



TOWN OF ERIN
Regular Council Meeting
AGENDA

February 3, 2015

1:00 PM

Municipal Council Chamber

	Pages
1. Call to Order	
2. Approval of Agenda	
3. Declaration Pecuniary Interest	
4. Community Announcements	
5. Adoption of Minutes	
5.1 January 20, 2015 Special Meeting - Solicitor Advice	1 - 2
5.2 January 20, 2015 Regular Meeting	3 - 10
5.3 January 27, 2015 - Special Public Meeting - Proposed 5 Year Capital Plan	11 - 16
6. Accounts	
7. Delegations/Petitions/Presentations	
7.1 Deborah Martin-Downs and Gerry Robin - Credit Valley Conservation - 2015 Budget	17 - 29
7.2 John Challinor - Nestle Waters Canada - Support for continued sale and use of bottled water in Town facilities	30 - 32
8. Reports	
8.1 Recreation	
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8.2.1 Roads Superintendent - No Parking By-Law revisions	58 - 62
8.3 Building/Planning/By-Law	
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8.3.2	Chief Building Official - 2014 Year End Summary Report	67 - 74
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8.4	Finance	
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8.5	Committees	
8.5.1	Ballinafad Community Centre - October 29, 2014 Meeting Minutes	85 - 86
8.5.2	Town of Erin Heritage Committee - December 15, 2014 Meeting Minutes	87 - 88
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9.	Correspondence	
9.1	Township of Scugog - Support for Town of Erin Resolution on Fill	91 - 92
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9.3	Credit Valley Conservation - Indroduction of the Landowner Action Fund	95
9.4	Royal Canadian Legion - Requesting support for Military Service Recognition Book	96 - 97
10.	New Business	
10.1	Councillor Duncan - Review of the potential provision of Natural Gas to the community of Ballinafad lead by the Town of Erin/Town of Halton Hills	
10.2	Councillor Duncan - 2018 Election Procedures public input	
10.3	Councillor Duncan - Motion regarding procedural by-law	98
10.4	Councillor Duncan - Motion regarding Code of Conduct	99
10.5	Councillor Sammut - Motion regarding Committees	100
10.6	Councilor Sammut - Motion regarding setting a series of Special Meetings	101
11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	(b) personal matters about an identifiable individual, including municipal or local board employees;(Economic Development Committee)	
	(d) labour relations or employee negotiations (HR Matter)	

12. Return from Closed Session

12.1 Motion to Reconvene

12.2 Report Out

13. By-Laws

No Parking By-law Amendment

102 - 104

14. Notice of Motion

15. Adjournment



Minutes of the Town of Erin Special Council Meeting

January 20, 2015

6:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Alls	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 Van Wyck	Road Superintendent
	Sally Stull	Town Planner
	Bob Cheetham	Ec Dev Officer

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Closed Session

Resolution # 15-001

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 6:01pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

1. *SSMP Class Environmental Assessment*

January 20, 2015 Special Meeting – Solicitor Advice

Carried

4. Return from Closed Session

Resolution # 15-002

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at 7:30pm

4.1. Report Out

None.

5. Adjournment

The meeting was adjourned at 7:32pm.

Mayor

Clerk



Minutes of the Regular Town of Erin Council Meeting

January 20, 2015

7:30 PM

Municipal Council Chamber

PRESENT:	Allan Alls	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
	Sally Stull	Town Planner

1. Call to Order

Mayor Alls called the meeting to order.

2. Approval of Agenda

Resolution # 15-003

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration Pecuniary Interest

None.

4. Community Announcements

January 21 - Eco Film Festival, 6:30pm at the Erin Legion

January 30 - Station Road Nursery School Yuk Yuks fundraiser at David's

January 20, 2015 Regular Council Meeting

Restaurant, Tickets are \$45

February 11 - 2:30 - 7:30pm - Blood Donor Clinic, Erin Legion

February 16 - Rotary Club Family Day events at Centre 2000

February 21 - Royal Canadian Air Cadets Erin Squadron lasagna dinner and fundraiser, Erin Legion

April 18 - Celebrate Erin

Mayor Alls also announced the two awards received from the Erin District Lions Club. The Town of Erin was awarded Honorable Mention for the 2014 Erin Santa Claus Parade, and Erin Fire Fighters were also awarded Honorable Mention.

5. Adoption of Minutes

5.1. December 16, 2014 Regular Meeting

Resolution # 15-004

Moved By Councillor Smith

Seconded By Councillor Sammut

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

December 16, 2015 - Regular Council Meeting

Carried

6. Accounts

Resolution # 15-005

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$1,965,739.57 be paid.

Carried

7. Delegations/Petitions/Presentations

7.1. Rudy Diemer - RKD Web Studios - Presentation on ERINinfo and New Town Website

Mr. Diemer explained the ERINinfo tool to Council. Individuals can sign up to receive push notifications that the Town will broadcast using this tool.

January 20, 2015 Regular Council Meeting

Mr. Diemer also gave a first look at the Town's new website which will launch sometime in February. The new website was built with accessibility and ease of use in mind. He hopes to be back to give a more in depth look at the website, once launched.

Resolution # 15-006

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the delegation from Rudy Diemer of RKD Web Studios regarding ERINinfo and launch of the Town's new website.

Carried

7.2. Bill Dinwoody - RACC and Trails Committee - Providing background information/suggests to Council

Mr. Dinwoody explained the history of the RACC and Trails Committees, and what he would like to see going forward.

Resolution # 15-007

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the delegation of Bill Dinwoody, regarding information and suggestions for the RACC and Trail Committees.

Carried

7.3. Karrie and David Fraser - Requesting closure and acquisition of the road allowance abutting their property

Karrie and David explained the issue with their property, and that they would like to acquire the road allowance adjacent to their property.

Resolution # 15-008

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the delegation of Karrie and David Fraser.

Carried

8. Reports

8.1. Building/Planning/By-Law

8.1.1. Planner - Delegation information - Fraser

Resolution # 15-009

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council agrees to undertake survey registry and solicitor work related to potential disposal of Sideroad 10 between Trafalgar Rd and the unopened Trafalgar Road allowance, subject to cost recovery arrangements with the proponents.

Carried

8.1.2. Planner - Assumption of road widening dedications of 2014

Resolution # 15-010

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Planning Staff report D00-15-01;

And that Council passes the by-law to deem road widening dedications to the Town of Erin, received in 2014, as part of the public highway.

Carried

8.2. Water

8.2.1. Drinking Water Quality Management System

Resolution # 15-011

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council signs the Commitment and Endorsement document enclosed to ensure the Town remains in compliance of Element 3 of the Drinking Water Quality Management Standard.

Carried

8.3. Fire and Emergency Services

8.3.1. Fire Chief - October/November/December 2014 Monthly Fire Report

Resolution # 15-012

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the Fire Chief's Monthly Fire Reports for October, November, and December 2014.

Carried

8.4. Finance

8.4.1. Financial Analyst - Beginning Draft – Five Year Capital Plan (2015 – 2019)

Resolution # 15-013

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council of the Town of Erin hereby receives report 2015 – 01 Beginning Draft – Five Year Capital Plan (2015 – 2019) as information.

Carried

8.5. Committees

8.5.1. Town of Erin Heritage Committee - November 17, 2014 meeting minutes

Resolution # 15-014

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the Town of Erin Heritage Committee November 17, 2014 meeting minutes.

Carried

8.5.2. Town of Erin Heritage Committee - December 15, 2014 Resolution

Resolution # 15-015**Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the resolution passed at the Town of Erin Heritage Committee December 15, 2014 meeting;**And that** Council directs staff to begin discussions with the County of Wellington regarding possible assumption of Part 2 of Stanley Park Gates Plan 61R-10256;**And that** staff prepare a report regarding the ownership status of the Stanley Park Arch and gates, and the process to be undertaken in order to pursue the formal designation of the Stanley Park Gates.**Carried****8.5.3. Town of Erin Joint Health and Safety Committee - 2014 Meeting Minutes****Resolution # 15-016****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council receives the Town of Erin Joint Health and Safety Committee meeting minutes from January to November 2014.**Carried****9. Correspondence****Resolution # 15-017****Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council receives the correspondence items 9.1 to 9.8 for information.**Carried****10. New Business**

10.1. Set Meeting Dates**Resolution # 15-018****Moved By** Councillor Smith**Seconded By** Councillor Sammut

Be it resolved that Council sets February 17, 2017 at 6:30pm as a special meeting for the Town's Integrity Commissioner to orient Council regarding its Code of Ethics (Conduct), and January 27, 2015 7:30pm to 9:00pm as a Public Meeting regarding the proposed 5 year Capital Plan.

Carried**10.2. CAO - Celebrate Erin Update**

Committee met January 19th.

Date for event is set for April 18th. Nominations will be accepted until February 27th.

Asking Council to set aside \$1000 as a budget for the event.

10.3. Appointment of Council Representative to the Erin Tennis Club Committee**Resolution # 15-019****Moved By** Councillor Brennan**Seconded By** Councillor Smith

Be it resolved that Council hereby appoints Councillor Smith to the Erin Tennis Club Committee.

Carried**11. By-Laws****Resolution # 15-020****Moved By** Councillor Sammut**Seconded By** Councillor Smith

Be it resolved that By-Law numbers 15-01 to 15-03 inclusive, are hereby passed.

15-01 - Public Right of Way

15-02 - Procedural

15-03 - Confirming

Carried

12. Notice of Motion

At the next Regular meeting, Councillor Duncan will present 2 motions:

- 1. Regarding proposed changes to the procedural by-law
- 2. Regarding consideration by the integrity commissioner in his report regarding the option of rescinding the Code of Conduct of Council.

At the next Regular meeting, Councillor Sammut will present 2 motions:

- 1. Regarding the possibility of forming a Committee of the Whole of Council
- 2. Regarding a review of the external committee structure, and to what committees Council representatives should be assigned.

13. Adjournment

Resolution # 15-021

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 9:30pm.

Carried

Mayor

Clerk



Minutes of the Town of Erin Special Council Meeting

January 27, 2015

7:30 p.m.

Municipal Council Chamber

PRESENT:	Allan Alls	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

1. Call to Order

Mayor Alls called the meeting to order, and explained the purpose of this meeting. The meeting has been called to give members of the public the opportunity to comment on the proposed 5 year capital plan.

Larry Wheeler explained that the items on this first draft being introduced to Council are recommendations from 4 different studies that have been completed, including the Asset Management Plan, the Development Charges Study, Roads Study, and Bridges and Culverts Study.

2. Declaration of Pecuniary Interest

None.

3. Topic for Discussion - Proposed 5 Year Capital Plan

Mayor Alls called upon the first delegation.

Brian Gray

January 27, 2015 – Special Public Meeting – Proposed 5 Year Capital Plan

- President of Erin Tennis Club
- Club is self-funded through membership dues/donations
- Courts are used by members, general public, high school students and have become a valuable asset to the Town
- Currently at a crossroads, where courts need repair and resurfacing
- the Club has been building a reserve over the years, however need assistance to complete the repairs and would like Council to consider the request.

Pauline Follet

- Does not feel that cost reductions have been practiced since amalgamation
- Hillsburgh Fire hall should not have went ahead without an independent analysis
- Regarding the Station Road Bridge, the Town should not be in the dam business - it is the most expensive solution
- Safe and reliable Town water system should be expected and residents should accept that they need to hook up to the system
- taxpayers want to see change and need a clear picture of what they can expect for the next 4 years

Anna Spiteri

- the proposed plan doesn't paint a good financial future for the Town
- would like to know needs vs wants and Town needs to look for efficiencies before borrowing
- difficult time seeing what was proposed for 2014 and what was actually spent
- would like to see an Organizational Review as soon as possible
- there were gross cost overruns in the past term (fire hall, SSMP, Station Road), and there needs to be a mechanism going forward to put penalties in place for projects not completed on time
- suggests Council have a master plan and identify priorities

Deanna MacKay

- based on the information in the plan as presented, the capital budget for 2014 was over 4 million and the tax increase was 2.97%, does that mean the tax increase will be much higher due to the 13 million shown for 2015?
- would like to know what the actual capital expenses were for 2014 and if all costs were covered or if it was necessary to borrow

January 27, 2015 – Special Public Meeting – Proposed 5 Year Capital Plan

- would like to know what is meant by the column 'funding gap by project'
- are the grants indicated for 2015 guaranteed?
- for sidewalks on Wellington Rd 124 - is there not a reserve built?
- for Station Street rehabilitation - is this the only money being borrowed?
- what is the present debt, at what rate is it being repaid, and how much money will need to be borrowed for 2015 projects?

Laurie Davis

- would like Council to be more communicative
- when you ask people for money, they want to know where it goes and that it is spent well
- got to believe there are efficiencies to be found
- why does Wellington County receive so much and how to we help the Town to get more of those dollars?
- fire truck - this is a good analogy for Council - when taxes are increased, it's forever. I can go to my insurance company and argue for better rates.
- when building a budget, start at zero

Joe Spiteri

- would like to see the Town budget executed as I do at home - have to live within means (needs vs wants)
- use the minds of the people in the community as much as possible and use their money as if it was your own
- need strong project management for future projects
- personal experience is that budgets are padded so there is something to cut
- department heads should rank capital projects and there should be a process to determine needs from wants
- 10 yrs ago insurance rates doubled due to distance for fire trucks to respond to his property - did some shopping around to get a better price - some things are critical but we need to push back as well
- fixed costs - there is no such thing as fixed costs - there are variable costs and non-variable costs - everything should be looked at

Paul Metcalfe

- speed signs being installed, but not on 22 Sideroad
- realize this is a County Road, but would like to bring it to Council's attention

January 27, 2015 – Special Public Meeting – Proposed 5 Year Capital Plan

- concern with speeding on this road and safety

Don Chambers

- proposed capital plan is heavily front-end loaded
- regarding return on investment - there is a fundamental difference between government and business - ROI not always possible, there is also the need to look at the betterment
- can we afford to run 2 arenas
- how to we get more money from the County

Roy Val

- there is 1.6 million allocated to replacing 5 fire trucks, does that mean that all 5 trucks will be losing their accreditation

Chris Narysingh

- extensive list of projects - how much control does council have over whether they are done or not - are some projects provincially mandated

Claire Booker

- there is a need for communication in plain english
- the small tax increases over the years have resulted in infrastructure that is starting to fall apart
- if we want to attract economic development we need a good solid infrastructure and at some point we will have to reach deep into our pockets

Brett Davis

- fire truck - these items are so custom and overbuilt - what if the new truck fails when the old one would have worked? why take the status quo?

Elanor Rowan

- can we look at leasing vehicles (trucks/ graders) to keep costs down or outsourcing for efficiency?
- the more you charge, the more you drive people away

January 27, 2015 – Special Public Meeting – Proposed 5 Year Capital Plan

Stan Dera

- 20 years as a volunteer firefighter - how many pumpers does the Town have and do we have agreements with neighbouring municipalities

Paul Dermott

- confused as to what we are trying to achieve at this meeting
- wondering if there will be a vetting of the operating budget
- if you prepare a budget, you should be prepared to defend it
- fire truck - we shouldn't always believe what we are told
- sometimes can save money by looking at alternatives

Dave Dorman

- don't envy Council's situation, especially since there will be no significant growth for the foreseeable future
- Council has a number of things going against them - lack of funding, lack of growth
- a little disappointed that there is zero cost recovery for the fire trucks

Josie Wintersinger

- until you do a full review you won't know where the shortfalls are
- good idea to look at contracting out services and leasing vehicles
- the filing system has been on the budget and pushed forward for 7 or 8 years - this system will create efficiencies - if records are not up to date and filed properly, you are not efficient
- there should be a way to negotiate accreditation of the fire truck

Bill Oughtred

- the reconstruction of 17th sideroad has been on the budget for years
- would hope that Council will go ahead with this project

Evelyn MacLean

- What is the tender system for projects going forward?
- Projects have been running over budget
- Seems to be no penalty for projects not being completed on time

January 27, 2015 – Special Public Meeting – Proposed 5 Year Capital Plan

Mayor Alls thanked everyone for attending the meeting and providing their input.

4. **Adjournment**

The meeting was adjourned at 9:15pm

Mayor

Clerk

REQUEST TO BE A DELEGATION BEFORE COUNCIL



Council meetings are generally held the 1st and 3rd Tuesday of each month, unless noted differently. Requests to appear before Council must be received in writing by the Clerk NO LATER than noon of the THURSDAY immediately preceding the scheduled Council meeting complete with a copy of the presentation materials as detailed in the delegation protocol on page 2. This form must be complete and legible in order to be accepted.

MEETING DATE BEING REQUESTED:

Tuesday, Feb. 3, 2015 at 1:00 p.m.

1st Choice

2nd Choice

Credit Valley Conservation

Name of Delegate(s) or Group Representative

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

Presentation to Council for the Town of Erin of the 2015 Budget for Credit Valley Conservation by Deborah Martin-Downs, Chief Administrative Officer and Gerry Robin, Director Corporate Services.

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Council to accept the 2015 CVC Budget as presented

CONTACT INFORMATION:

Name: Tamara Chipperfield, Executive Assistant to Deborah Martin-Downs, CAO for CVC

Address: 1255 Old Derry Road, Mississauga, ON L5N 6R4

Phone: 1-905-670-1615 XT420

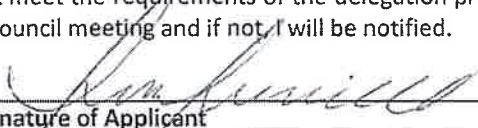
E-Mail: tchipperfield@creditvalleyca.ca

The Clerk's Department will contact you prior to the meeting to confirm your attendance. Please ensure you receive confirmation, and follow up with the Clerk if you have not.

I have read the delegation protocol and tips on presentations (on page 2 of this form), and understand that the information contained herein, including any attachments, will become public documents, included in the meeting agendas, and posted on the Town website.

I also understand that my presentation and any supporting documentation must be submitted with this delegation form and typed or legibly written, in order for this form to be accepted. The completed form and attachments may be submitted by e-mail to dina.lundy@erin.ca. ALL submissions must be received by the Clerk no later than 12:00 pm on the Thursday immediately preceding the meeting.

I also understand that if any correspondence relating to this request contains obscene or improper matters, language, or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it should be included in the agenda for a Council meeting and if not, I will be notified.


Signature of Applicant

Nov 27, 2014
Date

Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended. Questions about this collection should be directed to the Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0. Call: (519) 855-4407 Ext 233 or Toll Free 1-877-818-2888 Fax: (519) 855-4821
E-mail dina.lundy@erin.ca Website: www.erin.ca



2015 Budget Request

Presentation to Town of Erin Council
February 3, 2015
Deborah Martin-Downs, CAO



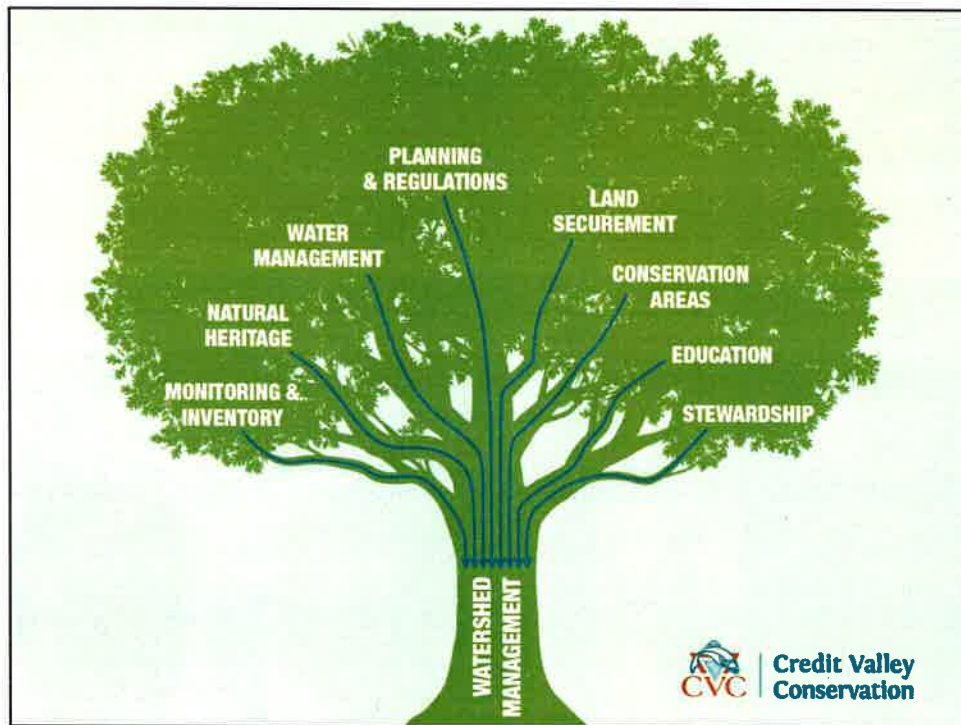
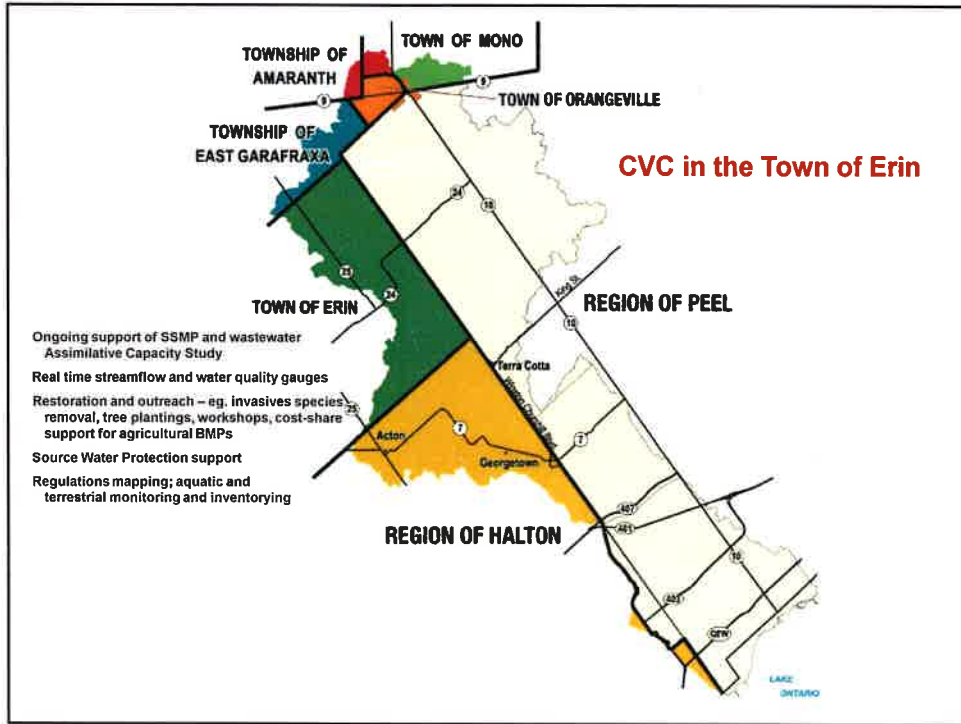
CVC Vision and Mission

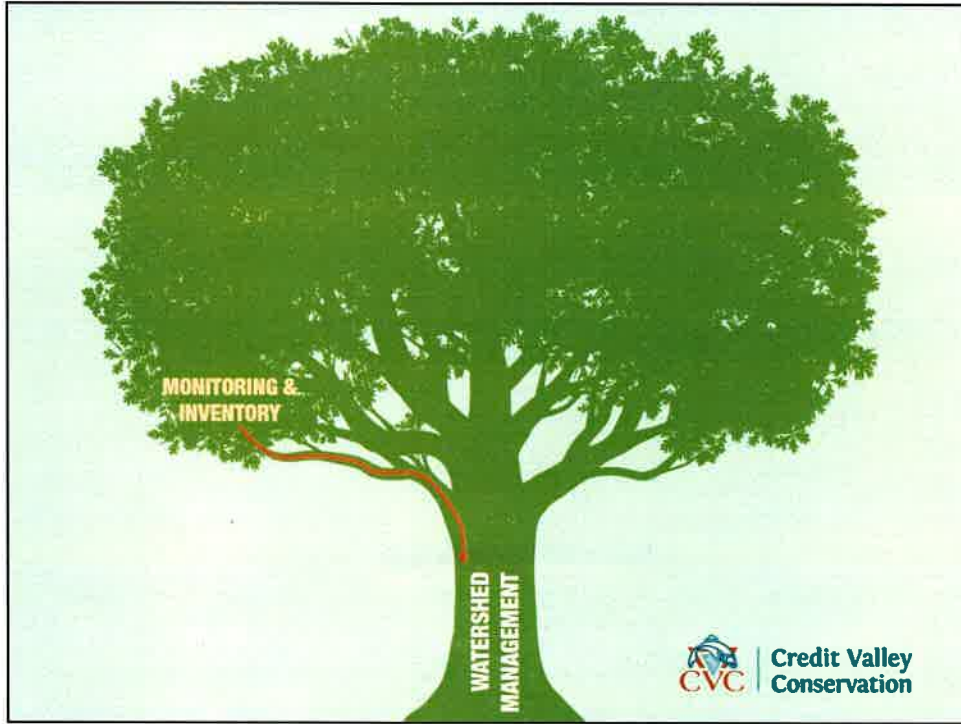
Vision

- A thriving environment that protects, connects and sustains us


Mission


- Together, it's our nature to conserve and our future to shape through the power of science, education, policy and leadership.

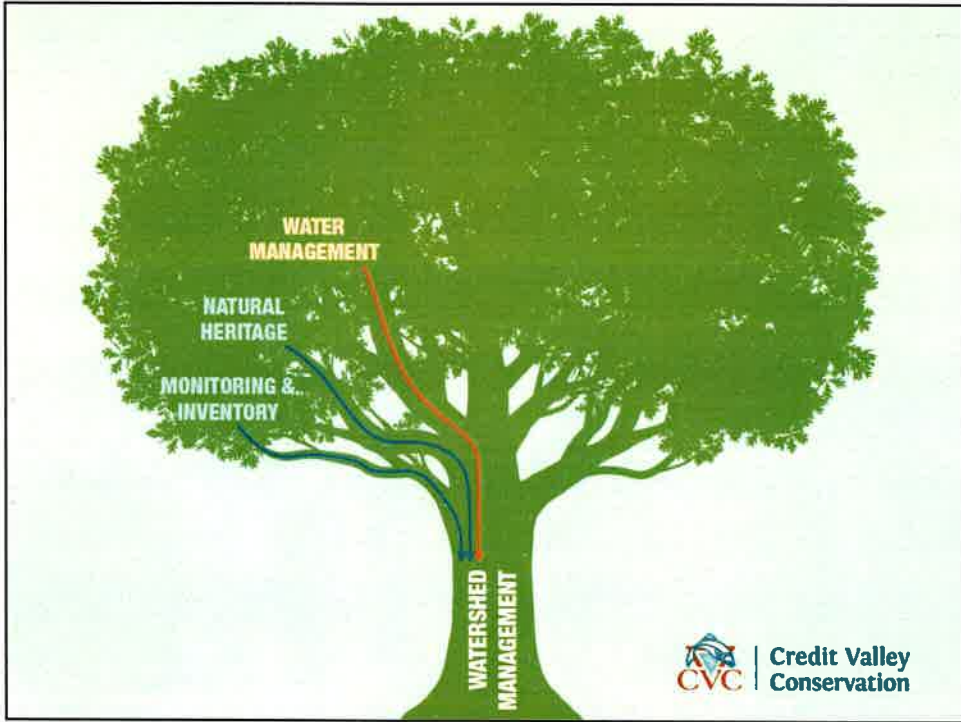




Scientific Monitoring in Erin

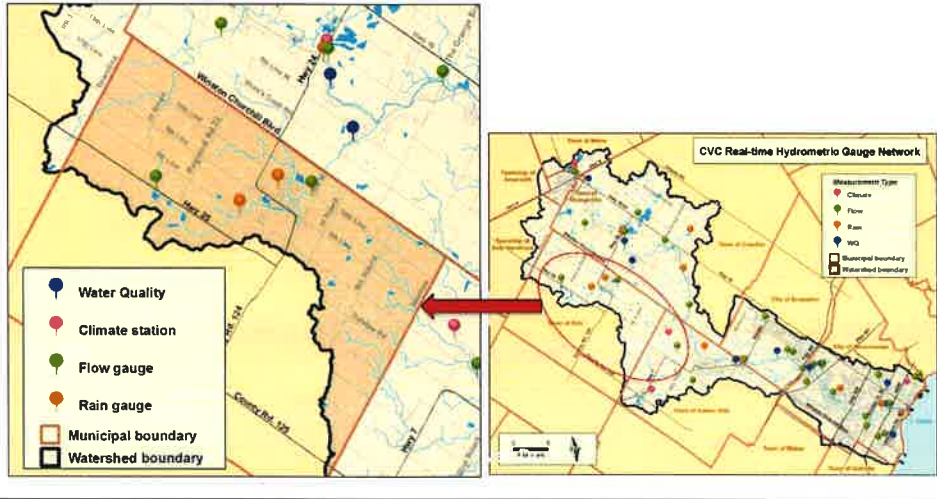


 Credit Valley Conservation



Water Management in Town of Erin

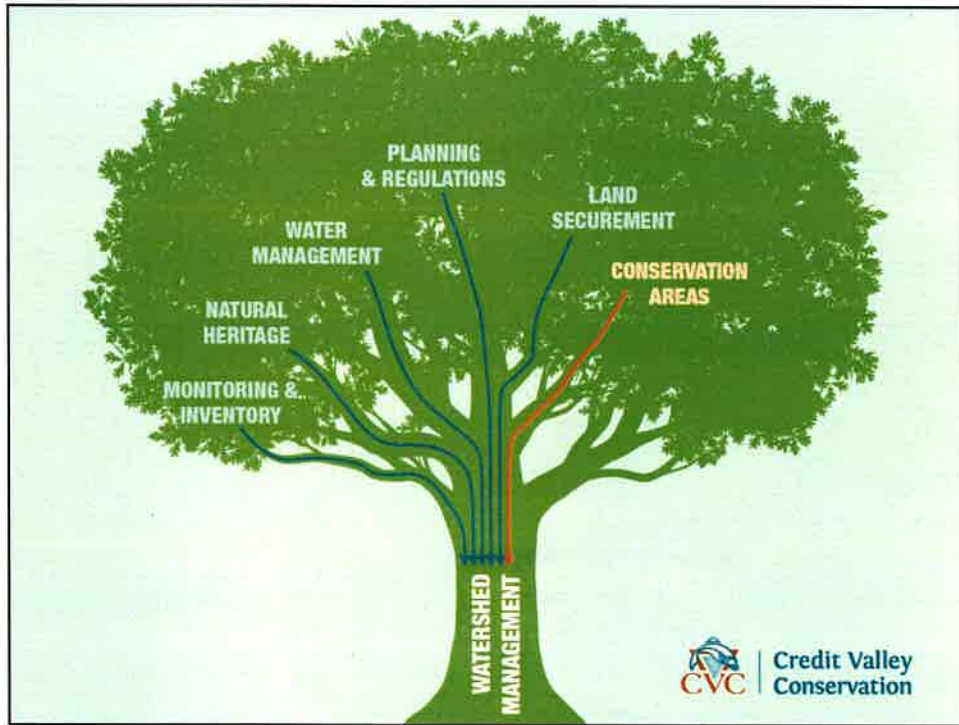
Real-time Hydrometric Gauge Network



Water Management in Town of Erin

Hillsburgh Dam Environmental Assessment





CVC | Credit Valley Conservation

Conservation Areas in Town of Erin

Elora Cataract Trailway

6

Conservation Areas

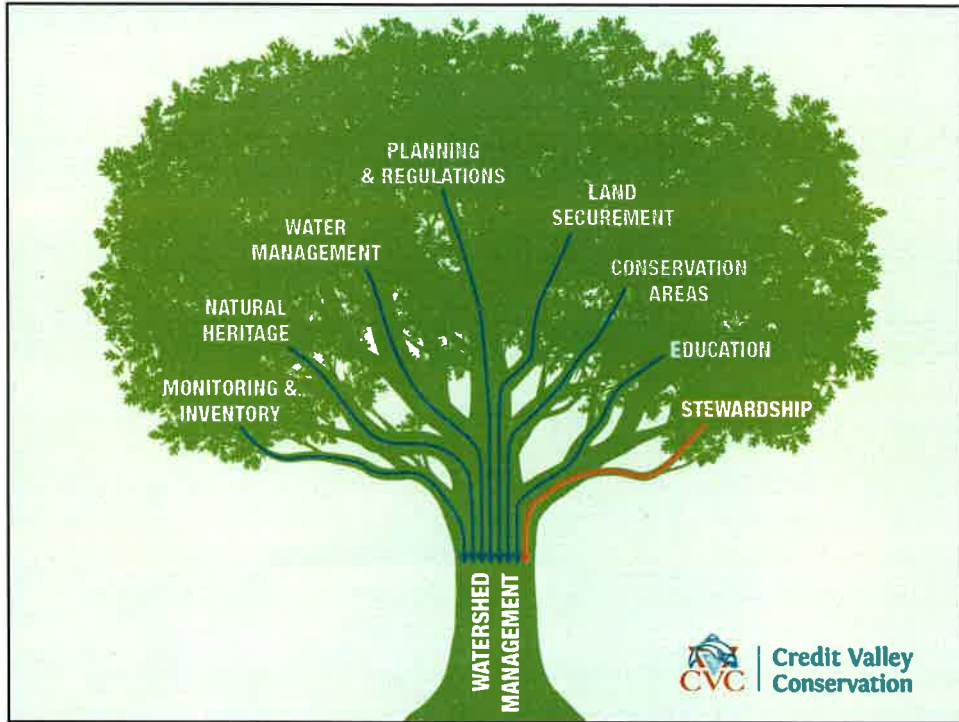
Ice Storm Clean-up



Conservation Areas

Impacts of Emerald Ash Borer





CVC | Credit Valley Conservation

Outreach in Town of Erin

Stewardship Restoration and Outreach

STEWARDSHIP
In Our Country



Outreach in Town of Erin

Stewardship Restoration and Outreach



2015 Budget Request

2015 Budget Summary - CVA Apportionment

<i>Representative Share for Each Funder</i>	2014	2015
Peel	91.8388%	91.7046%
Halton	4.8200%	4.9528%
Amaranth	0.0110%	0.0111%
East Garafraxa	0.0568%	0.0567%
Erin	0.6668%	0.6661%
Mono	0.1052%	0.1053%
Orangeville	2.5014%	2.5034%

Budget Forecast By Municipality

Total Levy Forecast, Year to Year

Municipality	2015 (000's)	% Change	2016 (000's)	% Change	2017 (000's)	% Change
Region of Peel	20,731	5.57	22,142	6.8	22,694	2.5
Region of Halton	500	7.03	535	6.9	564	5.5
Town of Orangeville	253	4.24	270	6.9	285	5.5
Town of Erin	67	4.06	72	6.9	76	5.5
Town of Mono	11	4.32	11	6.8	12	5.5
Township of East Garafraxa	6	4.07	6	6.8	6	5.5
Township of Amaranth	1	4.77	1	6.9	1	5.7
TOTAL LEVY	21,569	5.58	23,037	6.8	23,638	2.6



2015 Commonly Shared Levies

as it relates to the Town of Erin

	2014	2015
General Levy (total)	\$7,716,736	\$8,091,093
Erin's Share	\$51,450	\$53,895
Special Levy (total shared)	\$1,979,350	\$2,008,681
Erin's Share	\$13,198	\$13,380
Total Erin Levy	\$64,649	\$67,275

Impact to the Town of Erin

2014 CVC Gross Budget	2015 CVC Gross Budget	% Change	\$ Change
\$64,649	\$67,275	4.06%	2,626



2015 CVC Drivers and Pressures

Drivers for Increase	Pressures
<ul style="list-style-type: none"> • COLA • Planning fees • Staffing up and operating Terra Cotta Conservation Area 	<ul style="list-style-type: none"> • Land management including hazard trees

Leveraging Municipal Funding

	2014 \$000s
CVC additional grants and funding	\$1,525
CVCF grants, donations, other revenue	\$958
Cash equivalent of work by volunteers	\$375
TOTAL	\$2,858



SIXTY YEARS
Our Heritage to Conserve

REQUEST TO BE A DELEGATION BEFORE COUNCIL

Council meetings are held the first Tuesday of each month at 1:00 pm and the third Tuesday of each month at 7:30 pm, unless otherwise posted. Please note that there is only one meeting during July and August. The Requests to appear before Council must be received in writing by the Clerk NO LATER than noon of the WEDNESDAY immediately preceding the scheduled Council meeting complete with a copy of the presentation materials as detailed in the delegation protocol on page 2. This form must be complete and legible in order to be accepted. The Clerk will evaluate this request, and assign a presentation date once it has been deemed appropriate.



MEETING DATE BEING REQUESTED:

Tuesday February 3, 2015

JAN 27 2015

TOWN OF ERIN

1st Choice

John Challinor II

Name of delegate(s) or group representative

2nd Choice

Nestlé Waters Canada

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

Discussion regarding continued sale and use of bottled water in municipal facilities

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Support for continued sale and use of bottled water in municipal facilities

CONTACT INFORMATION:

Name: John B. Challinor II APR

Address: 101 Brock Road South, Puslinch, Ontario N1H 6H9

Phone: 519-767-6441

E-Mail: john.challinor@waters.nestle.com

Once a date and time has been established, the Clerk's Department will contact you by phone, fax or e-mail. Please ensure you receive confirmation, and follow up with the Clerk if you have not.

I have read the excerpt from the Town of Erin Procedural By-Law (on page 2 of this form), and understand that the information contained herein, including any attachments, will become public documents, included in the meeting agendas, and posted on the Town website.

I also understand that my presentation and any supporting documentation must be submitted with this delegation form and typed or legibly written, in order for this form to be accepted. The completed form and attachments may be submitted by e-mail to dina.lundy@erin.ca. ALL submissions must be received by the Clerk no later than 12:00 pm on the WEDNESDAY immediately preceding the meeting.

I also understand that if any correspondence relating to this request contains obscene or improper matters, language, or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it should be included in the agenda for a Council meeting and if not, I will be notified.


Signature of Applicant

January 21, 2015

Date

Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended. Questions about this collection should be directed to the Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0. Call: (519) 855-4407 Ext 233 or Toll Free 1-877-818-2888

Fax: (519) 855-4821 E-mail dina.lundy@erin.ca Website: www.erin.ca

Presentation by: John Challinor II APR
Director of Corporate Affairs
Nestlé Caters Canada

Presented to: Town of Erin

Date: February 03, 2015

Good afternoon Mayor, Councillors and members of staff:

On behalf of Nestlé Waters Canada, thank-you for the opportunity to appear today to discuss the continued sale and availability of bottled water in your facilities.

First and foremost, we're here on a point of principle. We don't sell our products to your municipality today – and we aren't likely to in the future. We don't sell our products in vending machines. We typically sell our products in retail outlets like grocery stores. We are fully supportive of the sole use of municipal tap water in pitchers during Council, Committee and Internal Staff Meetings. We are also supportive of the installation of water fountains, as long as they are maintained to local Public Health Unit Standards.

Where potable water exists in an office setting, consumption of single-use bottled water is unnecessary. During our discussions with government leaders across Canada, we have advocated for this common sense approach. We simply believe that city staff and local residents should have the freedom of choice to purchase and consume the legal, federally-regulated beverage of their choice on Municipal property, particularly one featuring the health and wellness attributes that water does. The decision should not be made for them.

Bottled water does not compete with tap water. About 91% of bottled water drinkers consume both. They consume tap water at home and bottled water on-the-go for proper hydration, better health and simple convenience. And, the purchase of bottled water does not impact much-needed investments in Canada's water and sewer infrastructure.

Canadians pay local, Provincial and Federal taxes with the expectation that a portion of those funds will be Invested to properly maintain their Municipal systems. They spend their disposable income on many Items, including bottled water.

Over the last five years, almost 160 municipalities, school boards, colleges and universities and Provincial Governments have formally rejected motions by the Council and CUPE to ban the sale of bottled water in their facilities. Thirty-three municipalities, five school boards and 13 colleges and universities have approved bans. A number of those organizations are now currently considering rescinding their earlier decisions because of lost beverage revenues from their vending machines and a resulting drag on food sales revenues in their cafeterias, lost fundraising revenues for groups who use their facilities to raise money from the proceeds of bottled water sales, health challenges for those with immune deficiencies, diabetes and weight issues and general public discontent with the lack of available healthy beverage choices.

Bans on bottled water send the wrong message to consumers about the health and wellness attributes of water – bottled or otherwise. Banning bottled water will not result in increased consumption of tap water, nor will it reduce the amount of plastic beverage bottle litter in facilities where it is being enacted. All banning bottled water does is replace one piece of

plastic with another piece of plastic, as most residents and staff will simply opt for another beverage in a plastic container.

Simply taking bottled water out of a vending machine will not change human behaviour when it comes to drinking tap water instead of bottled water, but it will impact your communities' health. This concern was expressed by Middlesex-London Health Unit Director James Reffle, who wrote that he had "*concerns about the possible unintended consequences of removing the sale of bottled water in City operated facilities where other nutritionally deficient bottled drinks can remain to be offered for sale...*"

The fact of the matter is that bottled water is proving to be particularly helpful at a time when the incidence of obesity and diabetes are on a significant increase amongst young Canadians born after 2000. Almost 30 Percent of Canadian children are overweight or obese, are susceptible to diabetes and may be the first generation of Canadians whose life expectancy is shorter than that of their parents. Both Health Canada and the Ontario Ministry of Health have identified obesity as the most critical, emerging health issue facing Canadians. There isn't another portable beverage that provides the health and wellness benefits to your citizens that bottled water does.

Allow me to address three major myths about bottled water.

1. Most Canadians don't drink bottled water instead of tap water. 70 percent drink both. They drink tap water at home and bottled water out-of-home for convenience and health. Less than one percent of municipal water produced is consumed by Canadians. If the bottled water Industry disappeared tomorrow, there would be no noticeable increase in the consumption of tap water.
2. Almost 80 percent of plastic beverage containers, including water bottles, were recycled in Trenton last Year – almost 70 percent across Canada. Plastic beverage containers account for one-fifth of one percent of the waste stream. If the bottled water industry was to disappear tomorrow, there would be no appreciable reduction in the amount of refuse going to landfill.
3. Over the last five years, almost 160 municipalities, school boards and colleges and universities across Canada have rejected resolutions to ban the sale of bottled water. Most tellingly, several thousand local governments have concluded that repairing aging infrastructure, Improving service quality and keeping taxes low are more important priorities than considering bans on the sale of bottled water – and taxpayers agree. In a Leger marketing poll, a Majority of Canadians said they are opposed to bottled water bans in municipal facilities.

In closing, people naturally want to hear what strengthens their beliefs and reject whatever calls into question their convictions. Fortunately, in the majority of cases, this inclination leads to healthy differences in opinions, constructive dialogue and a more interesting, progressive and humane society. But, sometimes it also provokes dogmatism, whether ideological, religious or even environmental. Sadly, science-based facts have a tougher stand in today's Public opinion.

The mythology about bottled water trotted out by some in the environmental activist movement and repeated by some well-meaning but misguided citizens doesn't stand up to critical analysis – and I remain confident Council will recognize that fact. In that vein, we believe Erin Council should support continued freedom of choice by supporting its staff recommendation.

Thank-you.



Staff Report

Report #: Recreation 2015-001

Date: January-22-15

Submitted By: **Facilities Manager Graham Smith RRFA/CIT**

Subject: Water Bottle Report

Recommendations:

Be it resolved that Council receives the Water Bottle Report dated January 22, 2015;
And that Council agrees to consider the purchase and installation of water filling station(s) during the 2015 budget process;
And that water bottle sales in Town of Erin facilities will continue for customers and users without their own refillable bottles.

Background:

Recreation staff was asked for a report on banning the sale of bottled water in Town owned facilities.

The sale of bottled water in our snack bar and vending machines was implemented after receiving requests from facility users for healthier drink choices. Offering bottled water from our vending machine provides water to our recreation users when the snack bar is not open. Not all users and customers of our facility will bring or remember to bring their own refillable bottles, so we should offer them other sources to provide water when needed.

Our facilities sell at least 85% more other bottled drinks than we do bottled water. If the goal is to decrease the number of plastic bottles going to the landfill and recycle sites, we should be looking into banning the sale of all plastic bottled drinks.

Hillsburgh Community Centre currently has an area in the old snack bar that allow customers and users to fill reusable water bottles however that space could still be used as a snack bar to be leased or could be renovated for future use making this not a convenient area for a filling station.

After inquires to other recreation facilities it was found most rinks are adding water filling stations in their lobbies for users and spectators to fill their own reusable bottles.

Kittle Mechanical Inc was contacted to provide a quote and some specifications for a bottle filling station – see attached quote and specifications.

Financial Impact:

The cost of a water filling station would be \$3,090 plus HST per unit plus \$200 for filters as needed.

However the unit does calculate the number of plastic bottles saved giving the machine a green Impact.

Consultation:

Recreation Staff consulted with other recreation facilities to see what they are offering for water in their facilities. As well a quote from Kittle Mechanical Inc was acquired to install a bottle filling station

Communications Plan:

Posting in facility and notices sent to all users

Conclusion:

I am recommending that Council receive the Recreation Report #2015-001, that purchase of the filling station(s) be considered during the budget process for both Erin and Hillsburgh Community Centres, and also that both facilities continue providing water sales to users and customers.

Appendices:

Quote #15-04



Plumbing • Process Piping • Hydronic Heating

Quote # 15-04 (Valid for 30 days)

January 22, 2015

Town of Erin
Erin Community Center

Phone: (519) 833-2114 ext 21

Re: Drinking Fountain

- Elkay EZH2O (LZS8WSLK) Water Cooler and Bottle Filler c/w Filter
- Drain, Vent and Water Line
- Plug into existing Receptacle at location

Our Price \$ 3,090.00+ HST

Not Included:

- Cutting and Patching of Floors and Walls
- Electrical Wiring

Deduct \$ 200.00 if you do not want the filter

Best regards,

Matthew Kittel

ELKAY® SPECIFICATIONS

EZH20® Bottle Filling Station with Single Filtered LZ Cooler Models LZS8WS & LZSDWS

RATED FOR INDOOR USE ONLY

PRODUCT SPECIFICATION

Unit shall include electric water cooler with bottle filling station. LZS8WS shall deliver 8 GPH of 50°F drinking water at 90°F ambient and 80°F inlet water. LZSDWS shall deliver non-chilled drinking water. Lower unit shall have pushbar activation. Bottle filling unit shall include an electronic sensor for touchless activation with auto 20-second shut-off timer. Shall include Green Ticker™ displaying count of plastic bottles saved from waste. Bottle filler shall provide 1.1-1.5 gpm flow rate with laminar flow to minimize splashing. Shall include the WaterSentry® Plus 3000-gallon capacity filter, certified to NSF/ANSI 42 and 53, with visual monitor to indicate when replacement is necessary. Shall include integrated silver ion anti-microbial protection in key areas. Unit shall meet ADA guidelines. Unit shall be lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements. Unit shall be certified to UL399 and CAN/CSA 22.2 No. 120.

STANDARD FEATURES

- Sanitary, touchless activation with auto 20-second shut-off (Bottle Filler)
- Easy-touch front and side pushbar controls (Cooler)
- WaterSentry® Plus 3000-gallon capacity Filtration System, certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & Odor)
- Integrated Silver Ion Anti-microbial Protection in key areas
- Quick Fill Rate: 1.1 gpm (LZS8WS); 1.5 gpm (LZSDWS)
- Laminar Flow provides minimal splash
- Real Drain System eliminates standing water
- Visual User Interface display includes:
 - Innovative Green Ticker™ counts bottles saved from waste
 - LED Visual Filter Monitor shows when replacement is necessary
- Available with Flexi-Guard® Safety or Vandal-resistant* bubbler (*includes "VR" code in model no.)
- Cooler panel finishes: Light Gray Granite Vinyl Clad Steel or Stainless Steel

COOLING SYSTEM (Models LZS8WS & LZS8WSVR only)

- Compressor: hermetically-sealed, reciprocating type, single phase. Sealed-in lifetime lubrication.
- Condenser: Fan cooled, copper tube with aluminum fins. Fan motor is permanently lubricated.
- Cooling Unit: Combination tube-tank type. Self-cleansing. Continuous copper tubing with stainless steel tank. Fully insulated with EPS foam which meets UL requirements for self-extinguishing material.
- Refrigerant Control: Refrigerant R134a is controlled by accurately calibrated capillary tube.
- Temperature Control: Easily accessible enclosed adjustable thermostat is factory preset. Requires no adjustment other than for altitude requirements.



Models LZS8WSLK or LZSDWSLK



Models LZS8WSVRSK or LZSDWSVRSK

CONSTRUCTION

- Stainless Steel basin with integral drain
- Galvanized structural steel cooler chassis provides structural integrity
- Stainless steel bottle filler wrapper with ABS plastic alcove
- Cooler cabinet available as Light Gray Granite Vinyl Clad Steel or Stainless Steel (additional cost) construction
- Flexi-Guard® Safety Bubbler (option) utilizes an infused anti-microbial pliable polyester elastomer to prevent accidental mouth injuries. Flexes on impact. Vandal-resistant bubbler (option) is one-piece heavy-duty

Replacement Filters: Available as Singles and Multi-packs. Order part numbers:

- 51300C (single)
- 51300C_3PK (three)
- 51300C_12PK (twelve)
- 51300C_24PK (twenty-four)
- 51300C_48PK (forty-eight)

Warranty: 5 year limited warranty on the unit's refrigeration system. Electrical components and water system are warranted for 12 months from date of installation or 18 months from factory shipment, whichever date falls first.

CAPACITIES CHART						ETL CLASSIFIED Intertek	ADA COMPLIANT	ANSI/NSF 61 and 372 Certified	ANSI/NSF 42 and 53 Certified (Filter only)	GreenSpec® LISTED
Model	Voltage / Hertz	Chilling** Capacity	F.L. Amps	Rated Watts	Approx. Ship Wt.	UL399 and CAN/CSA 22.2 No. 120 Certified	ADA COMPLIANT	ANSI/NSF 61 and 372 Certified	ANSI/NSF 42 and 53 Certified (Filter only)	GreenSpec® Listed
LZS8WS(VR)*K	115V / 60Hz	8.0 GPH	5.0	370	71 lbs.	•	•	•	•	•
LZS8WS(VR)*2K	220V / 50Hz	6.7 GPH	2.5	370	71 lbs.	++	•	•	•	•
LZS8WS(VR)*3K	220V / 60Hz	8.0 GPH	2.5	370	71 lbs.	++	•	•	•	•
LZSDWS(VR)*K	115V/60 Hz	—	1.0	15	45 lbs.	•	•	•	•	•
LZSDWS(VR)*2K	220V/50Hz	—	0.5	15	45 lbs.	++	•	•	•	•
LZSDWS(VR)*3K	220V/60Hz	—	0.5	15	45 lbs.	++	•	•	•	•

*Color code of (L) Light Gray Granite or (S) Stainless Steel cooler panels.
**Based on 80°F inlet water & 90°F ambient air temp for 50°F chilled drinking water.
++Complies; not third party certified.

This specification describes an Elkay product with design, quality and functional benefits to the user. When making a comparison of other producer's offerings, be certain these features are not overlooked.

EZH2O® Bottle Filling Station with Single Filtered LZ Cooler Models LZS8WS & LZSDWS

ELKAY® ROUGH-IN DIMENSIONS

RATED FOR INDOOR USE ONLY

IMPORTANT! INSTALLER PLEASE NOTE:

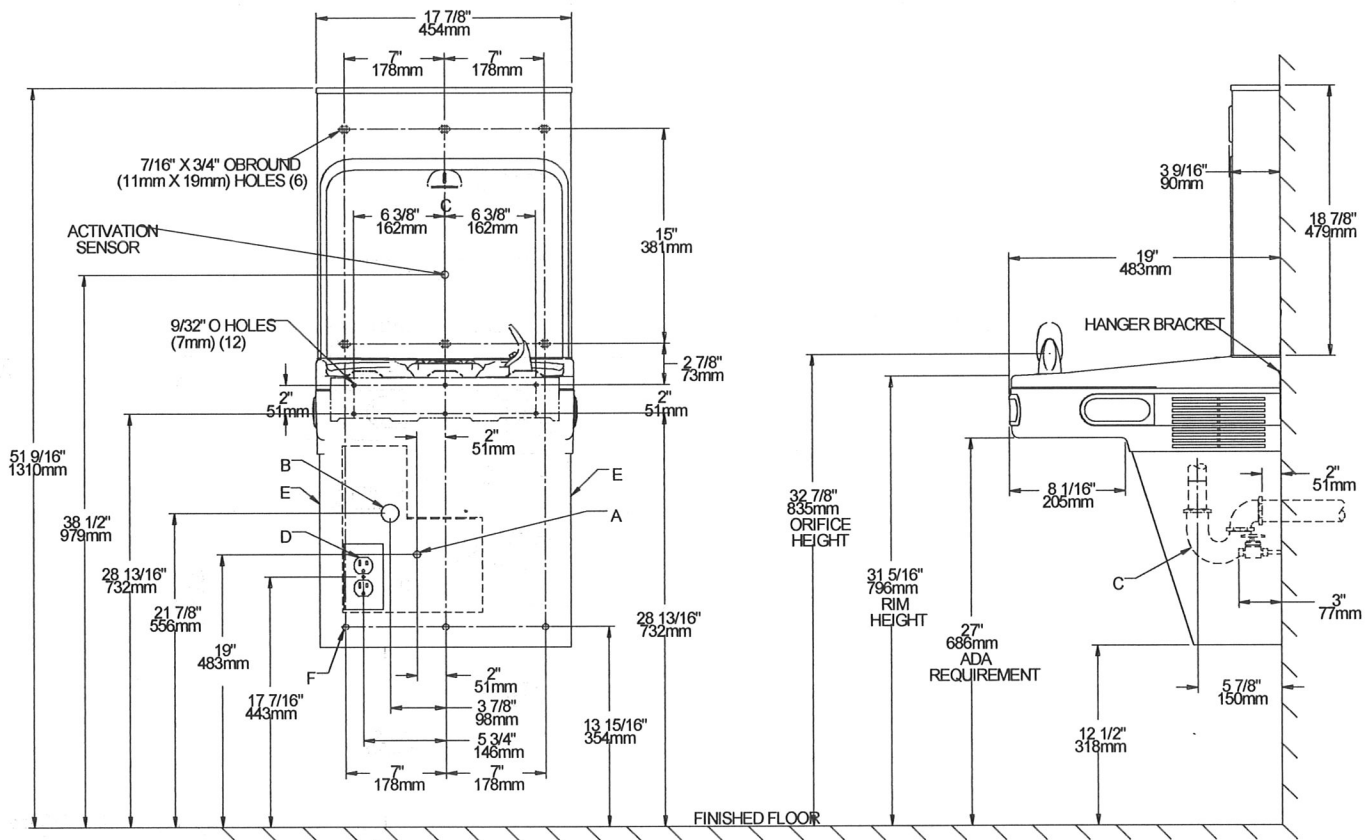
These units are designed and built to provide water to the user which has not been altered by materials in the cooler waterway. The grounding of electrical equipment such as telephone, computers, etc. to water lines is a common procedure. This grounding may be in the building but may also occur away from the building. This grounding can cause electrical feedback into a water cooler creating an electrolysis which results in a metallic taste or an increase in the metal content of the water. This condition is avoidable by installing the cooler using the proper materials as shown.

NOTICE

This water cooler must be connected to the water supply using a dielectric coupling. The cooler is furnished with a non-metallic strainer which meets this requirement. The drain trap which is provided by the installer should also be plastic to completely isolate the cooler from the building plumbing system.

Model shown with Flexi-Guard® Safety Bubbler.

Bottle Filler unit will mount on bracket attached to wall by 6 holes (as shown). Water and electrical will connect through pre-punched hole in basin.



REDUCE HEIGHT BY 3 INCHES FOR INSTALLATION OF CHILDRENS ADA COOLER

LEGEND:

- A = Recommended Water Supply location. Shut-off Valve (not furnished) to accept 3/8" O.D. unplated copper tube. Up to 3" (76mm) maximum out from wall.
- B = Recommended Waste Outlet location. To accommodate 1-1/4" nominal drain. Drain stub 2" (51mm) out from wall.
- C = 1-1/4" Trap (not furnished).
- D = Electrical Supply (3) Wire Recessed Box Duplex Outlet.
- E = Insure proper ventilation by maintaining 6" (152mm) minimum clearance from cabinet louvers to wall.
- F = 7/16" (11mm) Bolt Holes for fastening to wall.

**New Installations Must Use Ground Fault Circuit Interrupter (GFCI).

Job Name:	_____
Model:	_____ Qty. _____
Contact:	_____
Approval Signature:	_____
Notes:	_____



Staff Report

Report #: JHSC – 2015-01
Date: January-23-15
Submitted By: Facilities Manager Graham Smith RRFA/CIT
Subject: Joint Health and Safety Committee Policies

Recommendations:

Be it resolved that

Council receive, review and approve the attached policies and documents created and approved by the Joint Health and Safety Committee of the Town of Erin

2014 Health and Safety Policy Statement

Terms of Reference

2014-01 Senior Management Commitment

2014-03 Workplace Roles and Responsibilities

2014-04 Posted Documents

2014-06 General Safety Rules

That Council recommend the policies and statements are reviewed and amended yearly as needed year

Background:

Since December 2012 we have been working diligently to become a functional committee in the Town of Erin. The resurrected committee was formed and first met in early 2013. During our initial meetings it was found we had to start over from the beginning and recreate Health and Safety Policies.

It came to our attention in December 2014 that the policies created are Town policies not committee policies. In order for the policies to be the Town's they must be approved by Council.

The JHSC are working on more policies to be presented for approval later in 2015

Financial Impact:

None to report

Consultation:

We consulted with our Public Services Health and Safety Association representative and a Ministry of Labour Official for guidance creating the policies

Communications Plan:

The policies will be distributed to staff through the Department Heads and the committee will ensure document training is completed

Conclusion:

The JHSC will continue to create review and amend policies that are needed to ensure Health and Safety in the workplace.

Appendices:

2014 Health and Safety Policy Statement

Terms of Reference

2014-01 Senior Management Commitment

2014-03 Workplace Roles and Responsibilities

2014-04 Posted Documents

2014-06 General Safety Rules



Corporation of the Town of Erin

Health and Safety Policy Statement

The Corporation of the Town of Erin is committed to preventing occupational illness and injury, violence and harassment, in the workplace and recognizes and accepts its overall responsibility for the Occupational Health and Safety of our employees.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliances with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, and damages to property and personal injuries/illnesses. We are committed to work in accordance with the Health and Safety and regulations and communicating Safety initiatives to our employees.

We recognize our responsibilities to appoint competent supervisory personnel. Supervisory personnel will be trained and held responsible for ensuring that employees use safe work practices and receive training where necessary, provide adequate controls to protect their health and safety.

Supervisory personnel are accountable for The Health and Safety of the employees under their supervision and ensuring safety and working order of all equipment and facilities they manage. Supervisors are also accountable to ensure all employees are trained properly on all equipment in their facility.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike. All Management (including senior management, middle management and supervisors) functions will comply with the Corporation of the Town of Erin's loss prevention requirements.

All employees shall be made aware of their rights and responsibilities with respect to Occupational Health and Safety and will work safely and in compliance with the Occupational Health and Safety Act and its regulations along with the Town of Erin's safe work practices. All employees will receive training on their job functions including how to perform their jobs safely in accordance with legislative requirements and The Town of Erin's Safe Work Procedures/Practices. Employees will be held accountable for failing to meet their obligations concerning health and safety and report all unsafe and unhealthy conditions to management which in turn will be communicated to the Worker Health and Safety Representative and or JHSC where applicable.

Every employee including contractors, sub-contractors and supplied labour must comply with all relevant legislation as well meet or exceed the Town of Erin's Health and safety program requirements. Safe Work Procedures/practices and are required to report any incidents/injuries/property damage immediately.


 Lou Maieron
 Mayor, Town of Erin

Dated: July 7th / 2014


 Kathryn Ironmonger
 Chief Administrative Officer/Town Manager

Dated: June 25/14



JOINT HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

INTRODUCTION:

The Occupational Health and Safety Act requires the establishment of Joint Health and Safety Committees where twenty or more staff are regularly employed at the workplace, and to hold Joint Committee meetings on a regular basis, not less than quarterly (OHSA, Section 9, subsection 33) and as often as the Committee deems appropriate.

It is our belief that through joint education programs, joint investigations of problems, and joint resolution of those problems, the workplace will be made safe and healthy for all Team Members.

The proper functioning of the Joint Health and Safety Committee (JH&SC) can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities.

OBJECTIVES OF THE JOINT COMMITTEE:

- To identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace appropriate for the Town of Erin.
- To encourage continuing education and training programs in order that all Team Members are knowledgeable in their rights, responsibilities and duties under both the Occupational Health and Safety Act and its regulations.
- Identify situations that may be a real or potential source of danger to Team Members.
- Identify the potential or existing hazards of materials, processes or equipment.
- Promote the establishment, maintenance and monitoring of programs, measures, and procedures respecting the health and safety of Team Members.
- Make recommendations to the employer and the Team Members for improvement of the health and safety of Team Members.
- Schedule regular inspections to detect hazards.

STRUCTURE OF THE JOINT COMMITTEE:

I. The Joint Health and Safety Committee shall consist of 10 members:

- | | |
|---|----------------------------|
| 1 | Management Co-Chair |
| 1 | Worker Co-Chair |
| 4 | Management representatives |
| 4 | Worker representatives |

- II. The Committee shall attempt to meet monthly on the third Wednesday of the month but will at least meet quarterly.
- III. Any member may call a special meeting if the need arises. This meeting will be scheduled through the co-chairs.
- IV. Team Members exercising leadership functions will be appointed to the Committee.
- V. Team Members who do not exercise leadership functions will be elected to the Committee by the Team Members

Co-Chairs:

There shall be Co-Chairs, one representing management and one representing the workers.

The worker Co-Chair will be elected by the worker members of the Committee. The management Co-Chair will be appointed by management.

The Co-Chairs will alternate chairing meetings. Should the designated chair not be available to attend the meeting, the alternate Co-chair will organize and preside over the meeting.

A Co-Chair may, with the consent of his/her counterpart invite any additional person(s) to attend the meeting to provide additional information and comment, but shall not participate or have any voting rights in the regular business of the meeting.

Members:

The members of the Committee shall:

- Prepare for and attend meetings
- Contribute to discussions
- Bring up unresolved concerns
- Carry out assigned tasks
- Carry out requirements of the Act
- Represent Team Members

Certified Members:

There must be a minimum of two certified members (one representing and chosen by the workers and one representing the employer). Certified members must be replaced within a reasonable period of time following resignation. Time and expenses for certification will be the responsibility of the employer.

According to the Occupational Health and Safety Act, a certified member:

- May report and investigate dangerous circumstances
- Has the power to stop work in a dangerous circumstance

Committee Secretary:

Committee Secretary will take responsibility for the taking of minutes.

Inspections:

Monthly inspections at each facility will take place to assess the physical condition of the workplace in accordance with the Act.

ORIENTATION AND TRAINING OF MEMBERS:

- To ensure continuity, a new member should attend a committee meeting with the person they are replacing. They will have no voting rights, until they officially replace that member.
- The new member will be provided with:
 - A copy and review the Terms of Reference.
 - A copy of at least the last three meeting minutes and reviewed by the worker co-chair.
 - A copy of the Occupational Health & Safety Act

It shall be the responsibility of the committee to provide new members with an orientation process outlining legislative requirements, duties and responsibilities, hazard identification and control, etc. Selected committee members will also undergo basic and workplace specific certification training as required. The employer will cover the costs of training and Committee Members will be considered to be at work during such training and, thus, entitled to their regular wages.

ATTENDANCE AT MEETINGS:

It is the responsibility of members to promptly and regularly attend JH&SC and sub-committee meetings and to notify the secretary of their inability to attend. It is a joint responsibility of the JH&SC co-chairs to address any concerns with attendance at the JH&SC meetings.

MINUTES OF MEETINGS:

The Secretary will take minutes and will be responsible for having the minutes typed. The minutes will be circulated copies to all Committee Members with the next scheduled meeting agenda.

All items resolved or not, will be reported in the minutes. Unresolved items will be maintained on the minutes until resolved.

QUORUM:

6 Members, minimum number - 3 Team Members - 3 management, either Co-Chair must be present.

If an issue requires a vote, quorum may consist of a larger number of employee members being present than management but never more management than employee members.

MEETING AGENDA:

The Secretary will prepare an agenda as directed by the co-chair and forward a copy to all Committee Members prior to the meeting.

CONDUCT OF THE COMMITTEE:


Reasonable committee decisions will be reached by consensus.

GENERAL:

The JH&SC accepts that, it is the Team Member's responsibility to notify their Department Head about Occupational Health and Safety concerns prior to bringing them to the attention of the Committee.

Committee Members will thoroughly investigate all concerns to obtain all the facts for use in developing a resolution to the problem. All concerns and resolutions will be reported in the minutes.

Medical information will be kept confidential by all JH&SC Members.



Management Co-Chair



Worker Co-Chair

June 19, 2014



Town of Erin Health and Safety Program

Subject:	SENIOR MANAGEMENT COMMITMENT	Date of Issue:	June 18, 2014
Approved by:	JH&S Committee	Review/Revision Date:	
Scope:	ALL WORKPLACE PARTIES	Policy #	2014-01

Purpose:

The purpose of this document is to provide a framework to help senior management reduce injuries and occupational disease at the Town of Erin. Numerous studies have shown that senior management commitment and leadership is crucial in reducing injuries and disease in the workplace.

Definitions:

Senior Management will consist of the Chief Administrative Officer/Town Manager, Director of Finance, CBO, Road Superintendent, Water Superintendent, Facility Manager and others in a supervisory or managerial function.

Scope:

This policy applies to Senior Management.

Policy:

Senior management is committed to lead Organizational Health and Safety in the Town of Erin by showing commitment and action toward the prevention and reduction of health and safety injuries and illness.

Roles and Responsibilities:

Senior management will participate in activities that demonstrate health and safety leadership in the organization.

Standards/Procedures:

Senior management will establish worker health and safety as a priority and improve health and safety by ensuring the following actions are carried out:

1. Develop, implement and maintain a health and safety continuous improvement plan.

2. Review internal and external health and safety trends regularly, provide resources to develop and implement action plans in response to trends.
3. Respond promptly to Joint Health and Safety Committee recommendations.
4. Establish a program to regularly communicate health and safety information to management, workers and to the Mayor and Council.
5. Integrate health and safety into all aspects of the organization.
6. Encourage health and safety off-the-job activities for all workers.
7. Ensure that regular workplace inspections are performed.

Communication and Training:

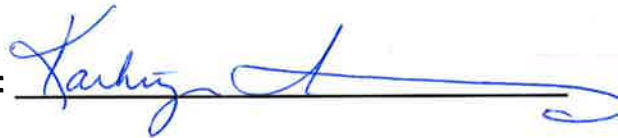
All new and existing senior management will be informed and receive education on health and safety activities that are required of them at new hire orientation and they will also be reviewed annually.

Evaluation:

This policy and procedure will be reviewed annually in consultation with the Joint Health and Safety Committee.

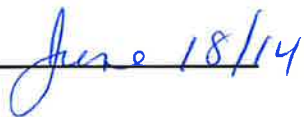
The procedural requirements will be part of each senior management's performance evaluation.

Senior Management Signature: _____



CAO/Town Manager

Date: _____





Town of Erin Health and Safety Program

Subject:	OCCUPATIONAL HEALTH AND SAFETY WORKPLACE ROLES AND RESPONSIBILITIES POLICY AND PROCEDURES	Date of Issue:	July 16, 2014
Approved by:	Joint Health and Safety Committee	Review/Revision Date:	
Scope:	ALL WORKPLACE PARTIES	Policy #	2014-03

Purpose:

To provide a guideline which outlines the legislated health and safety responsibilities of various workplace parties as outlined in the Occupational Health and Safety Act (OHSA)

Scope:

These responsibilities reflect the requirements from the Occupational Health and Safety Act and apply to all workplace parties including contract workers, hired labour, contractors, subcontractors, visitors and volunteers.

Policy Statement:

The organization recognizes their responsibilities under the Occupational Health and Safety Act. It is the policy of The Town of Erin that the all workplace parties are made aware of their occupational health and safety workplace responsibilities. All parties are accountable to meet the expectations as outlined in the act and regulations.

Definitions under the Occupational Health and Safety Act

“Competent Person” means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance;
- b) is familiar with the OHSA and the regulations that apply to the work; and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

“Constructor” under the OHSA means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. A project meaning a construction project as defined in the OHSA.

“Employer” means a person who employs one or more workers or contracts for services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

“Prescribed” means prescribed by a regulation under the OHSA.

“Supervisor” means a person who has charge of a workplace or authority over a worker.

“Worker” means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program. For the purpose of this policy “worker” and “employee” may be used interchangeably.

“**Workplace**” means land, premises, location or thing at, upon, in or near which a worker works.

Roles and Responsibilities:

The Town of Erin in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the Corporation.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

Standards/Procedures:

General

- Responsibility is defined as an individual's obligation to carry out assigned duties.
- Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- The supervisor remains accountable for seeing that duties are carried out.

Mayor and Council (Section 32, OHSA)

Ensure that the Corporation complies with:

- The Occupational Health and Safety Act and Regulations.
- Orders and requirements of Inspectors, the Director and the Minister of Labour.

Corporation/Employer (Section 25, 26 OHSA)

Ensure that:

- Equipment, materials and protective devices as prescribed are provided.
- Equipment, materials and protective devices are maintained in good condition.
- Prescribed measures and procedures are carried out.
- Equipment, materials and protective devices are used as prescribed.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Afford assistance and co-operation to a committee and either/or a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- Only employ in or about the workplace a person over such age as may be employed.
- Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- Take every precaution reasonable in the circumstances for worker protection.
- Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.

- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- Notify a Department Head/Manager of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

Management (Section 27 OHSA)

This level of the organization includes the Chief Administrative Officer/Town Manager and the Department Heads.

The health and safety responsibilities attached to this level include the following:

- Ensure the working environment is maintained in a healthy and safe condition.
- Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
- Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
- Provide standard operating procedures that include safe work practices.
- Evaluate the health and safety performance of subordinates and divisions.
- Provide first aid facilities as required.
- Ensure that personal protective equipment, where required is provided and used.
- Investigate and report accidents/cases of occupational disease to appropriate authority.
- Investigate and report incidents to appropriate authority.
- Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC.
- Responsible for correcting substandard acts or conditions.
- Responsible for commending good health and safety performance.
- Responsible for performing employee safety observations.
- Accountable for health and safety and for annual employee reviews. (i.e. performance appraisals)
- Responsible for performing regular crew or work site visits.
- Set a good example by always wearing the appropriate PPE when required.
- Ensure that senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- Ensure that managers regularly attend staff meeting where Health and Safety is on the agenda.
- Ensure that health and safety reference materials readily available to supervisors and workers.
- Ensure that safety is a component of your hiring criteria.
- Ensure that physical capabilities are evaluated for new or transferring employees, where appropriate.
- Ensure that a pre-placement medical is done for new hires, where required.
- Ensure that a contract administrator is assigned to larger projects.
- Ensure that there is a progressive discipline system that includes health and safety infractions.

Supervisors, Foremen, Lead Hands (Section 27 OHSA)

This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor up and could include the department heads.

The health and safety responsibilities attached to this level include the following:

- Taking care of the occupational health and safety of the employees within their respective area.
- Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- Understand and enforce the Town of Erin Health & Safety Policies and Procedures.
- Responsible for ensuring that workplace inspections are performed by the JHSC.
- Ensure that employees wear the appropriate personal protective equipment.
- Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
- Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- Take every precaution reasonable in the circumstance for the protection of a worker.
- Ensure workers receive proper instruction and training, through training programs and/or safety meetings prior to the commencement of work.
- Identify and inform your employer of occupational health and safety concerns.
- Responsible for correcting substandard acts or conditions.
- Responsible for commending good health and safety performance.
- Responsible for performing employee health and safety observations.
- Held accountable for health and safety which is assessed during performance appraisals.
- Responsible for performing regular crew and work site visits.
- Set a good example by always wearing the appropriate PPE when required.
- Ensure that they regularly conduct and attend health safety meetings.
- Ensure that health and safety reference materials are readily available to workers.
- Ensure that health and safety is a component of your hiring criteria.

Workers, Contract/ Temporary Workers (Section 28 OHSA)

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:

- Learning, understanding and practicing standard operating procedures.
- Responsible to work safely, work in compliance with the Act, wear personal protective equipment, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
- Comply with Town of Erin health and safety policies and procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or health and safety committee
- Report any near-miss incident or loss immediately to their supervisor.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment, where required.
- Report any contraventions of the Occupational Health and Safety Act or relevant Regulations to their supervisor or employer.
- Participate in annual performance appraisals that include health and safety.
- Recognised for ongoing initiatives to improve safety performance.
- Included as part of special study teams to review new equipment purchases or workplace design changes and new or existing work procedures.

- Included in the development of new policies and procedures.

Contractors and Sub-Contractors

This classification is external to the Town of Erin and includes all those individuals or organizations working on a contract for the Town of Erin.

The health and safety responsibilities attached to this classification include the following:

- Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Town of Erin health and safety policy and procedures.
- Are held accountable for their health and safety performance.
- Provide a WSIB clearance certificate or equivalent insurance.
- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

This section will be included in all contracts tendered and proof of the above may be required by the Town of Erin at any time from tendering to project completion.

Health and Safety Co-Chair

This level of the organization includes all those part-time or full-time individuals who have been delegated the responsible and the authority for co-ordinating health and safety program, activities and/or functions on behalf of the employer.

The health and safety responsibilities attached to this level include but not limited to the following:

- Establish and coordinate the implementation of policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)
- Coordinate health and safety risk assessments
- Develop, implement and monitor the Town of Erin hazard specific health and safety control programs.
- Act as a resource to management and workers
- Act as an advisor to the Joint Health and Safety Committee and co-ordinate activities
- Act as management representative of Town of Erin when meeting with the Ministry of Labour.
- Co-ordinate and/or deliver safety training and education for workers.
- Assist managers in conducting accident/incident investigations.
- Remain current in occupational health and safety through ongoing training and education
- On behalf of the employer monitor health and safety system performance and quality improvement initiatives.
- Report directly to the CAO/Town Manager

Visitors and General Public and Volunteers

This classification is external to the Town of Erin and includes all those individuals or organizations not identified in the above classifications.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
- Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to workers.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.

- Any and all required personal protective equipment will be used by the visitor.

Communication:

Health and Safety responsibilities will be communicated to all management and workers during the health and safety orientation training program. Managers will communicate responsibilities to contractors and subcontractors prior to onsite activities. Managers overseeing volunteers and others working in the facility will communicate health and safety responsibilities. Visitors will be provided with relevant information through communications with management and employees and through signage, pamphlets and other means etc.

Each department head is required to communicate any revisions, changes to legislation or regulations, or if any issues encountered, to their staff at staff meetings.

Management must keep minutes of their staff meetings for a period of 2 years.

All management staff will attend a Health and Safety for Management training session within the first year of hire.

Training:

All workplace parties will receive health and safety roles and responsibilities training at orientation.

All management requires additional training on their legislative and internal health and safety responsibilities. This training will include:

- OHS internal responsibility system
- OHS legislation and navigation through the Occupational Health and Safety Act and Regulations
- Hazard recognition, assessment, hazard controls, workplace specific health and safety training.
- Risk assessment
- JHSC inspections
- Accident reporting and investigation
- Corporate policies, procedures, training,

All management staff will attend a Health and Safety for Management training session within the first year of hire.

Training records and signatures will be maintained by the JH&S Committee secretary.

Evaluation:

Senior management will review and approve the policy and procedure. Policy review will be completed annually by senior management in consultation with the Joint Health and Safety Committee. Quality improvements will be made as required and approved by Senior Management.

The formal performance evaluation system must measure each health and safety responsibility. Safety performance of workplace parties is part of the management and worker performance appraisal process. Managers/supervisors are responsible to observe worker practices as part of the performance appraisal processes. Positive safety performance will be acknowledged and where appropriate recommendations and plans for improvement will be made.

Reference Materials:

Ontario legislation – OSHA Section 25, 26, 27, 28 and 32

Management Co-Chair Signature:  _____

Worker Co-Chair Signature:  _____

Date: July 16/17.



Town of Erin Health and Safety Program

Subject:	POSTED DOCUMENTS	Date of Issue:	June 18, 2014
Approved by:	JH&S Committee	Review/Revision Date:	
Scope:	ALL WORKPLACE PARTIES	Policy #	2014-04

Purpose:

To ensure the Town of Erin meets legal requirements regarding required posted documents and to reduce injuries and occupational disease by providing access to health, safety and wellness information for all staff.

Policy:

It is the policy of Town of Erin that all occupational health and safety posting are posted in compliance with the legislation and internal requirements.

Roles and Responsibilities:

Employer

- The employer and delegated management or persons shall ensure the documents listed below are posted and remain up to date.
- Comply with any requirements of local Building Code and/or Fire Code requirements for posted materials. For example: floor plans, exits, pull stations, alarm systems and emergency equipment (fire extinguisher signs, fire hose signs).
- Review posted materials.

CAO/Town Manager and Department Heads

- Ensure this standard is communicated to all new and existing workers under their authority.
- Ensure required materials are posted and are up-to-date at their facilities.
- Ensure communication and training records are maintained including dates and signatures of training and reviews.

Worker

- Attend training and review communications.
- Read, understand and comply with this standard.
- Review posted materials.
- Report if any documents are missing as required.

Joint Health and Safety Committee members

- When conducting the monthly inspections will verify the health and safety board for compliance.
- Review posted materials and report missing materials to the employer.

Procedures:

The following up to date documents must be posted in a conspicuous high traffic location for workplace parties (reception, lunch room, change rooms). Those assigned to post the materials shall ensure that they are current and compliant with the legislation.

1. Health and Safety Policy
2. Ministry of Labour "Health and Safety at Work: Prevention Starts Here" poster
3. Occupational Health and Safety Act and Regulations – Consolidated Edition which includes: WHMIS regulations; applicable Designated Substance Regulations and any other applicable regulations (e.g. Industrial, Construction)
4. Name of JHSC members
5. All applicable Material Safety Data Sheets (MSDS), which are less than 3 years old
6. WSIB Form 82 ("In Case of Injury at Work" poster) at First Aid stations
7. First Aid Certificates
8. Fire Plan
9. Ministry of Labour orders and reports
10. Employment Standards Poster
11. Emergency telephone numbers (e.g. police, fire, ambulance, MOL, Poison Control)
12. Workplace Violence Prevention and Harassment Policy
13. First Aid Regulations (WSIB Reg 1101) at First Aid stations
14. JHSC minutes
15. Health and Safety assessment and testing (e.g. noise levels, IAQ)
16. Health and Safety workplace inspection reports
17. Workplace incident/accident report summaries

Communication:

- Requirements of this standard will be communicated to JHSC members.
- Supervisors shall communicate the requirements of this standard to all staff.
- This standard will be made available to all staff in the Health and Safety manual.

Training:

All workplace parties will be trained at orientation regarding occupational health and safety postings and the location of the postings at their work locations.

Evaluation:

Senior management will review and approve this policy and procedure. Policy review will be performed annually by senior management in consultation with the Joint Health and Safety Committees (JHSC) and stakeholders. Quality improvements will be made as required and approved by Senior Management.

The JHSC secretary will inspect and monitor the postings monthly to ensure they are current and complete. Documentation of the inspection will be maintained by the respective parties. Any missing postings will be reported to the Joint Health and Safety secretary as soon as possible.

References:

Occupational Health and Safety Act and Regulations
Workwell Element 3.1 a-k

Management Co-Chair Signature: _____

Worker Co-Chair Signature: _____

Date: June 18, 2014



Town of Erin Health and Safety Program

Subject:	STANDARDS AND PROCEDURES – General Safety Rules	Date of Issue:	June 18, 2014
Approved by:	JH&S Committee	Review/Revision Date:	
Scope:	ALL WORKPLACE PARTIES	Policy #	2014-06

Purpose:

To provide some general guidelines for creating and maintaining a safe work environment.

Scope:

This policy applies to all workplace parties.

Responsibilities:

- The worker is responsible for following safe procedures.
- The supervisor is responsible for ensuring the policy is adhered to.

Procedure:

General Safe Practices

- Personal protective equipment shall be worn when and where required.
- Report ALL incidents, accidents, injuries, near misses and illness to your supervisor.
- Report any unsafe condition, including someone under the influence or in possession of drugs or alcohol or hazards which may allow an injury to occur to yourself or a fellow worker.
- Report any property damage, regardless of how minor
- Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labeled and stored in designated areas (WHMIS).
- Obey all posted signs and notices.
- Always use the correct posture when lifting and get assistance if the weight is excessive.
- Be aware of the location of the Health and Safety Bulletin Board and the posted Occupational Health and Safety Act.

Housekeeping

- Individual work areas shall be kept clean and tidy.
- All materials, tools, products and equipment shall be kept in their designated area.
- Liquid spills shall be cleaned up immediately to prevent slips and falls.

Fire Prevention

- Become familiar with the location of fire alarms, pull stations (where available), fire extinguishers and exits.
- Ensure aisles and exits are not blocked at any time.
- Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

Equipment Operation

- Equipment shall not be repaired, adjusted or operated unless you understand the safe operating procedure.
- If equipped with an Emergency Stop button, be aware of the use and location of the "EMERGENCY STOP" button before using any equipment.
- Loose clothing, jewellery and long hair should be secured, to prevent entanglement with equipment.
- All equipment shall be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication.
- OEM, manufactured safety equipment MUST NOT be tampered with.

JH&S Committee Management Co-Chair: _____

JH&S Committee Worker Co-Chair: _____

Date: _____

June 18, 2014.



Staff Report

Report #: 2015-01R

Date: February-3-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: No Parking By-Law revisions

Recommendations:

Be it resolved that Council receive the report of the Road Superintendent regarding the no parking restriction within the Town of Erin, and supports the amendment to the No Parking By-law.

And that Council will pass the amending by-law at this meeting to include the area of the circle on Water Street/Waterford Drive.

Background:

During 2014 Water Street and Waterford Drive was repaved. This project included the installation of curb and gutter as well as a new raised curb on the inside of the circle. Since the completion of the work issues have arisen when a resident has parked their vehicle in the circle restricting the passage of traffic.

School buses (travelling to St. Jean Brebeuf) are having problems getting around the circle due to vehicles obstructing traffic. In consultation with the school bus operator I have been advised this is not an entirely new issue and there may be more to this. I inquired if the school buses could travel an alternate route but was advised that turning onto Millwood from Main Street is problematic due to the road geometrics, the proximity of the building on the SE Corner and traffic coming in and out of Mundell Lumber, as a result the buses have traveled Water Street as an alternative.

Financial Impact:

None

Consultation:

School bus operator, and the CAO were consulted.

Communications Plan:

N/A

Conclusion:

I have reviewed the existing by-law which regulates the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Town of Erin.

My review found that the circle on Water/Waterford was not included in the areas where parking restrictions apply. In addition several street names had changed since the passing of the original by-law in 2005.

A by-law has been included with the package for council's consideration which amends street names to reflect current names, changes all measurements to metric and adds the area of the circle on Water Street/Waterford Drive.

Appendices:

Parking By-law revision

THE CORPORATION OF THE TOWN OF ERIN

BY – LAW # 15 –

Being a by-law to amend By-Law 5000-05 (indexed as #05-04) a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Town of Erin.

WHEREAS the Municipal Act, R.S.O. 2001, provides that every Council may pass such by-laws;

NOW THEREFORE the Council of the Corporation of the Town of Erin **ENACTS AS FOLLOWS:**

1. That Schedule "E" and Schedule "I" of By-Law # 5000-05 (indexed as #05-04) is hereby repealed and replaced by the attached schedules to this by-law.
2. That By-Laws 06-46, 06-52, 07-70, 09-44, 09-65, 10-41, and 11-63 are hereby repealed and replaced.
3. This By-Law shall come into force and take effect upon the final passing thereof.

Passed in open Council on February 3, 2015

Mayor

Clerk

Town of Erin

**By-law #15 –
Amended Schedule “E”**

No Parking Zones

STREET	SIDE	BETWEEN	PROHIBITED TIMES
Main Street, Erin	East	Guelph Road and Water Street	Anytime
Main Street, Erin	East	Church Street East and Erinville Drive	Anytime
Main Street, Erin	West	March Street and Guelph Road	Anytime
Church Blvd., Erin	West and North	Main Street and Churchill Lane	Anytime
Lions Park Ave., Erin	North	Main Street and Hillview Street	Anytime
Lions Park Ave., Erin	South	Main Street and Hillview Street	Anytime
Dundas Street East, Erin	South	Daniel Street and Erinlea Crescent	Anytime
Millwood Road, Erin	North and South	Credit River Bridge to intersection of Waterford Drive	Anytime
Water Street, Erin	North and South	Hillview Street and 90 metres East on Water St.	Anytime
Spring Street, Erin	South	Main St. to Daniel St.	Anytime
Sideroad 17, Erin	North and South	8 th Line to 9 th Line	Anytime
Dundas Street West, Erin	South Side	Between Main Street and Carberry Road	Anytime
Water Street and Waterford Drive, Erin	North and South	From 150 metres North of Hillview Street for 115 metres	Anytime
East Church Street, Erin	East	40 metres East from Main Street	Anytime
Main Street, Erin	East	East Church Street South for 66 metres	Anytime
Main Street, Erin	West	Church Blvd. South for 31 metres	Anytime
Main Street, Erin	West	Church Blvd. North for 62 metres	Anytime

Church Blvd., Erin	West and South	Main Street for 23 metres	Anytime
Mill Street, Hillsburgh	South	10 metres East of Trafalgar Road for 45 metres	Anytime
Mill Street, Hillsburgh	South	63 metres East of Spruce Street	11:00 p.m. to 6:00 a.m.
Mill Street, Hillsburgh	North	42 metres East of Ann Street	11:00 p.m. to 6:00 a.m.
Ann Street, Hillsburgh	East	10 metres North of Mill Street	11:00 p.m. to 6:00 a.m.
Barbour Field, Hillsburgh	North and South	Driveway as Posted	Anytime
Eighth Line, Hillsburgh	East and West	100 metres North and South of the Driveway at Barbour Field	Anytime



Staff Report

Report #: D14 SP01-105 Acton Pre-Cast Products Inc. 8949 WCR 50

Date: February-3-15

Submitted By: **Sally Stull, Planner, MCIP RPP,**

Subject: Site Plan Approval- Conditional – 735m2 addition to Acton Precast Products - 8949 WCR 50

Recommendations:

Be it resolved that Council receives the staff report and that Council approves the site plan, subject to the attached conditions for SP01-105 Acton Precast Products Inc 8949 WCR 50.

Background:

Acton Precast Products, located at 8949 WCR 50 proposes to expand their existing manufacturing building by an additional 735m2. The applicant received site specific zoning approval for the expansion as M3-101 on August 12, 2014.

Financial Impact:

NA

Consultation:

The application has been circulated to the Town's consulting engineers, Triton Engineering, the Erin Fire Department, Erin Building Department, The County of Wellington Planning Department and The County of Wellington Roads Department and to the Grand River Conservation Authority. Comments received were addressed as part of the conditions or as notes on the site plan.

Communications Plan:

NA

Conclusion:

Zoning requirements which include parking provisions have been complied with. There is no change to the driveway access. The proposed addition is located at the rear of the main building. Staff support the conditional site plan approval for the proposed expansion as follows:

February 3, 2015 Conditional Site Plan Approval SP 01-105 Acton Precast 8949 WCR 50

That the Acton Precast Concrete Limited, File SP 01-105 Site Plan prepared by Dolliver dated January 26, 2015 be approved subject to the following:

A. Conditions which must be satisfied prior to building permit issuance:

1. That this approval lapse if no building permit has been issued within two years from the date of site plan approval.
2. That a detailed grading, drainage and site servicing plan be reviewed and approved by the Town of Erin.
3. That all design will be in accordance with the Municipal Servicing Standards of the Town of Erin.
4. That the owner provide a detailed written estimate of costs for landscaping, all paving, curbing, drainage and storm sewers, stormwater management facilities, installation and maintenance of erosion and siltation control measures, tree protection, boulevard restoration, roof top mechanical screening, garbage enclosures and site works listing items, quantities, unit costs, and total costs.
5. That the owner deposit securities in the amount of \$8362.50 with the Finance Department, in a form meeting the Finance Department's requirements, covering full costs of landscaping, all paving, curbing, drainage and storm sewers, stormwater management facilities, installation and maintenance of erosion and siltation control measures, tree protection, boulevard restoration, roof top mechanical screening, garbage enclosures and site restoration.
6. That provision be made for screening of all roof top mechanical equipment from public view and that the details of the screening of the roof top mechanical equipment be approved by the Planning Services Department.
7. That any Fire Protection concerns be resolved
8. That the applicant confirms that the signage conforms to the sign by-law to the satisfaction of the By-law Enforcement staff.
9. That the driveway design be approved by the appropriate Road Authority.

B. Conditions required to be met prior to securities being released;

10. That the owner will submit as-built drawings confirming that the grading and stormwater management facilities have been installed in accordance with the approved Drawings and Stormwater Management Report prior to the release of any securities.
11. That for all undeveloped or phased areas of the site that ground cover be established prior to release of any securities.
12. That all padmount electrical transformers be screened from public view with appropriate landscaping to the satisfaction of the Town and Hydro Authority.
13. That all external refuse containers be fully screened with material compatible to the main structure and be maintained in good repair.
- 14,. That on-site lighting not impinge on adjacent lands and be directed away from nearby residences.
15. That the applicant acknowledge that the site plan approval does not constitute approval of any signage that may be shown on the plans and that the applicant is required to obtain sign permits from the By-law Enforcement and Licensing Section of the Building Services Department for all signage on the subject site.
16. That no landscaping or site facilities (i.e. signs, planters, parking, entry features) be placed within the road widening area, other than sod and street trees, unless specifically approved by the Roads Department.
17. That all conditions of this Site Plan approval shall have been complied with prior to the 30th of June in the second year following the issuance of the building permit failing which Town staff may proceed to draw on the securities to complete all outstanding site plan conditions
18. That for all designated handicapped parking spaces, the applicant will ensure the provision of appropriate pavement markings as well as the installation of the standard Town signage for each handicapped parking space.

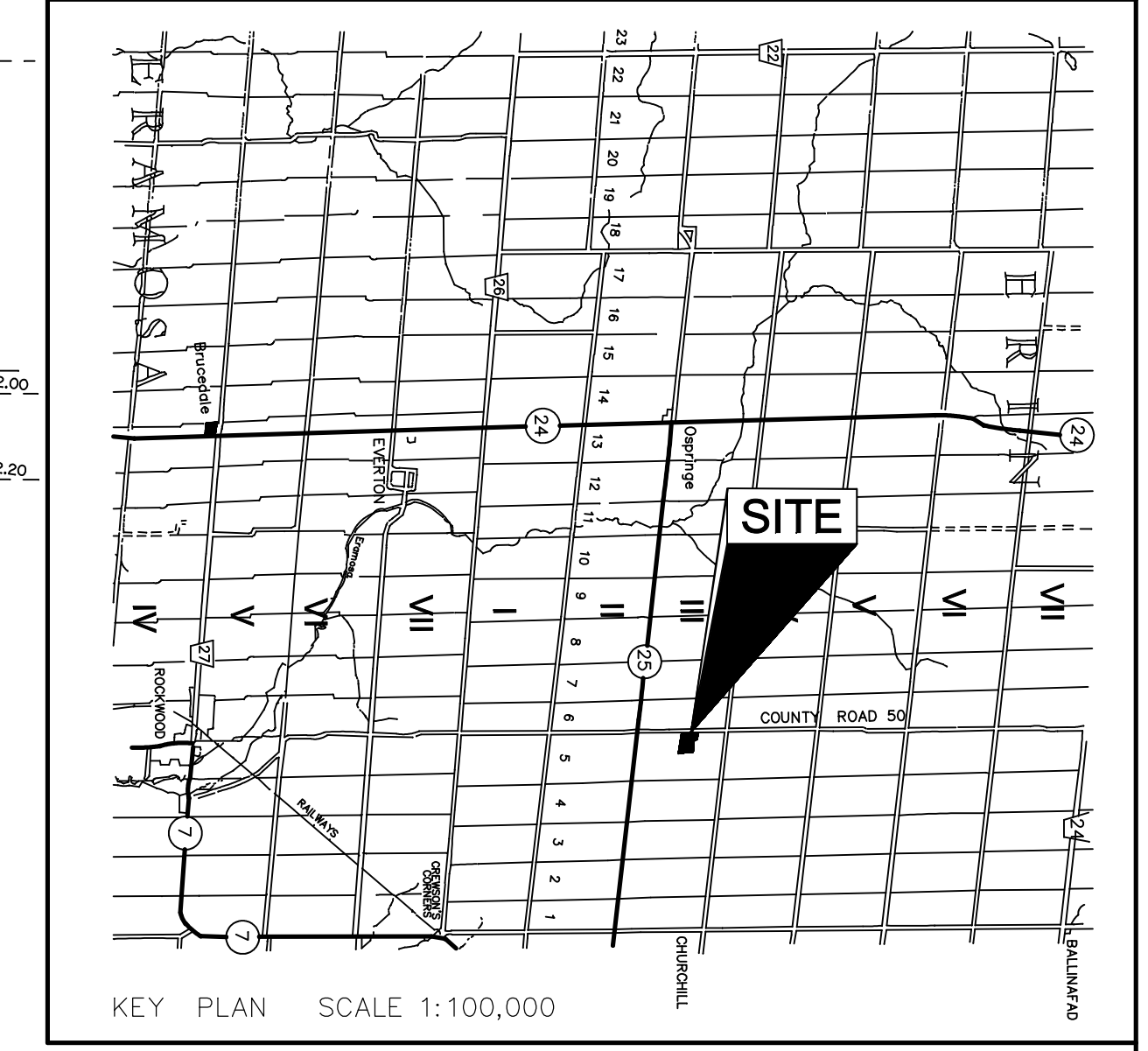
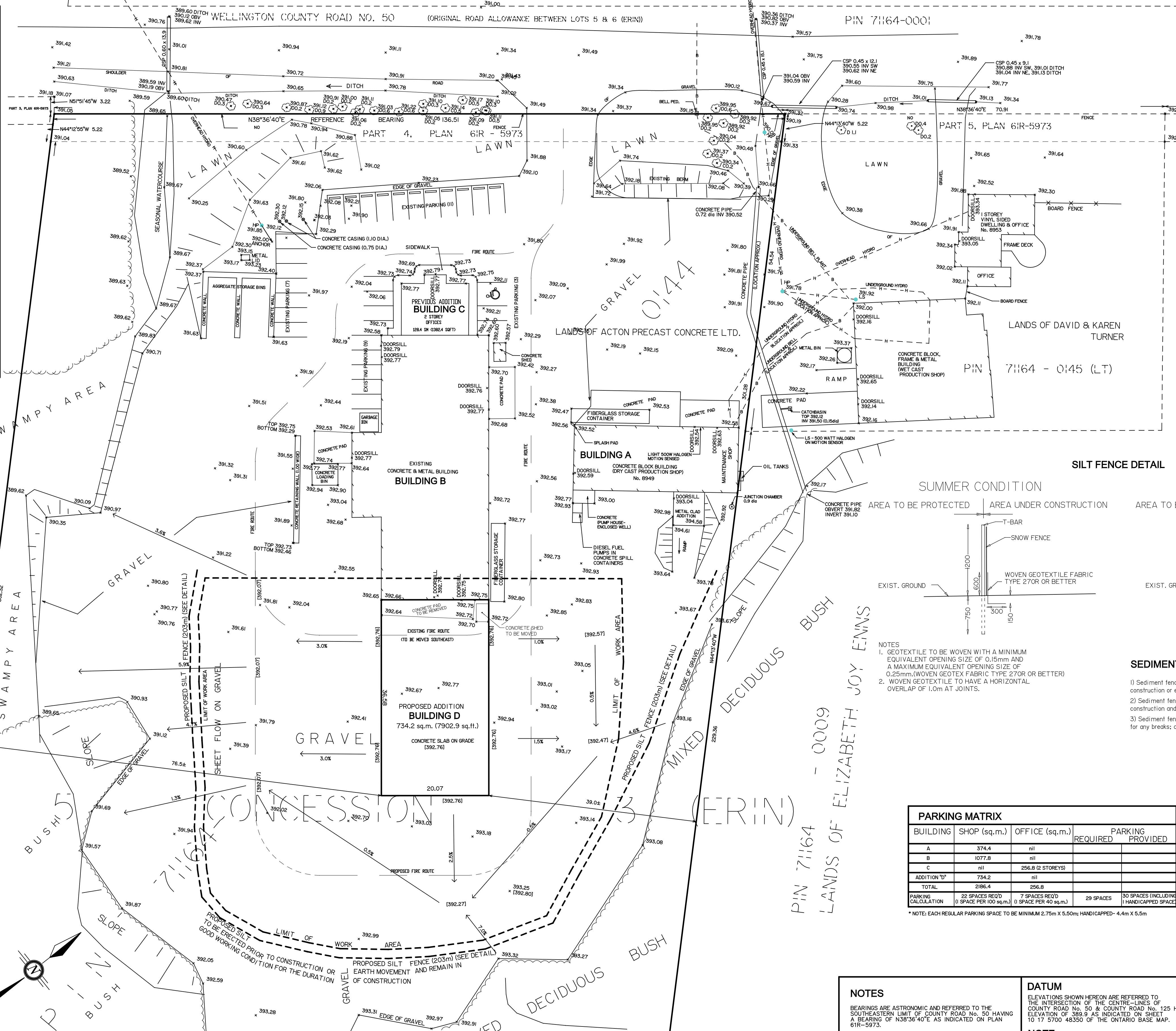
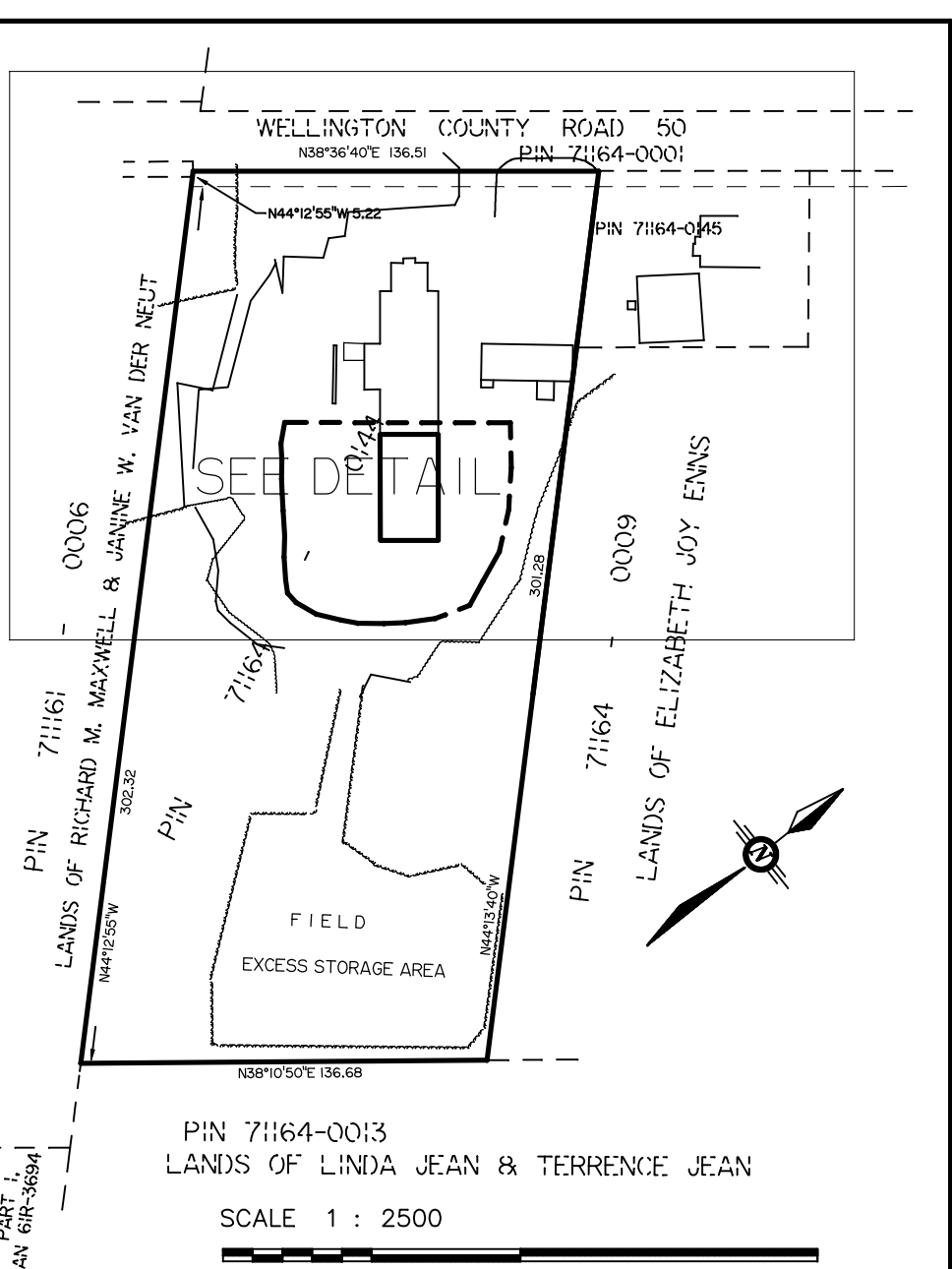
Appendix:

Acton Precast Site Plan – 8949 WCR 50 prepared by Dolliver Surveying dated Jan 26, 2015.

ACTON PRECAST CONCRETE LTD. 8949 WELLINGTON COUNTY ROAD NO. 50

PLAN ILLUSTRATING TOPOGRAPHIC DETAIL AND PROPOSED ADDITION

ACTON PRECAST CONCRETE LTD. 8949 WELLINGTON COUNTY ROAD NO. 50



SURVEYOR'S CERTIFICATE I CERTIFY THAT: 1. THE FIELD WORK ON THIS PLAN WAS COMPLETED ON THE 4TH DAY OF NOVEMBER, 2011.

LEGEND symbols for hydro line, gas line, bell Canada line, hydro pole/light standard, etc.

SITE DATA: LEGAL DESCRIPTION: PART OF LOT 5, CONCESSION 3 (GEOGRAPHIC TOWNSHIP OF ERIN) TOWN OF ERIN, COUNTY OF WELLINGTON.

SCALE 1 : 400

ACTON PRECAST CONCRETE LTD. 8949 WELLINGTON COUNTY ROAD NO. 50

NOTES BEARINGS ARE ASTROMONIC AND REFERRED TO THE INTERSECTION OF THE CENTRE LINES OF COUNTY ROAD NO. 50 & COUNTY ROAD NO. 125 HAVING AN ELEVATION OF 389.9 AS INDICATED ON SHEET 10 17 5700 48350 OF THE ONTARIO BASE MAP.

DATUM ELEVATIONS SHOWN HEREON ARE REFERRED TO THE INTERSECTION OF THE CENTRE LINES OF COUNTY ROAD NO. 50 & COUNTY ROAD NO. 125 HAVING AN ELEVATION OF 389.9 AS INDICATED ON SHEET 10 17 5700 48350 OF THE ONTARIO BASE MAP.

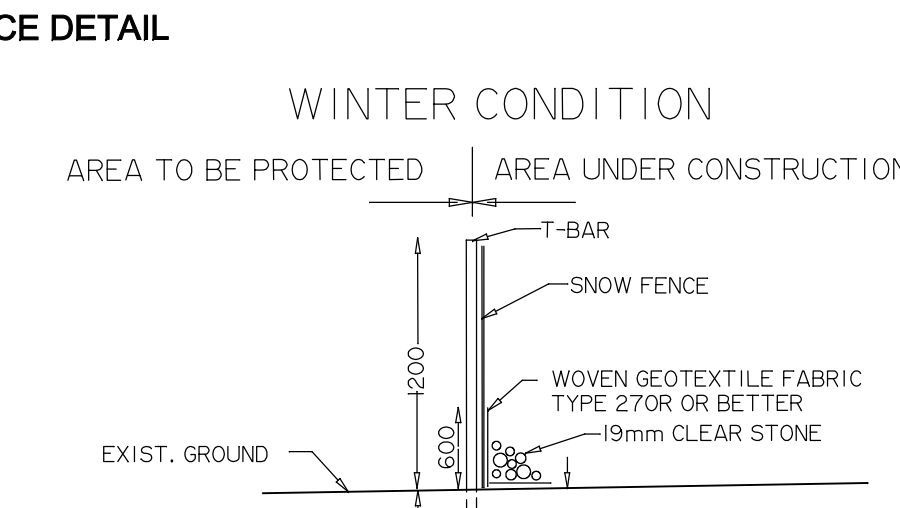
THIS PLAN ILLUSTRATING TOPOGRAPHIC DETAIL IS NOT A PLAN OF SURVEY, NOR A SURVEYOR'S REAL PROPERTY REPORT. IT SHALL NOT BE USED FOR MORTGAGE OR TRANSACTIONAL PURPOSES.

DOLLIVER SURVEYING INC. ONTARIO LAND SURVEYOR 54 MILL STREET EAST HALTOUN HILLS (ACTON), ONTARIO L7J 4H3

PARKING MATRIX table with columns: BUILDING, SHOP (sq.m.), OFFICE (sq.m.), PARKING REQUIRED, PARKING PROVIDED.

VERSION NOTES table with columns: #, DATE, COMMENTS, FILE NO.

- NOTES 1) THE BUILDER SHALL COMPLY WITH ALL CURRENT TOWN OF ERIN STANDARDS FOR SUBDIVISION LOT DRAINAGE AND GRADING AS THEY RELATE TO MAXIMUM AND MINIMUM SLOPES FOR YARDS, SWALES AND DROPPED DRIVEWAYS TO STREET FURNITURE AND SERVICES FOR DRIVEWAYS.



- SEDIMENT & EROSION CONTROL NOTES 1) Sediment fence as shown shall be installed according to the detail above prior to construction or earth movement of any kind.



Staff Report

Report #: BD2015-01
Date: February-3-15
Submitted By: Andrew Hartholt, Chief Building Official
Subject: 2014 Year End Summary Report

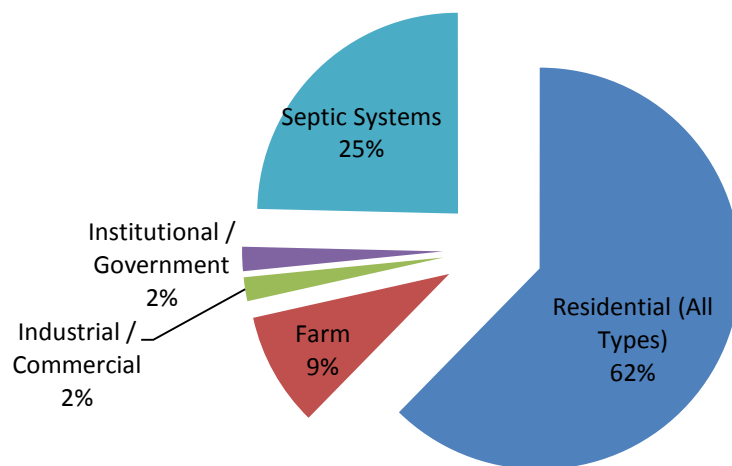
Recommendations:

Be it resolved that Council hereby receives Building Department 2014 year end summary report for information.

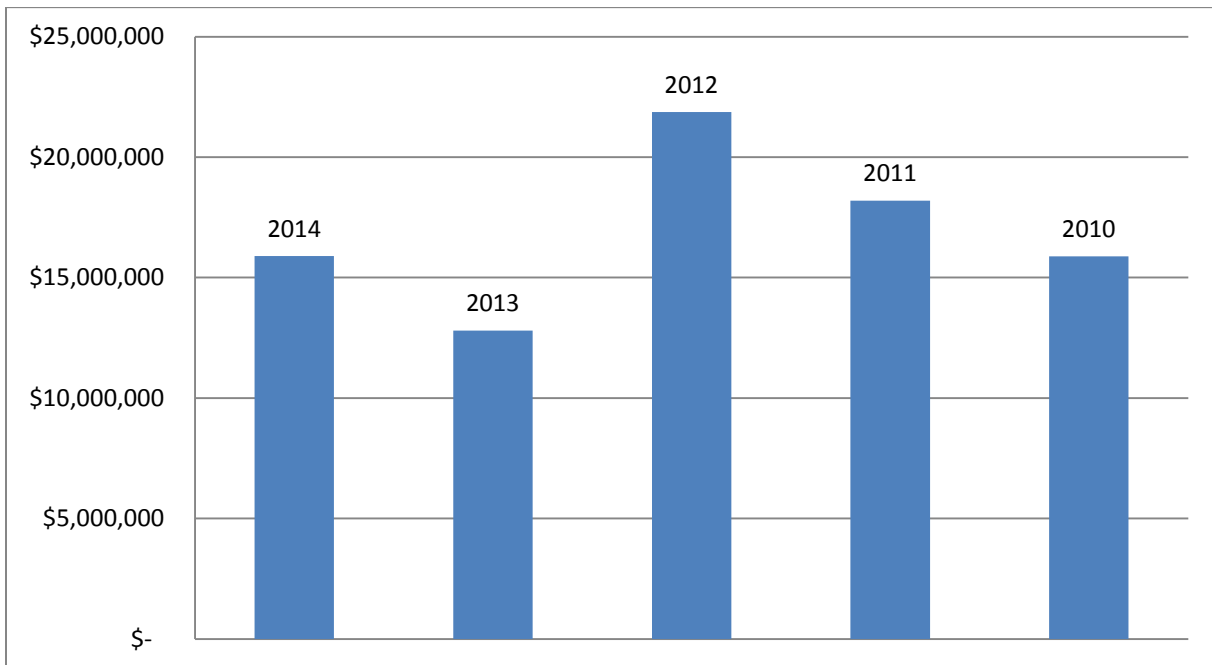
Background:

Overall 2014 building permits numbers were up when compared to 2013. Some interesting points from 2014 are as follows:

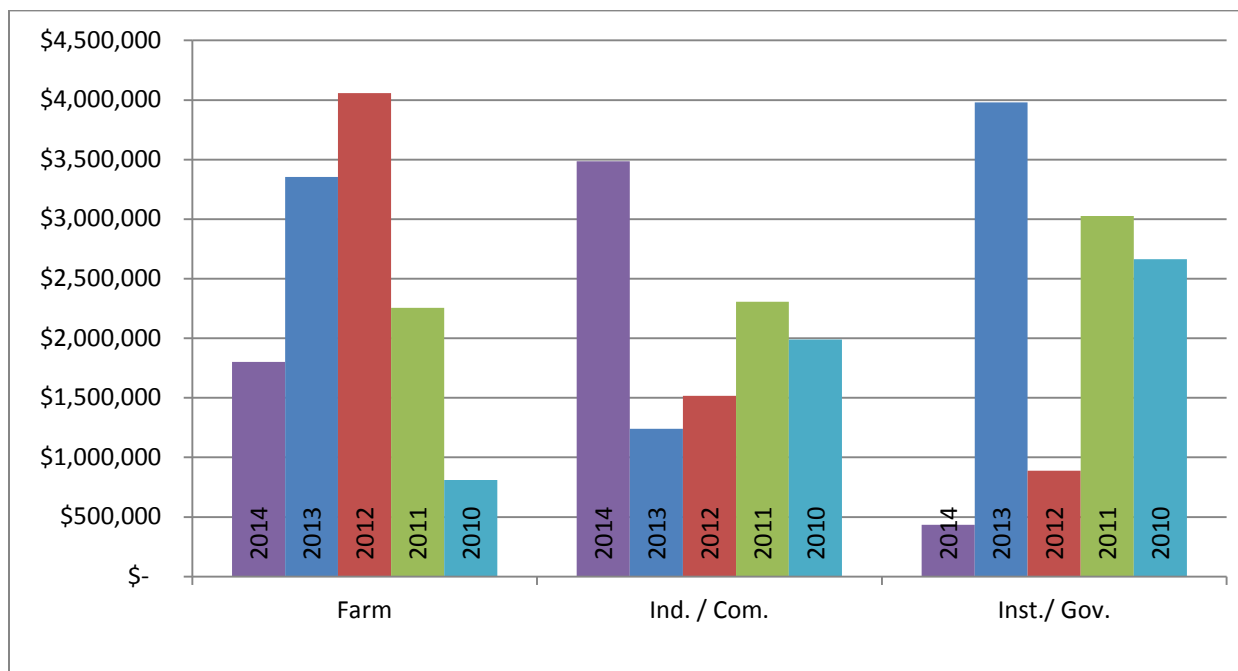
- 1119 inspections were conducted.
- A total of 231 permits were processed, compared to 204 in 2013.
 - 26 permits were new housing starts, up from 24 in 2013.
 - 51 permits were septic related.
 - Total construction value was \$21,648,231, down from \$22,079,231 in 2013.
 - The below pie charts illustrates the full breakdown by major types (%) of permits that were issued within the Town in 2014.



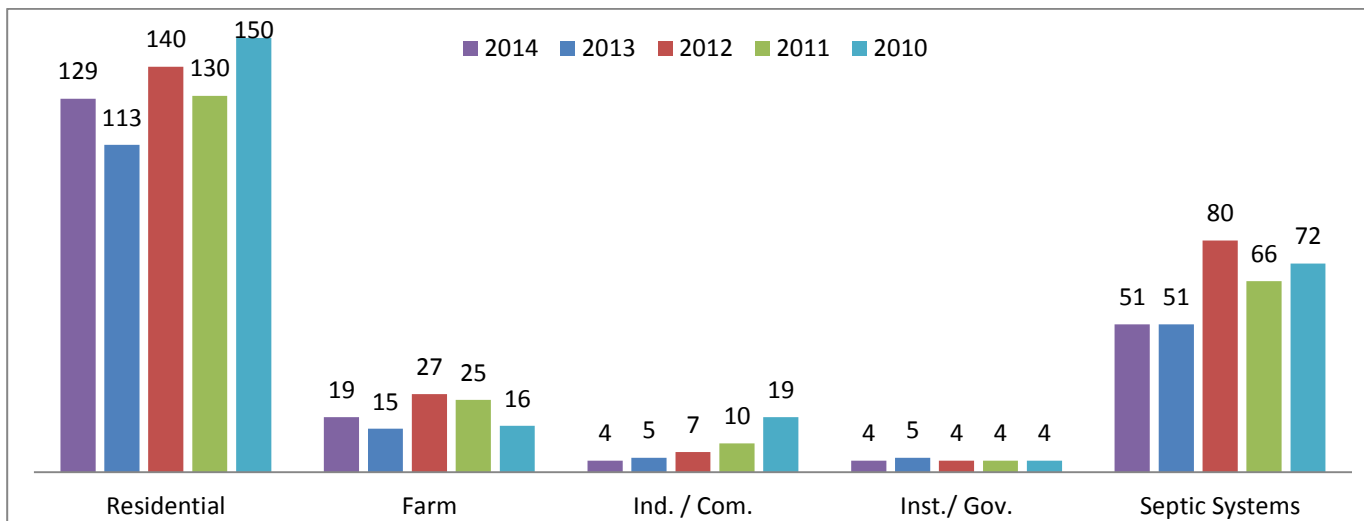
Year-End Construction Value Comparison: 2010-2014 Residential only



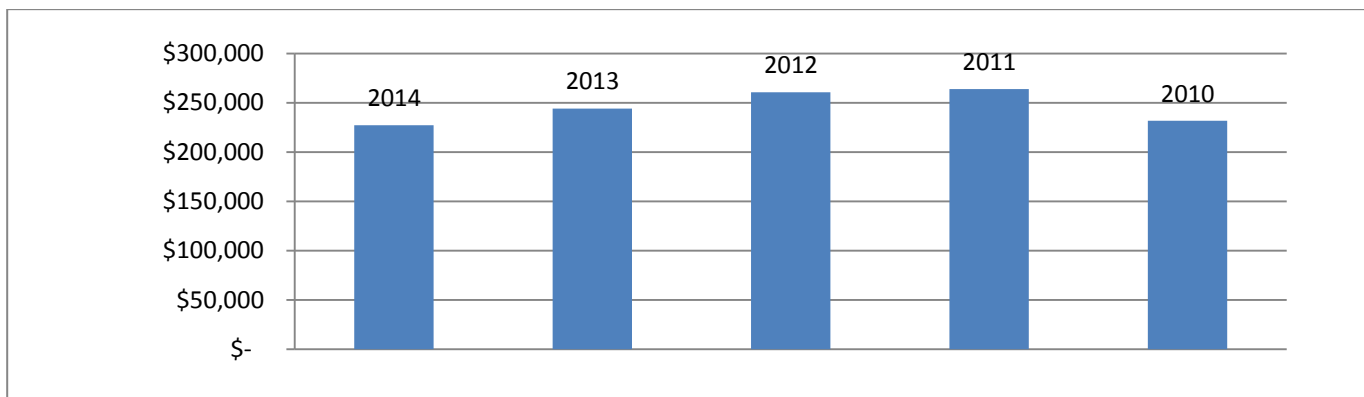
Year-End Construction Value Comparison: 2010-2014 Other permits



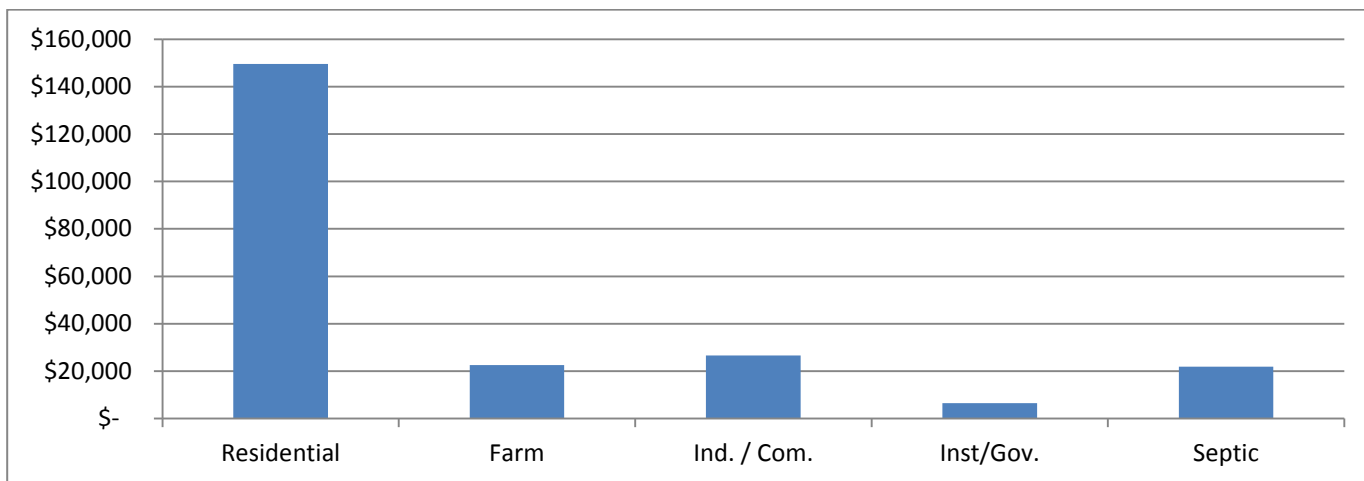
Number of Permit By Building Type: 2010-2014



Permit Fee Revenue Comparison: 2010-2014



2014 Permit Fee Revenue By Type



Financial Impact:

None

Consultation:

N/A

Communications Plan:

Through regular council meeting

Conclusion:

Overall permits were in line with 2014 projections. It is anticipated that 2015 building permits will be a similar to 2014.

Appendices:

- Month end - December
- Month end - November

Permit Comparison SummaryIssued For Period **NOV 1,2014** To **NOV 30,2014**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	1	793.20	6,500.00	0	0.00	0.00
Accessory Building - Residential						
Accessory Building - Residential	4	2,406.35	180,000.00	2	1,238.76	65,000.00
Assembly						
Assembly	1	0.00	60,000.00	0	0.00	0.00
Change of Use						
Change of Use	1	200.00	0.00	0	0.00	0.00
Commercial						
Commercial - Minor renovation	0	0.00	0.00	1	750.00	24,000.00
Industrial						
Industrial - Major	0	0.00	0.00	1	0.00	250,000.00
Institutional						
Institutional - Minor	0	0.00	0.00	1	750.00	25,000.00
Residential						
Residential - Major	2	2,000.00	350,000.00	1	200.00	28,000.00
Residential - Minor	1	215.78	24,000.00	0	0.00	0.00
Residential - New						
Residential -SDR	0	0.00	0.00	4	11,392.42	1,460,000.00
Septic Permit						
Septic Permit	3	1,500.00	0.00	4	2,000.00	0.00

	Previous Year	Current Year
Total Permits Issued	13	14
Total Dwelling Units Created	0	4
Total Permit Value	620,500.00	1,852,000.00
Total Permit Fees	7,115.33	16,331.18
Total Compliance Letters Issued	1	1
Total Compliance Letter Fees	75.00	75.00

Permit Charge	Amount
Accessory Building - Residenti	1,238.76
Commercial - Minor renovation	750.00
Industrial - Major	0.00
Institutional - Minor	750.00
Residential - Major	200.00
Residential -SDR	11,392.42
Septic Permit	2,000.00
Total	16,331.18

Town Of Erin

Page 3

Permit Comparison SummaryIssued For Period **JAN 1,2014** To **NOV 30,2014**

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	196	219
Total Dwelling Units Created	26	27
Total Permit Value	20,283,931.00	20,974,250.00
Total Permit Fees	263,775.05	218,454.18
Total Compliance Letters Issued	40	32
Total Compliance Letter Fees	3,000	2,400.00

Town Of Erin
Permit Comparison Summary
 Issued For Period **DEC 1,2014** To **DEC 31,2014**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building - Residential						
Accessory Building - Residential	1	919.08	40,000.00	2	963.04	45,000.00
Assembly						
Assembly	1	0.00	2,000,000.00	0	0.00	0.00
Commercial						
Commercial - Minor renovation	0	0.00	0.00	1	750.00	12,000.00
Demolition						
Demolition Permit	0	0.00	0.00	2	400.00	0.00
Farm Building						
Farm Building - New	0	0.00	0.00	1	864.00	77,700.00
Residential						
Residential - Major	1	2,000.00	125,000.00	0	0.00	0.00
Residential - Minor	0	0.00	0.00	1	200.00	22,500.00
Residential - New						
Residential -SDR	1	2,602.26	400,000.00	2	4,400.00	517,000.00
Septic Permit						
Septic Permit	4	2,000.00	0.00	2	1,000.00	0.00
Septic Permit - Tank Replacement	0	0.00	0.00	1	200.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	8	12
Total Dwelling Units Created	1	1
Total Permit Value	2,565,000.00	674,200.00
Total Permit Fees	7,521.34	8,777.04
Total Compliance Letters Issued	3	5
Total Compliance Letter Fees	225	375.00

Permit Charge	Amount
Accessory Building - Residenti	963.04
Commercial - Minor renovation	750.00
Demolition Permit	400.00
Farm Building - New	864.00
Residential - Minor	200.00
Residential -SDR	4,400.00
Septic Permit	1,000.00
Septic Permit - Tank Replaceme	200.00
Total	8,777.04

Town Of Erin

Permit Comparison Summary

Issued For Period JAN 1,2014 To DEC 31,2014

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	204	231
Total Dwelling Units Created	27	28
Total Permit Value	22,848,931.00	21,648,450.00
Total Permit Fees	271,296.39	227,231.22
Total Compliance Letters Issued	43	37
Total Compliance Letter Fees	3,225	2,775.00

February 3, 2015

The Honourable Glen Murray
Minister of the Environment and Climate Change
11th Floor, Ferguson Block
77 Wellesley Street West
Toronto ON M7A 2T5
Fax: 416-325-3159

RE: Source Protection Municipal Implementation Fund

Dear Minister Murray,

The Town of Erin appreciates the commitment shown by the Ontario Ministry of the Environment and Climate Change in funding source protection implementation through the Source Protection Municipal Implementation Fund (SPMIF). Our municipality is working collaboratively with the other municipalities within Wellington County to efficiently and cost effectively implement our responsibilities under the *Clean Water Act* and the Source Protection Plans. Collectively, our eight municipalities are working together to share staff and consultant resources and to develop a consistent source protection program across Wellington County.

In Wellington County, there are five Source Protection Plans to implement including the Ausable Bayfield Maitland Valley; Credit Valley, Toronto and Region and Central Lake Ontario; Halton – Hamilton; Lake Erie - Grand River; and Saugeen, Grey Sauble, Northern Bruce Peninsula Plans. The Ausable Bayfield Maitland Valley Source Protection Plan will become effective on April 1, 2015 while our remaining plans are not expected to be effective until late 2015 or in 2016. In preparation for the effective dates of our five Source Protection Plans, our eight Wellington County municipalities have completed or initiated for 2015 a number of SPMIF eligible activities including: preparation of education materials, a septic inspection program, threat activity verification, development of internal business processes, Official Plan amendments and development of a database to track and store the source protection data.

As you are aware, the funding period for SPMIF expires in December 2015. Given that four of our Source Protection Plans are not expected to be effective until after December 2015, we respectfully request that the Minister consider extending the funding period for SPMIF until December 2016. This extended time period would allow more efficient and effective use of the funding provided. Specifically, the extended period would allow sufficient time to complete the SPMIF eligible activities that we are initiating in 2015 such as the septic inspection program and site visits for threat activity verification. This work did not begin earlier as the septic inspection

program only recently became a SPMIF eligible activity and the verification site visits could not begin until after desktop analysis of the threat locations was completed in 2014 using SPMIF funds. Additionally, aligning the SPMIF funding period more closely with the Source Protection Plan approval and effective dates would allow use of SPMIF funds to negotiate Risk Management Plans, which can only start once the plans are in effect. An extension of one year to the funding period would also align with the original 2013 Budget announcement regarding a three year source protection implementation fund.

Thank you for your consideration of this letter, and for your actions to help address our concerns. If you need further information regarding this matter, please contact Kyle Davis, Risk Management Official, Wellington Source Water Protection at 519-846-9691 ext 362 or kdavis@centrewellington.ca.

Sincerely,

Allan Alls
Mayor

C.C.

Kyle Davis, Risk Management Official, Wellington Source Water Protection



Staff Report

Report #: 2015-01

Date: February-3-15

Submitted By: Sharon Marshall, Director of Finance

Subject: 2015 FINANCIAL SUPPORT REQUESTS FROM LOCAL GROUPS

Recommendations:

1. **Be it resolved that** Council receives the Director of Finance's Report "2015 Financial Support Requests from Local Groups"
2. **And That** Council supports the Director's recommendation that an 'ad hoc' advisory committee be appointed by Council for the purpose of reviewing the 2015 Financial Support Applications, and to make recommendations for grant allocations.

Background:

The Town of Erin adopted a Policy in 2012 for a process to consider and allocate "financial assistance" (or "grants") to local non-profit, charitable, and youth organizations. In November 2013, Council reviewed the Policy and passed a Resolution to support the recommendations from the Director of Finance's "Grant Policy Review" Report. The changes to the financial assistance Policy were to be implemented for the 2015 Budget process.

Below are revisions the grant allocation "process" and eligibility "criteria" as recommended:

(1) PROCESS

Currently we require groups to submit an 'application' to the Treasurer annually, by January 31st each calendar year. I copy the applications and submit a report to Council for their consideration at Budget meetings. Council awards the grant allocations to each group with approval of the Budget Bylaw. Council may consider revising the process as follows:

(a) Establish a Committee

It has been suggested that a "Committee" of Council and staff be appointed to review the applications and recommend grant allocations to Council. The 'committee' would make recommendations based on the criteria and budget pre-set by Council. Council would have

final approval of all grant awards. Periodically, the committee would also provide advice and suggestions to Council for changes to the Policy regarding process, criteria, and grant limits.

(b) Pre-set Grant “Limits”

In other municipalities it is common for Council to set a limit on the maximum grant amount that can be awarded to each individual group annually. Currently, Town Council considers each application on its ‘merit’ and decides on a grant allocation of various amounts within a total budget ‘target’.

For example, the County has a maximum annual grant award of \$2,000 per group. The Town of Halton Hills has varying ‘limits’ based on the category of assistance requested- such as \$5,000 for ‘new initiatives’/start-up events; \$750 for marketing/promotion grants.

(c) Total Budget Limit

As an alternative to limits to individual grants, Council could consider setting a **total** annual Financial Assistance limit. Grants to groups would vary but the total funding awarded would be within Council’s authorized limit each year. This total limit should be set before the applications are considered by either a committee or Council as a whole.

(2) CRITERIA/ELIGIBILITY

The Town’s “eligibility criteria” is quite simple: applicants must be a non-profit, charitable, or youth organization; with a formal structure; and providing ‘benefits’ to Town residents. It has been suggested that additional criteria be added to provide clearer, consistent guidelines for Council decisions. Some additional criteria could be considered such as:

(a) Local Participation & Benefit

Our current Policy does require the applicants to provide ‘community programs and services’ that “are benefitting of Town residents”. Council may consider stronger eligibility: groups or organizations must function or provide programming primarily within the Town of Erin or “locally” (define geographic area of “local”); event or program must be held in or located within the Town or ‘locally’. Members of the organizations must be residents within the community and/or primarily provide benefits for local residents. The application form could be revised to include the location of the event or venue.

(b) Categories of Funding

In many municipalities the financial assistance program is divided into ‘categories’. Each category has specific criteria, and may have separate budget or grant limits. Council might consider creating criteria and limits for some of these categories:

Youth Groups & Youth Sporting Associations

Agricultural Organizations

New Initiatives/Start-up Grants

Marketing & Promotion Events

Service Clubs – community programs

Special Events, Projects

Arts & Culture

(3) PRIORITY/CORE STATUS

The Policy could identify “categories” that are given preference or higher priority than others when grant allocations are considered. Organizations or programs that have historically, over many years, been awarded funding could be given “Core Group” status and special consideration. These groups would be identified in the Policy. (Examples could include: Erin Agricultural Society, Erin Horticultural Club, EWCS- Seniors Program).

(4) FEES WAIVERS

The Town of Halton Hills provides reduced or waived “user fees” to many groups through their Municipal Assistance Policy & Program. For example, the Town of Erin could create a special ‘category’ for relief from recreational rental fees approved through our Financial Assistance application process (example: EWCS grant for costs of Seniors Room rental fees at Centre 2000). Council would set an annual budget limit for total fees waived. Requests for reduced user fees would be considered with the other grant applications.

(5) COUNCIL COMMITTEES & TOURISM AGREEMENTS

It is important to understand that funding and support for the Town’s own “Committees” does NOT fall under the guidelines of the Financial Assistance Policy. Although in practice Council often allocates grant funding to our own ‘committees’ at the same budget meetings as financial assistance grants are being considered for local groups and organizations, the costs and tax impacts are included in separate lines in the consolidated Budget each year. As well, the Town of Erin has entered into a Tourism Agreement with the Hills of Headwaters Tourism Association for a 3-year term up to and including December 2014. The cost of our support to this tourism association is considered within the “Economic Development” department along with the financial assistance grants, but the expense item is approved separately.

The following “Committees” and Agreement allocations are to be considered separate from the grant Policy:

- Hills of Headwaters Tourism Agreement
- Erin Village Business Improvement Association (BIA)
- Ballinafad Community Centre Committee
- Erin Tennis Club
- Let’s Get Hillsburgh Growing Committee
- Recreation Advisory Committee
- Economic Development Committee
- Equine Task Force ad hoc Committee
- Heritage Committee
- Environment Committee
- COP Committee
- Celebrate Erin Committee

Financial Impact:

In 2014 Council awarded financial support grants to 18 local groups and organizations with a total budget of \$34,571. (not including the grants to area hospitals).

For 2015 I have received 19 “Requests for Financial Support” Applications. If Council set a maximum limit per group of \$2,000 (as per 1) a)), the potential budget impact could be \$2,000 X 19 grants = \$38,000.

Consultation:

The recommendations here have been copied from the Director of Finance’s Report to Council #F2013-30.

Communications Plan:

The current grant Policy and current ‘recommendations’ are circulated with this Report.

Conclusion:

The previous Council supported the recommendation for the establishment of a ‘committee’ to review the annual Requests for Assistance. I recommend that Council appoint 3 staff members (the CAO, Director of Finance and the Economic Development Officer) along with the Mayor and 1 Councillor, to sit on an ‘ad hoc’ advisory Committee. The ad-hoc Committee would review each of the 2015 grant applications, and provide a list of grant allocations based on the “Process” and “Criteria” as stated above. The 2015 proposed “Grant Allocation List” would be presented to Council at a regular Budget Meeting for approval.

Appendices:

- A. The Corporation of the Town of Erin’s “Policy- Requests for Financial Assistance” as adopted on April 17, 2012.
- B. 2015 BUDGET – List of “Applications for Financial Support” with 2014 “approved” allocations

**2015 BUDGET
DONATIONS & GRANTS
APPLICATIONS FOR FINANCIAL SUPPORT**

29-Jan-15

LOCAL GROUPS	PURPOSE	2013	2014	2014	2015
		APPROVED	REQUESTS	APPROVED	REQUESTS
BANCROFT & HASTINGS HIGHLANDS	Disaster Relief Committee	\$500			
BIG BROTHERS BIG SISTERS DUFFERIN	Big Brother/Sister program	\$1,000	\$2,000	\$1,000	
CHILDRENS FOUNDATION-WELLINGTON	Food & Friends school breakfasts	\$1,000			
COMMUNITY LIVING GUELPH WELLINGTON	develop new ARC Indust facility	\$23,000			
CRIME STOPPERS	did not request a specific amount*		\$500	\$500	
ERIN AGRICULTURAL SOCIETY	Fall Fair Partnership	\$1,000	\$1,000	\$1,000	
ERIN AGRICULTURAL SOCIETY	Farmers Market		\$2,500	\$2,500	
ERIN HORTICULTURAL/GARDEN CLUB	flower boxes& beds	\$400	\$500	\$500	
ERIN LIONS CLUB	beautification of the village of hillsburgh	\$500	\$1,000	\$500	
ERIN OPTIMIST'S CLUB	Rib Fest-plus waive fees	\$1,000			
ERIN ROTARY	Fun Day Shamrock Rm rent		\$450	\$441	
EWCS	Seniors room @ Centre 2000	\$15,675	\$16,600	\$16,600	
EWCS	FOODBANK utility reduction 50%	\$0			
EWCS	Mayor Maieron's Suspended pay	\$1,914			
GROVES CEMETERY BOARD	annual grant cemetery maint	\$350	\$350	\$350	
HILLS OF ERIN STUDIO TOUR	grant for Tour	\$500	\$650	\$500	
HILLSBURGH FIREFIGHTER'S ASSOC	HCC floor rent for Garage Sale		\$2,100	\$2,100	
HILLSBURGH HORICULTURAL	beautification of the village of hillsburgh		\$500	\$500	
HILLSBURGH LIONS CLUB	Outdoor skating rinc	\$600	\$600	\$600	
HILLSBURGH MEDICAL CENTRE	payment for snowclearing	\$3,753	\$3,800	\$3,800	
OPTIMIST CLUB OF ERIN	Rhythm & Ribs-plus waive park&tent fees		\$1,000	\$1,000	
ORTON COMMUNITY ASSOC	Capital Grant-Picnic Pavillion	\$2,000	\$50,000	\$2,000	
Royal Canadian Legion	Ad in 'Military Service Recognition Book		\$275	\$0	
STATION ROAD NURSERY SCHOOL	support nursery school program	\$0			
STATION ROAD NURSERY SCHOOL	Waive July/August rent 1,591.85/mth	\$3,185			
STATION ROAD NURSERY SCHOOL	Waive Theatre Rental Fees 2013	\$2,440			
TRANSITION ERIN	community growth fostering sustainability	\$500	\$500	\$0	
WELLINGTON FARM SAFETY ASSOC	Home & Farm Safety assoc	\$500	\$500	\$500	
WELLINGTON PLOWMEN'S ASSOC	Directory Ad		\$180	\$180	
RE-USE CENTRE GROUP	Request-Waive Rent @ 1 Shamrock Road		\$10,620	\$0	
TOTAL GRANTS TO LOCAL GROUPS		\$59,816	\$95,625	\$34,571	

**2014 BUDGET
DONATIONS & GRANTS
REQUESTS & ALLOCATIONS**

27-Feb-14

GRANTS TO TOWN COMMITTEES:		2013 REQUESTS	2013 APPROVED	2014 REQUESTS	2014 APPROVED	
50	BIA operations	\$8,500	\$6,500	\$8,500		
51	BALLINAFAD COMM CENTRE operations capital	\$23,437	\$4,437 \$19,000	\$8,820 \$0		
52	CELEBRATE ERIN Event costs	\$780	\$780	\$3,500		fund with \$3471.73 Res Fund
53	ERIN TENNIS CLUB operations			\$0		
54	ECONOMIC DEV COMM Home Show - net Comm Exp BR&E Survey/Equine Task	\$795	\$795 \$0	\$25,000		(\$14,245) Ec Dev Res
55	EQUINE TASK FORCE appoint ad hoc comm June 5/2012 to complete Equine Survey	\$8,000	\$8,000			
56	HERITAGE COMM	\$2,000	\$2,000	\$2,000		
57	ENVIRONMENT COMM Comm Exp Other-Making Erin Greener	\$2,000 \$0	\$2,000	\$2,000		
58	COPS COMM	\$2,000	\$2,000	\$2,000		
59	LGHG operations/Fun Day	\$4,500	\$6,500	\$4,500		
60	RACC included with Recr Budget	\$1,000	\$1,000	\$5,000		
TOTAL GRANTS TO TOWN COMMITTEES		\$53,012	\$53,012	\$61,320	\$0	

THE CORPORATION OF THE TOWN OF ERIN
POLICY
REQUESTS FOR FINANCIAL ASSISTANCE

SCOPE:

This policy sets out the Town's position with respect to establishing a guideline to provide financial assistance to not-for-profit organizations by means of a grant.

GUIDELINES:

The Town of Erin seeks to support non-profit, charitable, and youth organizations, by providing limited financial support to groups offering community programs and services.

General Funding Requests

1. Funding requests are to be submitted to the Treasurer by January 31 in the year for which the funds are requested.
2. Applications are to be on a form prescribed by the Town of Erin, and meet the following criteria in order to be considered for a grant:
 - Application must be submitted to the Treasurer by the specified date and time printed in the application page;
 - The grant application form must be completed in full, with all requested information attached;
 - The applicant must be operating as a not-for-profit organization.
 - The applicant must have a formal organizational structure (i.e. a Board of Directors, Committee Structure, or a structure similar in nature); and
 - The applicant must providing services, products, etc. that are benefiting the Town of Erin and its residents.
3. The Treasurer will review the application for completeness. Applicants will be asked to provide any missing information, which must be received by the Treasurer before the application is presented to Council.
4. Applications meeting the eligibility criteria will be submitted for Council's consideration during operating budget deliberations.
5. The total funding available for allocation to organizations in a given year shall be in accordance with the amount approved by Council in the Annual budget. Once the budget has been approved, no further applications will be considered for that year.

6. Upon approval of the budget, the Treasurer will allocate funds as directed.

Waiving of user fees at municipal facilities

7. The Town of Erin's user fees provide reduced rates for non-profit, community and youth organizations therefore rental fees for the Town's facilities will not be waived.

Participation in fund-raising events

8. If an employee wishes to participate in an event that takes place during that employee's working hours, the employee will be required to make up the time they are absent or take vacation time.

Passed at the April 17, 2012 Council Meeting

B.C.C. MINUTES OCT. 29, 2014 @7:45 P.M. @ GLORIA'S

Present: John Brennan, Gloria Buckley, Liz van Ravens, Betty Sojka, Karen Smith

Secretary's Report: Minutes from **Sept. 30, 2014** were read by Gloria & All. John & Gloria moved & seconded them as presented. Carried.

Treasurer's Report: Bank Balance as of **Sept. 30, 2014** was \$30 384.55. Deposits were \$9 810.88. Vouchers totalled \$4 402.39. Rent totalled \$3 635.00 with deposits of \$ 200.00. Fundraising total was \$ 373.00.

Donations in **Memory of Jim Bailey** that will go towards the park total \$ 420.00.

HST Refund totalled \$5 002.88 after audit was completed.

Insurance cost is \$3 111.48

Advertising in the **Halton Hills Brochure** for the **Autumn/Winter Edition** is \$ 204.06 & the same for the **Spring/ Summer Edition**.

Gloria & Betty approved & seconded the report as amended & the advertising for **2015 Spring/ Summer**. Carried.

Suggestions for the odour control in the basement was discussed (charcoal, coffee, gelatin).

The Catholic Retreat renters want an Invoice # from B.C.C. to match the rental receipt #.

The lights over the stage area have not been working. Bill & Paul (the electrician) checked them & there was liquid there. They fixed them for \$ 90.00 plus material. Paul will also make the light at the front steps be motion activated so it is not on when not needed for \$ 125.00 plus material. Karen & Gloria moved & seconded the approval of this work. Carried.

Bill & Dave have finished caulking all around the walls of the hall & also caulked the windows as was required (that had not been done by installers).

The broken picnic table & broken benches at the front garden have been removed.

The East side door sill repair & caulking have been done.

The retaining walls of the 3 gardens at the road will be repaired in the Spring.

A Sept. rental (supposedly a 1st birthday party) left a mess of broken bottles & garbage inside & outside the hall. The garbage was not removed. The garbage bin was littered with broken glass. Bill (or cleaning person) will take photos of any future messes as such & their deposit refund will be adjusted accordingly.

Page 2 of 2

Christmas Decorating of the Hall will be done on Nov. 30, 2014 @ 2:00 P.M.

Acton Santa Parade is Nov. 15. **Erin Santa** Parade is Nov. 29.

Veteran's Din. @ Erin Legion is Nov. 8.

Volunteer Thank You Christmas is Dec. 11. To Be Discussed At Next Meeting

FIRE SECURITY SYSTEM CHECK: will be done by Karen & Bill

T.A.P.O.N.M.: Nov. 25, 2014 @ B.C.C. or Gloria's @ 7:30 P.M. T.B.D.

Adjournment of the meeting by Karen & Betty. Carried.

JAN 27 2015

TOWN OF ERIN

Town of Erin Heritage Committee (T.E.H.C.)
Minutes of Meeting
Monday, December 15, 7:30 p.m.
Council Chambers

1. Call to Order by Chairperson Jamie Cheyne. Committee members present: Margaret Barnstable, Jeff Duncan (Councillor Elect) and Paul Lewis. Regrets: John Gainor and Bob Wilson.
2. Declaration of Pecuniary Interest. None
3. Approval of Minutes. Moved by Jamie and seconded by Margaret to approve the minutes of November 17, 2014. All in favour.
4. Business Arising from minutes.
 - 4.1 Stanley Park Arch. Jeff gave us the 12 year retrospective regarding the developer of the front section of Stanley Park and the controversy about demolishing the arch and putting in a new wider road in that spot. Since the arch is possibly on County property, the matter was sent to County. Jamie has sent an email to the company who is responsible for the new sign hanging below the arch and has yet to hear back. A resolution was moved by Margaret and seconded by Paul that the Town of Erin Heritage Committee asks the CAO of the Town of Erin to review the ownership status of the Stanley Park Arch and gate, and if not owned by the County or Town, to investigate the actual history of ownership. Passed.
 - 4.2 Trails Brochure. Jamie met with Bill Dunwoody and the Trails Committee, a part of the RAC Committee. Bill has met with the new Economic Development Officer and wants to proceed with the Heritage Trails, combining Trails, Heritage, BIA, and Tourism. Jeff said that Steve Revell had been working on a network in Hillsburgh which Jeff will review for input and bring it in. There may be Let's Get Hillsburgh Growing input as well. There will be a follow-up meeting in 2015 to create a working committee. Our heritage brochure from 2007 was discussed briefly for updating.
5. Heritage Inventory. Jamie explained what has been done in the past several years re categorizing. One photo was added, 6080 Fifth Line. There are still gaps to fill in January and February.

6. New Business.

6.1 Membership. Jeff Duncan (currently Councillor Elect) hopes to join when the Mayor appoints committee members. We discussed how to get new members and several suggestions were made. We should put an ad in the paper in 2015.

6.2 Visibility.

Jeff made several suggestions to increase our visibility and profile in the Town such as having Phil Gravelle do a write-up in the paper or asking people with items of historical interest to give a talk or show to which the public is invited. We could also advertise to ask for old photos to be published.

7. Show and Tell

Jamie brought in the actual ledger of accounts from the Police Village of Hillsburg (*no 'h'*) beginning January 1, 1918 until 1955 that he borrowed from Fred Cox. Eventually plans are for it to go to the Wellington County archives. A very impressive Ontario House Styles book by R. Mikel was available for viewing.

8. Next meeting will be *MAR. 16*, 2015.

Meeting adjourned at 8:55 p.m.

2-1-2015

LGHG NOTICE OF MOTION

SUBJECT: Committee Appointments -

BE IT RESOLVED THAT we request Council to
appoint the following people to the LGHG Committee
for 2015. Ruth Maddock, Donna Muir, Donna Reuel,
Elizabeth MacInnis, Liz Ewasick, Lloyd &
Jackie Tunkit; Grace Leach.

MOVED BY: Donna Reuel

SECONDED BY: Elizabeth MacInnis

ACTION: CARRIED: NOT CARRIED:

DATE: Jan 15/15

3-1-2015

LGHG NOTICE OF MOTION

SUBJECT: Officers

BE IT RESOLVED THAT Floyd Jurlint be appointed
as Champerson & Donna Revell as
Secretary for 2015. of LGHG.

MOVED BY: Jackie Jurlint

SECONDED BY: [Signature]

ACTION: CARRIED: NOT CARRIED:

DATE: 15/1/15



January 16, 2015

RECEIVED

JAN 21 2015

TOWN OF ERIN

The Honourable Glen Murray
Minister of the Environment & Climate Change
11th Floor, Ferguson Block
77 Wellesley Street West
Toronto ON, M7A 2T5

Re: Town of Erin Resolution – Clean Soil Act

Dear Minister Murray,

At the last regular meeting of the Council of the Township of Scugog held January 12, 2015 correspondence (#07-15) with regard to the above captioned matter was discussed.

I wish to advise that Council received and endorsed The Town of Erins' resolution passed on December 16, 2014.

I have enclosed an excerpt from the Minutes for your information.

Should you require anything further in this regard please do not hesitate to advise.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Ch. H.', is written over a light blue horizontal line.

Christopher Harris
Municipal Clerk

cc: Ms. Dina Lundy, Clerk, Town of Erin

CORRESPONDENCE TO BE RECEIVED & ENDORSED

07-05 Correspondence received from Dina Lundy, Clerk, Town of Erin, advising of the following resolution which was adopted at the Council meeting held December 16, 2014:

“Whereas the provincial government’s intensification policy of Places to Grow has created an excess soils problem in Ontario;

And whereas the GTHA continues to grow and with this growth comes an increasing demand for sites to place excavated material;

And whereas there is not a system of regulated disposal control for excess soils in Ontario but each municipality is left to decide how to deal with;

And whereas the Ministry of Environment and Climate Change is assessing the need for a new comprehensive province-wide policy to address the problem of compromised soil and to ensure that excess soils being placed onto sites is safe;

Now therefore be it resolved that the Council of the Town of Erin requests that the Ontario government develop a comprehensive strategy to regulate excess soils in the province and to pass a Clean Soil Act which will help municipalities deal with excess soils under their jurisdiction;

And further that the Ministry of Environment and Climate Change, in consultation with the Ministry of Agriculture, Food and Rural Affairs, Ministry of Finance, Ministry of Municipal Affairs and Housing, Ministry of Natural Resources and Forestry, Ministry of Transportation, Conservation Ontario, and the Association of Municipalities Ontario (AMO) spearhead the development of a comprehensive strategy to regulate excess soils;

And further that this resolution be forwarded to the Association of Municipalities of Ontario (AMO), the County of Wellington Council, the Ontario Good Roads Association (OGRA), the Rural Ontario Municipal Association (ROMA), and the Greater Toronto Countryside Mayors Alliance for circulation and support.”

Resolution No.: 15- 14

Moved by: Councillor Drew
Seconded by: Councillor Guido

THAT Correspondence No. 07-15 be Received and Endorsed.

Carried



RECEIVED

JAN 16 2015

TOWN OF ERIN

January 13, 2015

Dina Lundy
 Clerk
 Town of Erin
 5684 Trafalgar Road
 Hillsburgh, ON, N0B 1Z0

Dear Ms. Lundy:

**RE: PLACES TO GROW
 FILE NO.: C10.GE**

At a meeting held on January 12, 2015, the Council of the Municipality of Clarington endorsed the following resolution of the Town of Erin:

“Whereas the provincial government’s intensification policy of Places to Grow has created an excess soils problem in Ontario;

And whereas the GTHA continues to grow and with this growth comes an increasing demand for sites to place excavated material;

And whereas there is not a system of regulated disposal control for excess soils in Ontario but each municipality is left to decide how to deal with;

And whereas the Ministry of Environment and Climate Change is assessing the need for a new comprehensive province-wide policy to address the problem of compromised soil and to ensure that excess soils being placed onto sites is safe;

Now therefore be it resolved that the Council of the Town of Erin requests that the Ontario government develop a comprehensive strategy to regulate excess soils in the province and to pass a Clean Soil Act which will help municipalities deal with excess soils under their jurisdiction;

THE CORPORATION OF THE MUNICIPALITY OF CLARINGTON

40 TEMPERANCE STREET, BOWMANVILLE, ONTARIO L1C 3A6 T 905-623-3379

Dina Lundy


- 2 -

January 13, 2015

And further that the Ministry of Environment and Climate Change, in consultation with the Ministry of Agriculture, Food and Rural Affairs, Ministry of Finance, Ministry of Municipal Affairs and Housing, Ministry of Natural Resources and Forestry, Ministry of Transportation, Conservation Ontario, and the Association of Municipalities Ontario (AMO) spearhead the development of a comprehensive strategy to regulate excess soils;

And further that this resolution be forwarded to the Association of Municipalities of Ontario (AMO), the County of Wellington Council, the Ontario Good Roads Association (OGRA), the Rural Ontario Municipal Association (ROMA), and the Greater Toronto Countryside Mayors Alliance for circulation and support.”

Yours truly,



C. Anne Greentree, B.A., CMO
Municipal Clerk

CAG/ta

cc: Association of Municipalities of Ontario (AMO),
The County of Wellington Council,
The Ontario Good Roads Association (OGRA),
The Rural Ontario Municipal Association (ROMA),
The Greater Toronto Countryside Mayors Alliance

Being a good steward of rural property in the Credit River watershed just became a little easier!

Credit Valley Conservation (CVC) is pleased to announce the launch of the Landowner Action Fund, a new countryside stewardship incentive program that supports rural non-farm landowners with the implementation of beneficial land and water management practices.

In development since 2012, the Landowner Action Fund was designed based on findings of a 2011 survey of over 250 watershed landowners and in consultation with Conservation Ontario, Region of Peel and CVC restoration specialists. The Landowner Action Fund was formally adopted by CVC Board of Directors at their July 2014 board meeting.

Thanks to the support of our municipal funding partners, the Landowner Action Fund is able to offer technical support as well as grants for rural property owners to carry out environmental projects such as upgrading wells, restoring streams, planting trees, controlling invasive plants and more. Grants range from 50 to 100 per cent up to a maximum grant amount. Grant rates are determined based on an evaluation of the project's environmental impact in order to focus funds where they can have the greatest benefit.

To be eligible, landowners must complete a Landowner Action Plan. To do this, landowners attend a one-day Caring for Your Land and Water or Caring for Your Horse and Farm workshop. Staff guide participants through an assessment of their property to help determine what kind of environmental improvements are best.

The program is modeled after the very successful Environmental Farm Plan and complements CVC's stewardship incentive programming for farm properties such as the Peel and Wellington Rural Water Quality programs.

Upcoming workshops:

Caring for Your Land and Water Workshop

Saturday, March 7, 2015

9:30 am to 2:30 pm

Erin Centre 2000

To register: www.creditvalleyca.ca/events

For more detailed program guidelines and project categories visit
www.creditvalleyca.ca/landowneractionfund



The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in The Royal Canadian Legion Ontario Command, representing Ontario’s Veterans. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing 17,500 copies of our second annual “Military Service Recognition Book”, scheduled for release by September 2015. This book will assist us in identifying and recognizing many of our Veterans within the Province of Ontario and to serve as a reminder for generations to come, while at the same time assist us in our job as the “Keepers of Remembrance”.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “Military Service Recognition Book.” Proceeds raised from this important project will cover the cost of printing and distributing this unique publication. Additional proceeds received through this program will assist and support many Legion initiatives and to assist our over 400 branches to remain a viable partner in their communities. The Legion is recognized as Canada’s largest Veteran Organization and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact Ontario Command Campaign Office toll free at 1-855-241-6967.

Thank you for your consideration and/or support.

Sincerely,

**Bruce Julian
President**



The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,030.97	+ \$264.03	= \$2,295.00
Inside Front/Back Cover (Full Colour)	\$1,765.49	+ \$229.51	= \$1,995.00
2-Page Spread (Full Colour)	\$2,823.01	+ \$366.99	= \$3,190.00
Full Page (Full Colour)	\$1,411.50	+ \$183.50	= \$1,595.00
Full Page	\$1,057.52	+ \$137.48	= \$1,195.00
½ Page (Full Colour)	\$792.04	+ \$102.96	= \$895.00
½ Page	\$615.04	+ \$79.96	= \$695.00
¼ Page (Full Colour)	\$482.30	+ \$62.70	= \$545.00
¼ Page	\$393.81	+ \$51.19	= \$445.00
1/10 Page (Full Colour)	\$287.61	+ \$37.39	= \$325.00
1/10 Page (Business Card)	\$243.36	+ \$31.64	= \$275.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)

(Campaign Office)

P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6



**Notice of Motion
(Proposed Revisions to Procedural By-Law)**

RESOLUTION

Resolution #

Moved By Councillor Jeff Duncan

Seconded By

Be it resolved that Council hereby requests the Clerk to provide a brief verbal or written response to the proposed revisions to the Procedural By-Law noted below. The revisions (all or part as voted on by Council) would be incorporated into a new revised Procedural By-Law later this winter after the adoption of the original document at the January 20, 2014 meeting.

Proposed Revisions:

1) Part 8 Agendas

That "Delegations/Petitions/Presentations" be moved up on the agenda to letter (e);

That "Adoption of the Minutes" be re-lettered (f);

That a "Business Arising from the Minutes" heading be re-included and lettered (g);

That current (g) to (n) be re-lettered to (h) to (o).

2) Part 11 Delegations, Petitions & Presentations 11.11

At the discretion of the Clerk a delegation would be considered a "minor" or "major" delegation. A "minor" delegation would have a maximum 5 minute address to Council and they would be required to provide the "Request to Appear as a Delegation" form in the usual time line stipulated but they would not be required to submit their presentation in writing thus allowing the public an avenue to quickly address Council directly at a Council meeting in a oral format. The "major" delegation would follow the procedures as presently outlined.

3) Part 16 Notice of Motion

Revise the section to more clearly state the time frame/process involved. (the Clerk is aware of this required clarification already).

4) Part 19 Reconsideration

19.11 Delete this section so as not to have a restriction on how many times Council may reconsider decisions in a year.



Jeff R. Duncan C.P.T.
Councillor
Corporation of the Town of Erin

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**Notice of Motion
(Rescinding Council Code of Ethics Document Option)**

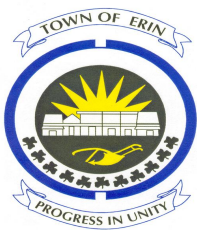
RESOLUTION

Resolution #

Moved By Councillor Jeff Duncan

Seconded By

Be it resolved that Council hereby requests the Clerk and the Integrity Commissioner that as part of the current ongoing review of the Town of Erin Councillor Code of Ethics document approved March 19, 2013 that the option of rescinding the document and its policies and procedures be presented to Council.



**Jeff R. Duncan C.P.T.
Councillor
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Notice of Motion
(Analysis of Committees of Council and Community Committees Where
Council has Direct Involvement)

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby requests the CAO and any required staff provide a review of the current Committees of Council and external Committees which have direct Council involvement. The analysis will include the need of these committees; the process as to how the committees are run with regards to clearly stated mandates and goals, accountability and reporting process to Council;. and if there is a need for a Councillor to sit or chair the committee. Where a Councillor is not directly required, a Councillors time should focus on other key strategic initiatives that are determined by the Council. A reporting process must be put in place to provide Council updates on these Committee's achievements on a periodic basis.



Matt Sammut
Councillor
Corporation of the Town of Erin

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 Fax: (519) 855-4821
 E-mail: matt.sammut@erin.ca

Notice of Motion
(Formation of a Committee of Council of Whole to Determine and Develop
Key Strategic Initiatives for Erin)

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby commits to calling a series of 10 special meetings to determine key strategic initiatives for the Town of Erin, including the creation of action plans and resources required to achieve such initiatives. This could include educational sessions with experts in specific fields to help Council determine the most effective path for the Town of Erin to go on the agreed high level strategic initiatives.



Matt Sammut
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THE CORPORATION OF THE TOWN OF ERIN

BY – LAW # 15 –

Being a by-law to amend By-Law 5000-05 (indexed as #05-04) a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Town of Erin.

WHEREAS the Municipal Act, R.S.O. 2001, provides that every Council may pass such by-laws;

NOW THEREFORE the Council of the Corporation of the Town of Erin **ENACTS AS FOLLOWS:**

- 1. That Schedule "E" and Schedule "I" of By-Law # 5000-05 (indexed as #05-04) is hereby repealed and replaced by the attached schedules to this by-law.
- 2. That By-Laws 06-46, 06-52, 07-70, 09-44, 09-65, 10-41, and 11-63 are hereby repealed and replaced.
- 3. This By-Law shall come into force and take effect upon the final passing thereof.

Passed in open Council on February 3, 2015

Mayor

Clerk

Town of Erin

**By-law #15 –
Amended Schedule “E”**

No Parking Zones

STREET	SIDE	BETWEEN	PROHIBITED TIMES
Main Street, Erin	East	Guelph Road and Water Street	Anytime
Main Street, Erin	East	Church Street East and Erinville Drive	Anytime
Main Street, Erin	West	March Street and Guelph Road	Anytime
Church Blvd., Erin	West and North	Main Street and Churchill Lane	Anytime
Lions Park Ave., Erin	North	Main Street and Hillview Street	Anytime
Lions Park Ave., Erin	South	Main Street and Hillview Street	Anytime
Dundas Street East, Erin	South	Daniel Street and Erinlea Crescent	Anytime
Millwood Road, Erin	North and South	Credit River Bridge to intersection of Waterford Drive	Anytime
Water Street, Erin	North and South	Hillview Street and 90 metres East on Water St.	Anytime
Spring Street, Erin	South	Main St. to Daniel St.	Anytime
Sideroad 17, Erin	North and South	8 th Line to 9 th Line	Anytime
Dundas Street West, Erin	South Side	Between Main Street and Carberry Road	Anytime
Water Street and Waterford Drive, Erin	North and South	From 150 metres North of Hillview Street for 115 metres	Anytime
East Church Street, Erin	East	40 metres East from Main Street	Anytime
Main Street, Erin	East	East Church Street South for 66 metres	Anytime
Main Street, Erin	West	Church Blvd. South for 31 metres	Anytime
Main Street, Erin	West	Church Blvd. North for 62 metres	Anytime

Church Blvd., Erin	West and South	Main Street for 23 metres	Anytime
Mill Street, Hillsburgh	South	10 metres East of Trafalgar Road for 45 metres	Anytime
Mill Street, Hillsburgh	South	63 metres East of Spruce Street	11:00 p.m. to 6:00 a.m.
Mill Street, Hillsburgh	North	42 metres East of Ann Street	11:00 p.m. to 6:00 a.m.
Ann Street, Hillsburgh	East	10 metres North of Mill Street	11:00 p.m. to 6:00 a.m.
Barbour Field, Hillsburgh	North and South	Driveway as Posted	Anytime
Eighth Line, Hillsburgh	East and West	100 metres North and South of the Driveway at Barbour Field	Anytime