A single detached dwelling is permitted within the Residential designation and a carport is considered an accessory use
That the variance is desirable for the appropriate development and use of the land, building or structure	£ The proposed carport addition would be in front of the existing garage and in close proximity to the existing dwelling

In conclusion, planning staff is of the opinion that the requested variance **meets the four tests** of the *Planning Act*.

The applicant explained that they needed the extra feet to cover their truck completely.

Resolution

Moved by Committee Member Rob Fletcher

Seconded by Committee Member Jamie Cheyne

BE IT RESOLVED THAT the Committee approves the minor variance application A11/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

CARRIED.

The Chair then declared the meeting adjourned.

Secretary

Chair

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on January 20, 2016
 in the Municipal Office
 at 7:00 P.M.

PRESENT:	Rob Fletcher	Chairperson
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#007 01410

Application: A12-15 Acacio Batista

Property Description: 5937 Fourth Line, Concession 5 Part Lot 26

The Committee appointed a new Committee chairperson

Resolution

Moved by Committee Member Jamie Cheyne

Seconded by Committee Member Wayne Parkinson

BE IT RESOLVED THAT Rob Fletcher be appointed Chairperson for the Committee of Adjustments as of January 20, 2016

Carried

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.3 to construct an accessory building to be used for personal storage with a height of 19' (5.79m). Height exceeds the maximum height permitted by 4'3" (1.29m).

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **December 15, 2015** to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A) zone.

The height of an accessory building in the Agricultural zone not used for agricultural purposes is limited to 4.5 m in height. The proposed height, as defined in the Zoning By-law, is 5.79m. **The relief being sought is to construct an accessory garage with a height of 5.79 m exceeds the maximum height permitted by**

1.29m.

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

The Building Department has no objection to the minor variance application, subject to the applicant obtaining a building permit from the Building Department.

County Comments

The applicant is proposing to construct an accessory building for personal storage on the property. The variance requested would provide relief from Section 4.2.3 of the Zoning By-law to allow an increase in building height of 1.3m (4'3") for a garage.

The applicant would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and we would have no concerns with the application.

We would recommend that conditions be applied to address the following:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation
- That the accessory structure cannot be constructed in advance of the main use (single detached dwelling).

In Conclusion, planning staff is of the opinion that the requested variance application meets the four tests of the Planning Act. I trust that these comments will be of assistance to the Committee in their consideration of this matter. We would appreciate a copy of the committee's decision with respect to this application.

Grand River Conservation Authority

The subject property contains the regulated allowance to portion of the Provincially Significant Speed Lutteral Swan Creek Provincially Wetland Complex.

A portion of the proposed lot is regulated by the GRCA. A GRCA permit has been issued for the construction of the proposed accessory structure (GRCA Permit #696/15).

This application is considered a "minor" minor variance application and the application plan review fee for this type of application is \$250.00. The applicant will be involved in the amount of \$250.00 for the review of this application.

The chair asked if the applicant wanted to explain the reasoning for the extra height they are asking for.

The applicant explains that they need it for tractor equipment that they will be using to farm the crops they plan to grow on the property.

The chair asked why they mentioned small farm animals on their application from (i.e chickens and goats)?

The applicant explained that they plan to have small farm animals on the property no to be housed in the barn. The personal equipment will be kept in the accessory building. There is no selling of crops they are all personal and not for sale.

The following motion was passed with the conditions outlined above from the County.

Resolution

Moved by Committee Member Wayne Parkinson

Seconded by Committee Member Jamie Cheyne

BE IT RESOLVED THAT the Committee approves the minor variance application A12/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation
- That the accessory structure cannot be constructed in advance of the main use (single detached dwelling).

CARRIED.

The Chair then declared the meeting adjourned.

Secretary

Chair

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on January 20, 2016
 in the Municipal Office
 at 7:15 P.M.

PRESENT:	Rob Fletcher	Chairperson
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#008 11600

Application: A13-15 Karl Tucker

Property Description: 5788 Tenth Line, Concession 10, East Part Lot 23

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.3 to construct an accessory building to be used for personal storage with a height of 18'10" (5.75m). Height exceeds the maximum height permitted by 4'2" (1.25m).

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party

to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **December 16, 2015** to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A) and Rural Environmental Protection (EP2) zone.

The height of an accessory building in the Agricultural zone not used for agricultural purposes is limited to 4.5 m in height. The proposed height, as defined in the Zoning By-law, is 5.75m. **The relief being sought is to construct an accessory garage with a height of 5.75m exceeds the maximum height permitted by 1.25m.**

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

The Building Department has no objection to the minor variance application, subject to the applicant obtaining a building permit from the Building Department.

County Comments

The applicant is proposing to construct an accessory building for personal storage on the property. The variance requested would provide relief from Section 4.2.3 of the Zoning By-law to allow an increase in building height of 1.25m (4'2") for a storage building.

The applicant would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and we would have no concerns with the application, provided that Credit Valley Conservation is support of the request.

We would recommend that conditions be applied to address the following:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

In Conclusion, planning staff is of the opinion that the requested variance application **meets the four tests** of the Planning Act, provided that CVC is supportive of the request. I trust that these comments will be of assistance to the Committee in their consideration of this matter.

Credit Valley Conservation Authority

CVC has no objection to the minor variance seeking relief from Zoning By-law section 4.2.3 to construct an accessory building to be used for personal storage with a height of 18' 10" (5.75m). Height exceeds the maximum height permitted by 4'2" (1.25m). It is regulated and will require a CVC permit.

The chair asked the applicant to explain the reasoning for the extra height.

The applicant explained they needed the height for a higher door to allow for RV and sail boat to be stored in the accessory building.

The following motion was passed with the conditions outlined above from the County.

Resolution

Moved by Committee Member Wayne Parkinson

Seconded by Committee Member Jamie Cheyne

BE IT RESOLVED THAT the Committee approves the minor variance application A13/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

CARRIED.

The Chair then declared the meeting adjourned.

Secretary

Chair

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on January 20, 2016
 in the Municipal Office
 at 7:30 P.M.

PRESENT:	Rob Fletcher	Chairperson
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#007 08550

Application: A14-15 Richard Tozer

Property Description: 9239 Sideroad 27, Concession 6 Part Lot 27

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.3 to construct an accessory building to be used for personal storage with a height of 16'6" (5m). Height exceeds the maximum height permitted by 1'6" (0.5m).

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party

to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **December 22, 2015** to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A) and Rural Environmental Protection (EP2) zone.

The height of an accessory building in the Agricultural zone not used for agricultural purposes is limited to 4.5 m in height. The proposed height, as defined in the Zoning By-law, is 5m. **The relief being sought is to construct an accessory garage with a height of 5 m exceeds the maximum height permitted by 0.5m.**

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

The Building Department has no objection to the minor variance application, subject to the applicant obtaining a building permit from the Building Department.

County Comments

The applicant is proposing to construct an accessory building for personal storage on the property. The variance requested would provide relief from Section 4.2.3 of the Zoning By-law to allow an increase in building height of 0.5m (1'6") for a storage shed.

The applicant would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and we would have no concerns with the application.

We would recommend that conditions be applied to address the following:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

In Conclusion, planning staff is of the opinion that the requested variance application **meets the four tests** of the Planning Act. I trust that these comments will be of assistance to the Committee in their consideration of this matter.

The chair asked the applicant to explain the reasoning for the extra height they are asking for.

The applicant explained they need the extra height for the 13foot door to fit their tractor and snow blowers.

There are trees surrounding the property blocking all surrounding neighbors of the building.

The following motion was passed with the conditions outlined above from the County.

Resolution

Moved by Committee Member Wayne Parkinson

Seconded by Committee Member Craig Switzer

BE IT RESOLVED THAT the Committee approves the minor variance application A14/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

CARRIED.

The Chair then declared the meeting adjourned.

Secretary

Chair



Memorandum

DATE: January 11, 2016

TO: Kathryn Ironmonger, CAO
Town of Erin

FROM: Christine Furlong, P. Eng.

RE: Urban Centre Water and
Wastewater Class EA's
A4674B and C

Project Status update as of December 31, 2015:

A. Urban Centre Water Servicing Class EA

1. Following consultation with Credit Valley Conservation, an application for a temporary Permit to Take Water was submitted to the Ministry of Environment and Climate Change (MOECC) to pump test the Hillsburgh firehall well. Permit was issued by MOECC but it did not include the correct total daily volume. A re-issued Permit is expected in January 2016.
2. Background information continues to be gathered and tenders for drilling and pump testing are being prepared.
3. Pump testing and drilling will not occur until the spring of 2016.

B. Urban Centre Wastewater Servicing Class EA

1. Six consulting engineering firms responded to the Letter of Interest request. Council authorized proceeding with four short listed firms to the Request for Proposal (RFP) phase of the consultant selection process. The RFP was issued on December 18, 2015. RFP's are to be submitted on January 21, 2016.

Christine Furlong

Christine M. Furlong, P.Eng.
Project Engineer



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

RECEIVED

JAN 26 2016

TOWN OF ERIN

January 25, 2016.

BY COURIER

Ms. Dina Lundy, Clerk,
Town of Erin,
5684 Wellington Road 24, R.R. #2,
Hillsburgh, ON N0B 1Z0

Dear Ms. Lundy:

Re: 2016 Budget and Levy Meeting

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 26, 2016, at 9:30 a.m. at the Administration Centre in Cambridge, to consider the 2016 Budget and General Municipal Levy.

A Draft Budget was reviewed by the General Members on January 22, 2016, and staff were directed to send a Preliminary Budget (copy enclosed) to all Member Municipalities in advance of the Annual General Meeting. The Preliminary Budget includes a General Levy of \$10,809,000 which represents a 2.5% increase over 2015. The Levy, if approved, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as outlined in Ontario Regulation 670/00 with an adjustment for the City of Hamilton, based upon a local agreement. The Preliminary Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2016. Also enclosed is a calculation of the apportionment of the General Levy to participating municipalities.

Each year, the Grand River Conservation Authority budget process begins with a five year forecast that includes programs to address the current and future needs of its municipal partners. During recent months, the General Members carefully reviewed the five year forecast and one draft of the 2016 budget. The Levy requirement that is included in this Preliminary 2016 Budget will allow the "base" programs that were in place in 2015 to continue, as well as provide for water-related capital expenditures to take place, with matching grants from the Province of Ontario.

Should you have any questions concerning the Preliminary Budget or the process for establishing Levy, please contact the undersigned.

Yours truly,

Keith Murch,
Assistant Chief Administrative Officer
and Secretary-Treasurer,
Grand River Conservation Authority.